



**NORTHCHURCH PARISH COUNCIL**

Clerk to the Council: Usha Kilich

Northchurch Parish Council

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**MEETING OF THE PARISH COUNCIL  
MONDAY 16 FEBRUARY 2026 AT 7.00 PM  
SOCIAL CENTRE BELL LANE NORTHCHURCH  
HP4 3RD**

**To Councillors:**

Michela Capozzi	Chair
Mark Somervail	Vice Chair
Neil Pocock	
Lara Pringle	
Sacha Hughes	
Parul Dix	
Chris Syers	

Dear Councillors

You are hereby summoned to attend a meeting of Northchurch Parish Council on Monday 16 February 2026 at 7.00 pm for the purpose of transacting the following business.

To access the documents please visit [www.northchurchparishcouncil.gov.uk](http://www.northchurchparishcouncil.gov.uk)

Usha Kilich  
Proper Officer  
11 February 2026

## AGENDA

### 83/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

### 84/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

### 85/25 MINUTES

a. To approve the minutes of the meeting of the.

- Full Council Meeting on 12<sup>th</sup> January 2026

b. Matters arising from previous meetings that are not included as agenda items below

- SRT Lease Agreement shared with Sunnyside Rural Trust. Awaiting for their response.

### 86/25 PUBLIC PARTICIPATION (15 minutes)

### 87/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

### 88/25 CHAIR's REPORT/CORRESPONDANCE RECEIVED

- Herts icy road update (Cllr C Smith-Wright)
- HMRC PAYE update with a credit of £800.97
- Unity Trust Business Corporate Card one off set up charge of £50
- Statutory Consultation on the proposal to open a Special Educational Needs and Disabilities (SEND) unit at Westfield Primary School, Barkhamsted, during the 2026/27 academic year
- Bulbourne Report January 2026
- NPC Webpage updated with ICO certification
- Barkhamsted Citizens Association Proposed Local Developments
- Protecting Ashbridge
- Government launch [consultation](#) on Hertfordshire's Local Government Reorganisation proposals

### 89/25 CLERKS REPORT (verbal)

- To produce action list and comments
- To update on latest news from DBC

### 90/25 ROAD SAFETY

- The Council notes the more frequent attendance of police speed check units on Tring Road and welcomes this action to help reduce traffic speed through Northchurch.

### 91/25 OPEN SPACE

- A report of dead branches overhanging the footpath to the private premises behind the lower allotment found minor tree works were needed asap.
- To discuss and complete DBC Further Consultation form
- NPC has been approached by a member of the public requesting permission to advertise her Pilates services on the locked noticeboard. This would constitute a chargeable service.
- St Mary's School Association has contacted NPC to enquire whether the Council would be willing to take over the management of the defibrillator.

**92/25 ALLOTMENT****93/25 FINANCE AND GENERAL PURPOSES**

- a. Cllr Somervail proposes to approve the YTD Summary for January 2026
- b. Cllr Somervail proposes to approve the bank reconciliation, receipts and payments January 2026
- c. Cllr Somervail proposes to approve the quote for £576 to carry out remedial tree work on branches overhanging the footpath to the private premises behind the lower allotment
- d. Cllr Somervail proposes to approve £500 for the removal of the skate ramp at the recreation ground.
- e. Cllr Somervail proposes to approve £150 plus VAT to carry out WCAG 2.2 Level AA compliant audit.
- f. Cllr Somervail proposes to appoint Audit Solutions to carry out the internal audit for 2025/26. Audit Solutions will not be available from 2027 so NPC will look to appoint another internal auditor for 2026/27
- g. Cllr Somervail proposes to adopt the following policies to meet the Assertion 10 requirements
  - Accessibility Statement
  - Privacy Policy
  - Management and Retention Policy
  - Members Interest Policy

**94/25 Exclusion of Press and Public:** To RESOLVE that under Section 1 of the Public Bodies (admission to meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business proceedings.

**95/25 FUTURE AGENDA ITEMS**

- a. Neighbourhood Plan
- b. Co-option of a member
- c. SRT Lease Agreement

**96/25 DATE OF NEXT MEETING**

The next meeting will be held on 30<sup>th</sup> March 2026 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD



## NORTHCHURCH PARISH COUNCIL

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## **MINUTES OF THE MEETING OF NORTHCHURCH PARISH COUNCIL**

12<sup>th</sup> January 2026 at 7.00 pm at Social Centre, Bell Lane, Northchurch, HP4 3 RD

### Members Present:

Cllr M Capozzi	Chair
Cllr M Somervail	Deputy Chair
Cllr N Pocock	
Cllr S Hughes	
Cllr C Syers	
Cllr P Dix	
Cllr Pringle	Arrived at 19.03

Also, present Mrs U Kilich and three members of the public.

## 70/25 APOLOGIES FOR ABSENCE

## To receive apologies for absence

There were no apologies of absence to record.

## 71/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

There were no declarations of interest to record.

## 72/25 Public Participation is allowed 15 minutes

Julie Battersby, a Northchurch resident, highlighted that Berkhamsted Town Council has recently consulted on a draft Neighbourhood Plan. She expressed concern that the plan does not identify the wildlife corridor along New Road near the Berkhamsted boundary, which forms an important link between the Berkhamsted East–West wildlife corridors. This corridor runs through one of the few continuous green routes crossing the railway line and connects with the canal wildlife corridor.

It was also noted that the preparation of a Northchurch Neighbourhood Plan under the Localism Act 2011 would help align and support inter-related planning policies between Northchurch and Berkhamsted, many of which are already set out in the Local Plan. She explained that a Neighbourhood Plan would provide additional benefits to the Northchurch community, which has a strong interest in preserving and enhancing the character of the area. These benefits include improved recognition and protection of wildlife corridors, support for the development and enhancement of green spaces, and the conservation of important habitats, including the Chiltern Beechwoods Special Area of Conservation and the Chiltern National Landscape.

It was noted that Neighbourhood Plans are referenced in the revised National Planning Policy Framework (December 2024) and carry legal weight in influencing local planning decisions. When aligned with Local Plan housing requirements, a Neighbourhood Plan can provide strong grounds for resisting inappropriate development where the adverse impacts would significantly and demonstrably outweigh the benefits.

Julie requested that Northchurch Parish Council consider developing a Neighbourhood Plan broadly aligned with the format used by Berkhamsted Town Council and offered her assistance in helping to prepare it.

**Action Plan:**

To establish the grant funding available and identify the level of external support required to deliver the Neighbourhood Plan. Councillor Pringle suggested that Northchurch Parish Council invite individuals with a range of relevant backgrounds and skills to support the development of the Neighbourhood Plan.

**73/25 MINUTES**

a. To approve the minutes of the meeting of the.

- Full Council Meeting on 15<sup>th</sup> December 2025  
Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to approve the Minutes of the meeting on 15<sup>th</sup> December 2025 as a true and accurate representation of the meeting. Unanimously agreed.

b. Matters arising from previous meetings that are not included as agenda items below  
Nothing to report.

