



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

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**ANNUAL MEETING OF THE PARISH COUNCIL  
MONDAY 13<sup>TH</sup> MAY 2024 AT 7.00 PM  
SOCIAL CENTRE BELL LANE NORTHCHURCH  
HP4 3RD**

**To Councillors:**

Michela Capozzi

Mark Somervail

Neil Pocock

Lara