**74/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS**

To receive a report from Borough/County Councillors

Cllr Pringle reported on the following in her capacity as a Borough Councillor

- Application: 25/03092/MOA  
Proposal: Construction of up to 200 residential dwellings (Use Class C3) with a new access from Shootersway, including public open space, biodiversity enhancements, landscaping, surface water drainage, and associated infrastructure.  
Address: Land South of Shootersway, Berkhamsted, HP4 3FB, Hertfordshire

Councillor Pringle has called in the application for consideration by Northchurch Parish Council and recommended refusal. The application will be discussed at the upcoming Planning Committee meeting.

- Councillor Pringle also advised members that a Green Community Grant is available, with a closing date of 23 January 2026. The grant supports projects relating to climate change, environmental initiatives, and wildlife corridor enhancements. Councillor Pringle intends to apply on behalf of the Council. Cllr Pringle proposed that NPC explore the possibility of seeking a grant funding for wildlife corridor to link the ancient hedgerows in Bell Lane with the canal, Rush Meadow and other local areas.
- The rotten fruit tree behind the bus stop at Darrs Lane had been removed and the surrounding debris cleared away.

Cllr Smith-Wright reported on the following in her capacity as a County Councillor

- Speed and Volume survey that was commissioned in October 2025.  
New Road is classified as a Rural Road so scores lower than an urban road outside a school. Most drivers were driving below 30mph, the review suggests that

it would be a good place to have a 20mph. The Locality budget for 26/27 has been used, however, this can be part funded from the Locality budget for 27/28 and shared with Northchurch Parish Council. There is a possibility that this comes under HCC 20mph scheme.

- Speed Management Survey is out for consultation, Cllr Smith-Wright encouraged members to complete Hertfordshire County Council's Speed Management Survey, which is intended to inform the County Council's consideration of potential speed management measures and changes across the county.

It was noted that increased participation would help ensure that local views from Northchurch are represented. Northchurch Parish Council agreed to advertise the survey to residents, including via the parish website and other appropriate communication channels.

- Recreation Ground Zebra Crossing - The Local Cycling and Walking Infrastructure Plan (LSWIP) is currently in draft form. The adoption process will be undergone in 2026. It has been agreed this crossing is currently in the right place and so their proposal would be to upgrade rather than relocate this.
- Cllr Smith-Wright has funded a grit bin for Valley Road

#### **75/25 CHAIR's REPORT/CORRESPONDANCE RECEIVED**

- a. Cllr Capozzi to thank Trish Pocock for her services - Cllr Capozzi thanked Trish Pocock for her service for over 25 years.
- b. Bulbourne December 2025 Report
- c. Neighbourhood Plan Wildlife Corridors (received 22/12/2025) – discussed under 72/25 Public Participation
- d. Requests for grit bins from members of the public -There have been several requests for the grit bins which have been directed to Herts County Council.
- e. Requests for refill the grit bins which belong to NPC – There have been requested to refill the grit bins which have been refilled by Sunnyside Rural Trust.

#### **76/25 CLERKS REPORT (verbal)**

- a. To produce action list and comments – the Clerk updated Councillors on outstanding items that are under progress or have been completed.
- b. To update on latest news from DBC

#### **77/25 ROAD SAFETY**

- a. An update from County Councillor C Smith-Wright – covered under 74/25

#### **78/25 OPEN SPACE**

Cllr Capozzi informed members that T G Garden Maintenance had removed a fallen tree at the recreation ground.

Cllr Capozzi sought members' agreement to proceed with the removal of the skate ramp at an approximate cost of £500. Members unanimously agreed.

Abacus has completed remedial works to the area surrounding the trampoline; however, concerns were raised regarding the standard of the work previously undertaken by Proludic.

Cllr Capozzi confirmed that photographs had been taken and that the matter would be raised with Proludic.

**79/25 ALLOTMENT**

Nothing to report

**80/25 FINANCE AND GENERAL PURPOSES**

a. Cllr Capozzi proposes to approve the YTD Summary for December 2025

Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the YTD Summary for 2026. Unanimously agreed.

b. Cllr Capozzi proposes to approve the bank reconciliation, receipts and payments for December 2025

Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the bank reconciliation receipts and payments for December 2025. Unanimously agreed.

c. Cllr Capozzi proposes to approve the Precept for 2026/27 at £49822.00 which represents a 7.69% increase from 2025/26

Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the Precept for 2026/27 at £49822.00 which is 7.69% increase of 2025/26. Unanimously agreed.

d. Cllr Capozzi proposes to approve the General Reserves Policy in line with Practitioners Guide.

Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the General Reserves Policy. Unanimously agreed.

e. Cllr Capozzi proposes that NPC get monthly contract for the council telephone for £10 or less a month which can be paid by Direct Debit.

Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to get a monthly contract for the NPC telephone on Direct Debit. Unanimously agreed.

**81/25 Exclusion of Press and Public:** To RESOLVE that under Section 1 of the Public Bodies (admission to meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business proceedings.

Nothing to report.

**82/25 DATE OF NEXT MEETING**

The next meeting will be held on 16<sup>th</sup> February 2026 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD

The meeting concluded at 20.12



**School Planning  
Hertfordshire County Council  
Postal Point CHO134  
County Hall  
Pegs Lane  
Hertford  
SG13 8DF**

**www.hertfordshire.gov.uk**

**Tel: 0300 123 4043**

**Email: education.planning@hertfordshire.gov.uk**

**Date: 12 January 2026**

Dear Consultee

**Consultation on the proposal to enlarge Watling View School, a community special school in St Albans for children aged 2 – 19 years old with Severe Learning Difficulties. This proposal is to create 32 additional places by opening a satellite provision at Oakmere Primary School, Potters Bar, during the academic year 2026/27.**

### **What is the proposal?**

Hertfordshire County Council is consulting on the proposal to increase the number of special school places by opening a Satellite provision of Watling View School on the site of Oakmere Primary School, Chace Avenue, Potters Bar, Hertfordshire, EN6 5NP. The Satellite provision will provide up to 32 places for pupils with an Education, Health and Care Plan (EHCP) and who have Severe Learning Difficulties (SLD).

Watling View School is a community special school in St Albans for children aged 2 to 19 years old with SLD.

In line with Hertfordshire County Council's SEND strategy<sup>1</sup>, the County Council is working to develop a more consistent and inclusive pattern of specialist provision across the county. This proposal will enlarge the number of special school places for children and young people with SLD that Watling View School offers from 115 to 147. In line with the Department for Education's (DfE's) guidance Making Significant Changes ('prescribed alterations') to Maintained Schools<sup>2</sup>, if the County Council wishes to enlarge a community special school by 10% or 20 pupils or more, whichever is the smaller number, it must follow a statutory process in order to do so.

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<sup>1</sup> [Hertfordshire SEND Strategy 2026-2029](#)

<sup>2</sup> [Making significant changes \('prescribed alterations'\) to maintained schools](#)

There is an immediate need to provide additional SLD places in the county as the number of pupils with very complex needs continues to grow. As a result, the County Council will be working with Watling View School to open a satellite provision for up to 32 SLD pupils on the Oakmere Primary School site within academic year 2026/27. These pupils will attend the provision on the Oakmere site full time but will remain on roll at Watling View. Specialist staff will be based at the site, supported by leadership from Watling View.

Oakmere Primary School currently has vacant space within its buildings. It is proposed to fully utilise this vacant space by offering up to 32 SLD places as a satellite provision of Watling View School. The County Council must consult on the proposal to increase the number of available special school places at this satellite provision as part of a statutory process.

### **Why is this being proposed?**

In line with Hertfordshire County Council's SEND strategy<sup>3</sup>, the County Council is working to develop a more consistent and inclusive pattern of specialist provision across the county. Demand for specialist provision for children with SLD in Hertfordshire has continued to rise. Many special schools are now full, and without additional capacity more children may need to travel long distances or access out of county placements.

Expanding Watling View through a satellite provision enables local in-county places, reduces travel distances and supports the County Council's statutory duty to provide sufficient suitable school places for children and young people with SEND.

### **Why has Watling View School been chosen for an increase in pupils?**

Watling View School is rated by Ofsted as Good (April 2025) and has a strong leadership team and a skilled staff. The school provides high quality provision for pupils with SLD and is well placed to manage a satellite provision. With the demand for local SLD places continuing to grow, expanding Watling View allows additional high-quality places to be created within this sector.

### **Why has the Oakmere Primary School site been chosen as the site for the proposed satellite provision of Watling View School?**

Oakmere Primary School has suitable vacant, self-contained space available on its site, including areas that can be refurbished to meet specialist needs. The site is approximately 10 miles from Watling View's main school site and is an ideal setting for the satellite provision.

Importantly, Oakmere Primary School's mainstream provision will not be reduced as a result of this proposal. The school currently has sufficient accommodation and capacity to meet the needs of its existing mainstream numbers. The space identified for the satellite provision is not required for Oakmere Primary School's core mainstream delivery and can be repurposed without detriment to the primary pupils on roll.

The majority of the SLD pupils will arrive by minibus, minimising the number of journeys to the new site. Pupils would be eligible for transport support to Watling

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<sup>3</sup> [Hertfordshire SEND Strategy 2026-2029](#)

View School if they meet the criteria, as set out in Hertfordshire's statutory school transport policy.

### **What does this mean for pupils?**

Necessary adaptations will be made to the existing spaces on the Oakmere Primary site to make sure it is fit for purpose for the children and young people with SLD who will attend the new satellite provision.

The proposal will not have a negative impact on pupils attending Oakmere Primary School. The school will continue to deliver its full mainstream curriculum, and pupils on roll will continue to receive their education as they do now. The satellite provision will operate separately from Oakmere's mainstream classes, and appropriate arrangements will be in place to ensure the smooth running of both provisions.

Although satellite provision will operate separately, there will be positive opportunities for professional staff collaboration between Oakmere and Watling View schools, such as sharing expertise and inclusive practice to the benefit of all the children.

### **What will be the impact on staff?**

Additional staff would be employed by Watling View School to support this proposal. The additional school places would not be made available until sufficient staffing is in place.

### **How will this proposal be funded?**

The capital cost of the works to support the delivery of the satellite provision would be met by the County Council.

This funding is separate and will not reduce the budget available to either Watling View or Oakmere Primary Schools for their existing pupils

### **Have your say**

You have until 9 February 2026 to let the county council know your views on the proposal. The easiest way you can do this is by completing the online form at: <https://www.hertfordshire.gov.uk/consultations>

If you do not have access to the internet, you can visit your local library where free access is available to all Hertfordshire residents. Should you wish to request a hard copy of the response form or need help understanding this information you can email [education.planning@hertfordshire.gov.uk](mailto:education.planning@hertfordshire.gov.uk) or alternatively please call the number above. An interpreting service is available for those who need it.

Your response must be received by 9 February 2026. The County Council will not be able to acknowledge or respond individually to your comments but they will be taken into account, as explained below.

### **How the decision will be taken**

This is a consultation and no decision has been made yet. All responses received will be made available to elected members who will make the final decision. All responses may be made available in public reports, although personal details will be removed to respect individual privacy.

The following timetable outlines the decision-making process. Please note that meetings marked with \* will be open to the public. Although it will not be possible to inform everyone individually of the decisions made, you will be able to access this information throughout the process at: [www.hertfordshire.gov.uk/committees](http://www.hertfordshire.gov.uk/committees)

Process	Date
Statutory notice period (4 weeks)	12 January – 9 February 2026
Chief Officer delegated decision (final decision if no objections received to the statutory notice)	21 February 2026
Cabinet* (final decision if one or more objections received to the statutory notice)	18 March 2026
Implementation	Academic year 2026/27

Yours faithfully,



**Jo Fisher,  
Executive Director of Children's Services**

# **UPPER BULBOURNE REPORT JANUARY 2026**

Here are the water table readings for the upper Bulbourne which Bob Farrer took between 11 am and noon on Saturday January 31st. Following the report are Bob's monthly rainfall report for January, Christian Sévigny's garden nature notes and Ned Hunt's most recent observations on Rushey Meadow.

Water levels in the upper Bulbourne area have recovered rapidly in the past couple of months due to the high rainfall on saturated ground. The Bulbourne is not yet flowing from the source, but there is evidence of the springs starting to rise there. Certainly downstream in Dudswell itself there is some flow. We have had three rapid surges of muddy road and field runoff through Dudswell in the last couple of weeks following periods of heavy prolonged rain but each time it has dried up leaving muddy silt in the ditch. The dredging of the channel in Dudswell field last May means runoff now reaches Dudswell more rapidly. Hopefully this will not cause flooding going forward.

## **WATER TABLE ON 31 JANUARY, 2026** by Bob Farrer

### **Dudswell Bridge** – the northernmost datum point

The water table is 1.4 m below datum, a rise of 0.54 m since last month. Visible flow here usually starts when the reading is 1.2 m or less.

The stream is not flowing at this point but there are signs that a surge of road run-off has recently passed through leaving muddy residue.

### **Northchurch Recreation Ground**

The borehole reading is 1.3 m below datum, up 36 cm since last month. As the photo shows, the stream is now very wide again as the swamp land is flooded and there are signs of rapid cress growth. The water is clear, about 10 to 20 cm deep, with width varying from 3 to 20 m.



### **Northchurch Primary School**

The water table is 0.81 m below datum, 31 cm higher than last month. There is a brisk audible flow of clear water between 2 to 4 m wide and 10 to 20 cm deep.

### **Billet Lane Berkhamsted** – the southernmost datum point

The water table is 1.38 m below datum, just 10 cm higher than last month. There is a brisk audible flow of clear water about 1.5 to 3 m wide and typically about 15 to 20 cm deep. Thanks to the work of Christian and Helen there is no longer any debris blocking the under-road ducts and the powerful flow is getting away through all three tunnels.

## RAINFALL RECORD FOR JANUARY 2026 by Bob Farrer



137.5 mm of rain fell on Dudswell in January. This is roughly twice the long-term average for Berkhamsted in January (70 mm). There were 21 rain days and only one dry day between the 11th and the 31st. The month began with five crisp dry days but by the end of the first week a pattern of sustained rain started and Jan 8th produced an exceptional 30 mm in a single day.

As the photo shows, areas of beech woodland up on the high ground at Ashridge (over 200 m elevation) are now starting to form ponds for the first time since 2014, which was an exceptionally wet year, with several road closures on local lanes.

Perhaps the hardest adjustment to make in such a month is getting used to the absence of sunlight. The best antidote is a log fire, imho.

Bob

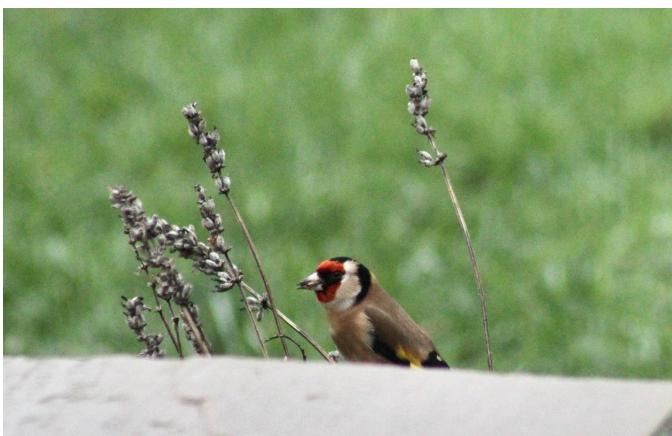
## JANUARY NATURE NOTES by Christian Sévigny

It was bitterly cold at the beginning of the month. Snow fell between 1 and 2 January and lay on the ground for many days, and in the early hours of the 6th the thermometer in our garden dropped to -9.9°C. The frost brought with it an influx of birds, including some I hadn't seen for a while.



It was on one of these days that four black-headed gulls visited the garden, announcing their arrival with their familiar laughing calls. For the last three years, I've seen them only once a year, on a cold day, and then not again until the following year. Black-headed gulls' heads are white in winter, marked only by a small dark spot behind the eye. The deep chocolate-brown hood returns during the breeding season. So the black-headed gull, confusingly, has a brown head in summer and a white head for the rest of the year.

The cold also brought back a familiar individual: the one-legged wood pigeon, a visitor since November 2024. I hadn't seen it for months, so I was happy to see it again. It struggles to feed on the ground, hopping on one leg and balancing with determined effort. Its survival over the past year feels nothing short of remarkable.



A moorhen made a brief appearance on the snow, while the feeders were busy with blue tits, great tits, long-tailed tits and goldfinches. Yet the birds were not relying on feeders alone. One day, I watched goldfinches delicately picking seeds from lavender heads. Lavender may not be their best-known food, but in hard weather birds make use of whatever is available. Leaving dead flower heads over winter provides exactly what many birds need during cold spells.

Harsh conditions bring both conflict and cooperation. There were skirmishes on the ground over food – pigeons squabbling, robins chasing rivals, ducks pulling feathers and charging for dominance. Yet at night, small birds gather together to keep warm, roosting communally in sheltered spots. A hawthorn thick with ivy has been a favourite roosting place for years.



As the month went on, the weather softened but brought many rainy days. Our river briefly flowed last Tuesday – a short-lived torrent of muddy run-off. Just a few hours later, only a few puddles remained – amazingly already populated with pond skaters.

Snowdrops are already showing, and daffodils are not far off, hinting that spring is around the corner. The song thrush sings more insistently, and signs of territory building appeared. A male blackbird now perches regularly atop the front hedge. For the past three years, a pair has nested nearby – whether the

same birds or not, the pattern continues.

Robins and wrens, ever hopeful, have already begun inspecting nesting sites. I had to be careful not to shut a wren inside the shed. I've also noticed a robin eyeing some wooden pallets I've left temporarily behind the shed. I'd better move them soon, otherwise they may start nesting there, and I won't be able to move them for weeks while they're sitting on eggs and raising their young.

## JANUARY REPORT FROM RUSHEY MEADOW by Ned Hunt



A dreary January for sure. The continuing rainfall has made a big impact on our Rushey Meadow pond, which, as you can see from the photo taken on the last day of the month, is much more extensive now and readily attracts a duck and drake and moorhens. Next month we will keep an eye out for frogspawn. The ground is completely saturated. The moles have moved to higher ground continuing their increasingly widespread earthworks.

This month we moved our rams from the bottom of Rushey Meadow up to Ladycroft, not that there's much grass there, but it has allowed us to move all the 14 Portland ewes to what we call our Coppice Field, towards the lower end of Rushey Meadow. Except for the rabbits and muntjac that browse it each morning and evening, this small field has not been grazed since last summer and has a good covering of grass. We've called it the Coppice Field because along one side we have established a small hazel plantation. The canal is on an embankment at this point, but within the field there is the remnant of an ancient watercourse that in times past must have drained into the River Bulbourne before the canal was built. Strangely, even in exceptionally wet times, it usually remains dry.



# Data Protection Registration Certificate

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Northchurch Parish Council

116D High Street  
Northchurch  
Berkhamsted  
Hertfordshire, HP4 3QN

Registration reference: ZA330446

Date registered: 21 March 2018

Registration expires: 20 March 2026



Issued by: Information Commissioner's Office,  
Wycliffe House, Water Lane, Wilmslow, Cheshire  
SK9 5AF

Telephone: 0303 123 1113

Website: [ico.org.uk](http://ico.org.uk)



National  
Trust



# Ashridge Estate - Protecting Our Roots

Ashridge Estate continues to face significant challenges from recreational pressure which threaten its long-term health.

Since launching *Protecting Our Roots* in 2023, we've been working to protect Ashridge's fragile habitats while developing plans for new visitor hubs.

As a local resident we would like to invite you to a public engagement event to learn more about this work, see our emerging plans and share your views with the team.

## Protecting Our Roots public engagement event

**Date:** Sunday 8 March

**Time:** 10am - 4pm

**Where:** Berkhamsted Civic Centre, 161 High Street,  
Berkhamsted, HP4 3HB



For more information visit  
[nationaltrust.org.uk/ashridge-protecting-our-roots](https://nationaltrust.org.uk/ashridge-protecting-our-roots)  
or email [protecting-ashridge@nationaltrust.org.uk](mailto:protecting-ashridge@nationaltrust.org.uk)



Ashridge Estate - Protecting Our Roots

Clerk Actions from Recent Meetings	Comment	Agenda Item / Due Date	Notes
<b>Administration</b>			
Cllr Capozzi to liaise with Cllr Caroline Smith Wright for the mirror on New Road and speed bumps	CC Smith-Wright	Oct-25	Emailed Cllr Smith Wright. Follow up email sent 6/11/2025
Cllr Capozzi to discuss the crossing at rec ground in June 2025 possibly under LCWIP	CC Smith-Wright	Oct-25	
Prouludic to reply to email sent out on 28/10/2025	CllrCapozzi	Oct-25	Quote received from Abacus November 2025
Benedict King Chase regarding Street Lights Contract	Case closed as per email 03/11/2025	Nov-25	Last email sent in September 2025, they are waiting on HCC to come back. Cllr Somervail followed with few details, Grahma Baggot will resolve the issue
Bi annual Tree Report	September 2025	Sep-27	Action from the report carried out/actioned 29/10/2025
<b>Opens Spaces</b>			
Install wooden bollards outside Tesco		Dec-25	In progress
Commercial waste bin being installed at the rec ground	Contract received signed	Completed	Contract received, awaiting for two clrs to give go ahead to sign the contract and set up DD
Install picnic tables	Cllr Capozzi/Pocock	Completed	Work completed
Update the boundary for the allotment area Frances Nunn	Clerk/Cllr Capozzi	Nov-26	In progress to calculate rent based on CPI
Update Asset register with new playground equipment and laptop	Actioned	Feb-25	Actioned next update March 2026
<b>Allotments</b>			
Numbering allotment plots	Cllr Capozzi/Clerk	Mar-26	
Phase two of the allotment fencing		Mar-26	Not an urgent item and maybe tiding up
To place wooden log outside the allotment gate to deter parking	Clerk/Cllr Capozzi	Nov-25	
<b>Playground</b>			
Planting of willow trees at the rec ground	Majestic Trees	Nov-25	Order placed with Majestic. Tree will be planted on 6/01/2026
Mole Treatment on the Rec Ground	In progress	Nov-25	Work completed
Personal Trainer to reinstate his standing order	In progress	Nov-25	Emailed the PT. Message sent via Whats app as he was seen doing PT session
To relay matting by the trampoline area.	Abacus to quote	Jan-26	Completed
Inspection email to allotment holders	Allotment Holders	Feb-26	

Case closed or dealt with

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2026

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>								
1076 Precept		46,106	46,106	0			100.0%	
1090 Investment & Interest		10	200	191			4.8%	
1110 O2 Mast		0	2,500	2,500			0.0%	
1120 Sunny Side Rural Trust		2,760	3,477	717			79.4%	
Income :- Receipts		<b>48,876</b>	<b>52,283</b>	<b>3,408</b>			<b>93.5%</b>	<b>0</b>
<b>Net Receipts</b>		<b>48,876</b>	<b>52,283</b>	<b>3,408</b>				
<b><u>110 Administration</u></b>								
4000 Staff Salary		21,179	30,405	9,226		9,226	69.7%	
4010 Employers NI Contribution		6,807	4,000	(2,807)		(2,807)	170.2%	
4030 Pension Employer Contribution		706	1,000	294		294	70.6%	
4070 Staff Expenses		180	200	20		20	90.2%	
4080 Staff Training		0	200	200		200	0.0%	
4085 IT Equipment		0	600	600		600	0.0%	
4090 Chairman's Allowance		326	300	(26)		(26)	108.7%	
4095 Councillors Training		0	300	300		300	0.0%	
4100 Councillors Expense		11	300	289		289	3.6%	
4110 Bank Charges		95	100	5		5	95.0%	
4120 Audit Fees		930	1,200	270		270	77.5%	
4130 Legal Fees		0	2,000	2,000		2,000	0.0%	
4140 Subscriptions & Memberships		36	150	114		114	24.0%	
4150 Insurance		2,640	2,500	(140)		(140)	105.6%	
4160 Stationery & Postage		0	100	100		100	0.0%	
4170 Telephone		0	120	120		120	0.0%	
4180 IT Support		622	700	78		78	88.9%	
4200 Grants and Donations		2,760	6,000	3,240		3,240	46.0%	
4210 Elections		0	1,000	1,000		1,000	0.0%	
4230 Hall Hire		304	800	496		496	38.0%	
4240 Administration Costs		764	1,000	236		236	76.4%	60
4290 Sundries		0	50	50		50	0.0%	
Administration :- Indirect Payments		<b>37,361</b>	<b>53,025</b>	<b>15,664</b>	<b>0</b>	<b>15,664</b>	<b>70.5%</b>	<b>60</b>
<b>Net Payments</b>		<b>(37,361)</b>	<b>(53,025)</b>	<b>(15,664)</b>				
6000 plus Transfer from EMR		60	0	(60)				
<b>Movement to/(from) Gen Reserve</b>		<b>(37,301)</b>	<b>(53,025)</b>	<b>(15,724)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2026

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>140 Allotments</b>								
1400	Rent Received - Allotment	4,120	4,038	(82)			102.0%	
1405	Allotment Deposit	420	0	(420)			0.0%	210
1410	Water re-charge - SRT	2,987	2,500	(487)			119.5%	
1411	Water re-charge - Lower site	220	200	(20)			110.0%	
1412	Water re-charge - Upper site	490	400	(90)			122.5%	
	Allotments :- Receipts	<b>8,237</b>	<b>7,138</b>	<b>(1,099)</b>			<b>115.4%</b>	<b>210</b>
4250	Maintenance	1,157	7,506	6,349		6,349	15.4%	
4400	Water - Upper SRT charges	1,782	2,500	718		718	71.3%	
4410	Water - Lower site charges	599	200	(399)		(399)	299.7%	
4420	Water - Upper site charges	1,281	400	(881)		(881)	320.3%	
	Allotments :- Indirect Payments	<b>4,820</b>	<b>10,606</b>	<b>5,786</b>	<b>0</b>	<b>5,786</b>	<b>45.4%</b>	<b>0</b>
	<b>Net Receipts over Payments</b>	<b>3,417</b>	<b>(3,468)</b>	<b>(6,885)</b>				
6001	less Transfer to EMR	210	0	(210)				
	<b>Movement to/(from) Gen Reserve</b>	<b>3,207</b>	<b>(3,468)</b>	<b>(6,675)</b>				
<b>150 Recreation Ground</b>								
1500	Football Pitch/Sports Income	610	1,000	390			61.0%	
	Recreation Ground :- Receipts	<b>610</b>	<b>1,000</b>	<b>390</b>			<b>61.0%</b>	<b>0</b>
4250	Maintenance	4,738	6,773	2,035		2,035	70.0%	
4500	Grass Cutting	1,125	2,500	1,375		1,375	45.0%	
4510	Gate Locking	855	1,140	285		285	75.0%	
	Recreation Ground :- Indirect Payments	<b>6,718</b>	<b>10,413</b>	<b>3,695</b>	<b>0</b>	<b>3,695</b>	<b>64.5%</b>	<b>0</b>
	<b>Net Receipts over Payments</b>	<b>(6,108)</b>	<b>(9,413)</b>	<b>(3,305)</b>				
<b>160 Open Spaces</b>								
1100	HCC Grass Cutting	3,777	3,714	(63)			101.7%	
1600	Open Spaces Income	16,100	16,100	0			100.0%	
1610	Warden Services	5,290	5,290	0			100.0%	
	Open Spaces :- Receipts	<b>25,167</b>	<b>25,104</b>	<b>(63)</b>			<b>100.3%</b>	<b>0</b>
4250	Maintenance	2,831	3,713	882		882	76.2%	
4620	Cemeteries	1,100	4,378	3,278		3,278	25.1%	
	Open Spaces :- Indirect Payments	<b>3,931</b>	<b>8,091</b>	<b>4,160</b>	<b>0</b>	<b>4,160</b>	<b>48.6%</b>	<b>0</b>
	<b>Net Receipts over Payments</b>	<b>21,236</b>	<b>17,013</b>	<b>(4,223)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2026

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>170 Playground</b>							
4250 Maintenance	2,878	2,090	(788)		(788)	137.7%	
4700 Safety Checks	876	300	(576)		(576)	292.0%	
4710 Repairs	0	1,000	1,000		1,000	0.0%	
Playground :- Indirect Payments	<b>3,754</b>	<b>3,390</b>	<b>(364)</b>	<b>0</b>	<b>(364)</b>	<b>110.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,754)</b>	<b>(3,390)</b>	<b>364</b>				
<b>180 CIL Projects</b>							
1080 CIL Levy EMR Funding	26,550	0	(26,550)			0.0%	26,550
CIL Projects :- Receipts	<b>26,550</b>	<b>0</b>	<b>(26,550)</b>				<b>26,550</b>
4191 NPC CiL Project	21,501	0	(21,501)		(21,501)	0.0%	21,501
CIL Projects :- Indirect Payments	<b>21,501</b>	<b>0</b>	<b>(21,501)</b>	<b>0</b>	<b>(21,501)</b>		<b>21,501</b>
<b>Net Receipts over Payments</b>	<b>5,049</b>	<b>0</b>	<b>(5,049)</b>				
6000 plus Transfer from EMR	21,501	0	(21,501)				
6001 less Transfer to EMR	26,550	0	(26,550)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>999 VAT Data</b>							
115 VAT on Receipts	7,625	0	(7,625)			0.0%	
VAT Data :- Receipts	<b>7,625</b>	<b>0</b>	<b>(7,625)</b>				<b>0</b>
515 VAT on Payments	7,187	0	(7,187)		(7,187)	0.0%	
VAT Data :- Indirect Payments	<b>7,187</b>	<b>0</b>	<b>(7,187)</b>	<b>0</b>	<b>(7,187)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>439</b>	<b>0</b>	<b>(439)</b>				
Grand Totals:- Receipts	<b>117,064</b>	<b>85,525</b>	<b>(31,539)</b>			<b>136.9%</b>	
Payments	<b>85,271</b>	<b>85,525</b>	<b>254</b>	<b>0</b>	<b>254</b>	<b>99.7%</b>	
<b>Net Receipts over Payments</b>	<b>31,793</b>	<b>0</b>	<b>(31,793)</b>				
plus Transfer from EMR	<b>21,561</b>	<b>0</b>	<b>(21,561)</b>				
less Transfer to EMR	<b>26,760</b>	<b>0</b>	<b>(26,760)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>26,594</b>	<b>0</b>	<b>(26,594)</b>				

## Bank Reconciliation up to 31/01/2026 for Cashbook No 6 - Current Account Unity Trust

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleare</u>	<u>Payee Name or Description</u>
05/01/2026	BACS	678.00		678.00		R	T G Garden Maintenance
05/01/2026	BACS	180.45		180.45		R	Usha Kilich
05/01/2026	BACS	115.00		115.00		R	GifGaf
05/01/2026	1201		276.00	276.00		R	Receipt(s) Banked
05/01/2026	0501		2,046.62	2,046.62		R	Receipt(s) Banked
12/01/2026	DD	145.39		145.39		R	NEST PENSION FUND
12/01/2026	BACS	500.00		500.00		R	Stephen Broom
19/01/2026	BACS	2,787.19		2,787.19		R	HMRC
19/01/2026	DD	26.39		26.39		R	SAGE
19/01/2026	BACS	786.00		786.00		R	SUNNYSIDE RURAL TRUST
19/01/2026	BACS	74.55		74.55		R	Michela Capozzi
19/01/2026	BACS	12.00		12.00		R	Usha Kilich
19/01/2026	1901		65.00	65.00		R	Receipt(s) Banked
22/01/2026	DD	36.42		36.42		R	Castle Water
22/01/2026	BACS	2,196.00		2,196.00		R	Abacus
23/01/2026	BACS	1,911.84		1,911.84		R	Usha Kilich
31/01/2026	BACS	8.55		8.55		R	Unity Trust
31/01/2026	31012026		360.00	360.00		R	Receipt(s) Banked
		<hr/> <u>9,457.78</u>	<hr/> <u>2,747.62</u>				

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

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**Northchurch Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 January 2026**

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**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

31/01/2026	NS&I ACCOUNT	203,441.47
31/01/2026	ST JAMES PLACE	0.00
31/01/2026	Allotment Tenants Deposit Acco	753.47
31/01/2026	Current Account Unity Trust	52,173.11
31/01/2026	Reserve Account Unity Trust	0.00
		<b>256,368.05</b>

**Receipts not on Bank Statement**

**0.00**

**Closing Balance**

**256,368.05**

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**All Cash & Bank Accounts**

3	NS&I	203,441.47
4	St'James Place- CLOSED	0.00
5	Allotment Deposit Account	753.47
6	Current Account Unity Trust	52,173.11
7	Reserve Account Unity Trust	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>256,368.05</b>

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**RECIPIENT:**

**Usha**

116 High St,  
Northchurch, Herts HP43QN

**SERVICE ADDRESS:**

116 High St,  
Northchurch, Herts HP43QN

**Invoice #6641**

Issued	26/01/2026
Due	05/02/2026
VAT	160 5119 39
Registration No:	

<b>Total</b>	<b>£576.00</b>
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Account Balance	£576.00
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**For Services Rendered**

Product/Service	Description	Qty.	Unit Price	Total
<b>26/01/2026</b>				
General Services	Remove Dead wood over 20mm in diameter or over 1m in length from canal side of Oak on R/H of entrance to allotments. Lift crown to achieve a 4m clearance from ground . All wood to be either left in hedge as habitat or removed. CONTACT FOR GATE: PAUL WEST ( DEANO) 07852295205	1	£480.00	£480.00

Thank you for your business. Please contact us if you have any questions regarding this invoice.

BACS: Sort code: 40-10-09 A/C No: 21489704  
Ref. Surname & Invoice No.

VAT Reg No. 160 5119 39

Subtotal	£480.00
VAT (20.0%)	£96.00
<b>Total</b>	<b>£576.00</b>
Account balance	£576.00



NORTHCHURCH PARISH COUNCIL  
Clerk to the Council: Usha Kilich  
Northchurch Parish Council  
PO Box 2603  
Kings Langley  
WD4 4EJ  
Tel.07543493002  
[www.northchurchparishcouncil.gov.uk](http://www.northchurchparishcouncil.gov.uk)  
email: [clerk@northchurchparishcouncil.gov.uk](mailto:clerk@northchurchparishcouncil.gov.uk)

## ACCESSIBILITY STATEMENT

FEBRUARY 2026

Version	V26.0
Date approved by Finance & General Purposes Committee	N/A
Date approved	16-02-2026

# Northchurch Parish Council

## Accessibility Policy

### 1. Introduction

Northchurch Parish Council is committed to ensuring that its services, information, and facilities are accessible to everyone. We aim to make our activities inclusive and accessible, regardless of disability, age, gender, race, religion, or other protected characteristics.

This policy supports the Council's duties under:

- Equality Act 2010
- Public Sector Equality Duty
- UK General Data Protection Regulation (UK GDPR)
- Relevant accessibility regulations and guidance

### 2. Scope

This policy applies to:

- The Parish Council's website and online content
- Public meetings and consultations
- Communications with residents and stakeholders
- Parish Council facilities and services

### 3. Website Accessibility

Northchurch Parish Council aims to ensure that its website is accessible and usable for as many people as possible. We will seek to ensure that:

- Website content is clear, simple, and written in plain English
- Pages are compatible with screen readers and assistive technologies
- Images include appropriate alternative text where required
- Documents are provided in accessible formats where reasonably practicable

The Council will endeavour to meet the requirements of the **Web Content Accessibility Guidelines (WCAG) 2.1 Level AA**, where proportionate and practicable for a small parish council.

If you have trouble accessing information on our website, please contact us and we will make reasonable efforts to provide the information in an alternative format.

### 4. Accessible Documents and Alternative Formats

Where requested and reasonably practicable, the Parish Council will provide information in alternative formats, such as:

- Large print
- Electronic formats compatible with assistive technology
- Plain text versions of documents

Requests should be made to the Clerk to the Council using the contact details below.

## **5. Meetings and Events**

The Parish Council aims to ensure that public meetings and events are accessible. This includes:

- Holding meetings in venues that are physically accessible where possible
- Providing reasonable adjustments on request
- Allowing assistance dogs at meetings

Anyone requiring specific arrangements to attend a meeting is encouraged to contact the Clerk in advance.

## **6. Communication and Engagement**

We are committed to communicating clearly and inclusively. This includes:

- Using plain language in correspondence
- Responding promptly and helpfully to accessibility-related requests
- Considering accessibility needs when consulting with the community

## **7. Reasonable Adjustments**

In line with the Equality Act 2010, Northchurch Parish Council will make reasonable adjustments to avoid placing individuals with disabilities at a substantial disadvantage when accessing our services or information.

## **8. Contact Details**

If you have difficulty accessing any part of our services or would like to request information in an alternative format, please contact:

**Clerk to the Council**  
Northchurch Parish Council  
PO Box 2603  
Kings Langley WD4 4EJ  
Email: [clerk@northchurchparishcouncil.gov.uk](mailto:clerk@northchurchparishcouncil.gov.uk)  
Phone: 07543493002

## **9. Review**

This Accessibility Policy will be reviewed at least every **three years**, or sooner if legislation or guidance changes.

**Adopted by Northchurch Parish Council on:** 16/02/2026

**Next review date:** May 2027



NORTHCHURCH PARISH COUNCIL  
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Tel.07543493002  
[www.northchurchparishcouncil.gov.uk](http://www.northchurchparishcouncil.gov.uk)  
email: [clerk@northchurchparishcouncil.gov.uk](mailto:clerk@northchurchparishcouncil.gov.uk)

## PRIVACY POLICY

FEBRUARY 2026

Version	V26.0
Date approved by Finance & General Purposes Committee	N/A
Date approved	16-02-2026

# Northchurch Parish Council

## Privacy Notice (NALC-Aligned)

### 1. Introduction

Northchurch Parish Council is a local authority and is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains how we collect, use, store, and protect your personal information in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Guidance issued by the National Association of Local Councils (NALC)

This notice applies to residents, service users, contractors, suppliers, staff, councillors, and anyone who interacts with the Parish Council.

### 2. Data Controller and Contact Details

Northchurch Parish Council is the Data Controller.

#### **Clerk to the Council / Data Protection Lead**

Northchurch Parish Council  
PO Box 2603  
Kings Langley  
Hertfordshire  
WD4 4EJ  
Email: [clerk@northchurchparishcouncil.gov.uk](mailto:clerk@northchurchparishcouncil.gov.uk)  
Phone: 07543493002

### 3. How We Use Your Information

We use personal data to enable the Parish Council to:

- Fulfil its statutory and legal obligations
- Deliver local services and facilities
- Communicate with residents and stakeholders
- Manage consultations, meetings, and decision-making
- Process complaints and enquiries
- Manage contracts, finance, and governance

We will only collect and use personal data where it is necessary and relevant.

### 4. Lawful Bases for Processing

Under UK GDPR, the Parish Council processes personal data under the following lawful bases:

- **Public task** – where processing is necessary to perform a task in the public interest or under official authority
- **Legal obligation** – where processing is required by law
- **Contract** – where necessary for the performance of a contract
- **Consent** – where explicitly obtained
- **Legitimate interests** – where applicable and not overridden by individual rights

## 5. Types of Personal Data We Collect

Depending on your interaction with the Parish Council, we may collect:

- Name and title
- Postal address
- Email address and telephone number
- Records of correspondence and enquiries
- Consultation and survey responses
- Meeting attendance and representations
- Financial information (where required)
- Website usage data and IP addresses

We do not collect special category data unless there is a clear legal requirement to do so.

## 6. Sharing Your Information

We may share your personal data where necessary with:

- Other local authorities or public bodies
- Contractors and service providers acting on our instructions
- Professional advisers (e.g. auditors, insurers)
- Regulators and government bodies where legally required

All third parties are required to handle your data securely and lawfully.

## 7. Data Retention

Personal data is retained in accordance with the Parish Council's Records Management and Retention Schedule, based on guidance from NALC and the Local Government Association.

Retention periods vary depending on the type of record but typically range from **2 to 6 years**, or longer where required by statute. Data is securely deleted or anonymised once no longer required.

## 8. Your Rights

You have the following rights under data protection law:

- To be informed about how your data is used
- To access personal data held about you
- To request correction of inaccurate data
- To request erasure (where applicable)
- To restrict or object to processing
- To withdraw consent (where consent is the lawful basis)

Requests should be submitted in writing to the Clerk to the Council.

## **9. Data Security**

The Parish Council takes appropriate technical and organisational measures to protect personal data, including:

- Secure storage and restricted access
- Password-protected systems
- Encrypted devices and backups where appropriate
- Staff and councillor awareness of data protection responsibilities

## **Cookies and Website Use**

### **10. Cookies**

The Parish Council website may use cookies to ensure effective operation and to improve user experience. Cookies do not identify you personally.

You can control cookies through your browser settings. Disabling cookies may affect website functionality.

### **11. Website Analytics**

The website may use anonymised analytics (such as Google Analytics) to monitor website performance and usage. Analytics cookies are first-party cookies and do not collect personally identifiable information.

### **12. Complaints**

If you are dissatisfied with how the Parish Council has handled your personal data, you may raise a concern with us directly.

You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)

**This Privacy Notice will be reviewed periodically and updated as required.**



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

PO Box 2603

Kings Langley

WD4 4EJ

Tel.07543493002

[www.northchurchparishcouncil.gov.uk](http://www.northchurchparishcouncil.gov.uk)

email: [clerk@northchurchparishcouncil.gov.uk](mailto:clerk@northchurchparishcouncil.gov.uk)

## Records Management Policy and Retention Schedule

FEBRUARY 2026

Version	V26.0
Date approved by Finance & General Purposes Committee	N/A
Date approved	16-02-2026

# Records Management Policy and Retention Schedule

## 1. Purpose

Northchurch Parish Council recognises the importance of proper records management. This policy and retention schedule sets out how the Council manages, retains, and disposes of records in line with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Local Government Act 1972
- Freedom of Information Act 2000
- NALC and Local Government Association (LGA) guidance

## 2. Scope

This policy applies to all records created, received, or held by Northchurch Parish Council, whether in paper or electronic format, including emails and digital files.

## 3. Responsibilities

- **The Parish Council** is responsible for adopting this policy.
- **The Clerk to the Council** is responsible for implementing the policy and ensuring records are managed correctly.
- **Councillors and staff** must ensure that records are created, stored, and disposed of in accordance with this schedule.

## 4. Records Management Principles

The Parish Council will ensure that records are:

- Accurate and up to date
- Stored securely and accessed only by authorised persons
- Retained only for as long as necessary
- Disposed of securely when no longer required

## 5. Retention Schedule

### Governance and Administration

Record Type	Retention Period	Legal Basis / Notes
Council minutes	Permanent	Local Government Act 1972 s228
Agendas and supporting papers	6 years	Audit and legal reference

Standing Orders, policies, codes	Until superseded + 6 years	Governance record
Councillor declarations of interest	Term of office + 6 years	Transparency requirements
Election records	1 year	Electoral law

## Finance and Audit

Record Type	Retention Period	Legal Basis / Notes
Annual accounts and AGAR	<b>Permanent</b>	Audit and public record
Bank statements	6 years	Audit purposes
Invoices, receipts, vouchers	6 years	VAT / audit
Payroll records	6 years	HMRC
VAT records	6 years	HMRC
Insurance policies	Expiry + 6 years	Claims reference

## Staffing and HR (where applicable)

Record Type	Retention Period	Legal Basis / Notes
Employee personnel files	Termination + 6 years	Employment law
Contracts of employment	Termination + 6 years	Legal reference
Pension records	75 years	Nest Pension
Sickness records	3 years	Health & employment

## Correspondence and Complaints

Record Type	Retention Period	Legal Basis / Notes
General correspondence	2 years	Operational need
Significant correspondence	6 years	Legal reference
Complaints	6 years	Ombudsman guidance

## Planning and Property

Record Type	Retention Period	Legal Basis / Notes
Planning consultation responses	2 years	Advisory role
Property deeds	<b>Permanent</b>	Legal ownership
Lease agreements	Term + 6 years	Legal reference
Asset register	<b>Permanent</b>	Audit requirement

## **Data Protection and Information Rights**

Record Type	Retention Period	Legal Basis / Notes
Subject Access Requests	3 years	ICO guidance
Data breach records	6 years	Accountability principle
ICO correspondence	6 years	Regulatory compliance

## **Website and IT**

Record Type	Retention Period	Legal Basis / Notes
Website content	Until superseded	Transparency
Website analytics data	26 months	Google Analytics default
Backup data	Rolling cycle	Business continuity

## **6. Disposal of Records**

Records will be securely disposed of once their retention period has expired. Paper records will be shredded; electronic records will be permanently deleted.

A disposal log will be maintained by the Clerk to record destroyed records.

## **7. Review**

This policy and retention schedule will be reviewed at least every **three years** or sooner if legislation or guidance changes.

**Adopted by Northchurch Parish Council on:** 16<sup>th</sup> February 2026  
**Next review date:** May 2027



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## MEMBERS' INTERESTS POLICY

FEBRUARY 2026

Version	V26.0
Date approved by Finance & General Purposes Committee	N/A
Date approved	16-02-2026

# **Northchurch Parish Council**

## **Members' Interests Policy**

### **1. Introduction**

Northchurch Parish Council is committed to maintaining high standards of conduct and transparency. This Members' Interests Policy sets out how councillors must declare and manage interests in accordance with:

- Localism Act 2011
- Relevant Regulations made under the Act
- The Parish Council's Code of Conduct
- Guidance issued by the National Association of Local Councils (NALC)

This policy supports openness, accountability, and public confidence in the decision-making of the Parish Council.

### **2. Scope**

This policy applies to all elected and co-opted members of Northchurch Parish Council.

### **3. Register of Members' Interests**

All councillors are required by law to complete and maintain a **Register of Members' Interests**.

Each councillor must:

- Complete a declaration of interests within **28 days** of election, co-option, or appointment
- Notify the Monitoring Officer of any change to their interests within **28 days** of the change

The Register of Members' Interests is maintained by the Borough Council's Monitoring Officer and is available for public inspection.

### **4. Disclosable Pecuniary Interests (DPIs)**

Disclosable Pecuniary Interests are defined in legislation and include interests relating to:

- Employment, office, trade, profession, or vocation
- Sponsorship
- Contracts
- Land and property
- Licences
- Corporate tenancies
- Securities

If a councillor has a DPI in any matter being considered at a meeting:

- The interest **must be declared** at the meeting
- The councillor **must not participate** in the discussion or vote
- The councillor **must withdraw** from the meeting room while the item is considered

Failure to comply with DPI requirements may constitute a criminal offence.

## **5. Other Registerable Interests**

In addition to DPPIs, councillors must register and declare other interests as required by the Parish Council's Code of Conduct, including:

- Membership of other public bodies
- Membership of charities or voluntary organisations
- Interests that could reasonably be regarded as affecting a councillor's impartiality

Where such an interest exists, the councillor should declare it and act in accordance with the Code of Conduct and any advice given by the Monitoring Officer.

## **6. Interests of Close Associates**

Where required by the Code of Conduct, councillors must also consider the interests of:

- Their spouse or civil partner
- A person with whom they are living as a spouse or civil partner

Such interests may need to be declared where relevant to matters under consideration.

## **7. Meetings and Declarations**

At the start of each Parish Council meeting, councillors will be asked to declare any interests relating to items on the agenda.

Declarations will be:

- Recorded in the minutes
- Managed in accordance with this policy and the Code of Conduct

## **8. Sensitive Interests**

Where a councillor believes that disclosure of an interest could lead to intimidation or risk of harm, they may apply to the Monitoring Officer for the interest to be treated as a **sensitive interest**, in accordance with legislation.

## **9. Advice and Guidance**

Councillors are encouraged to seek advice from:

- The Clerk to the Council
- The Borough Council's Monitoring Officer

Early advice can help avoid breaches of this policy or the Code of Conduct.

## **10. Breaches and Complaints**

Any allegation that a councillor has failed to comply with this policy or the Code of Conduct will be dealt with under the Borough Council's arrangements for handling standards complaints.

## **11. Review**

This policy will be reviewed at least every **four years** or sooner if there are changes to legislation or NALC guidance.

**Adopted by Northchurch Parish Council on:** 16<sup>th</sup> February 2026  
**Next review date:** May 2030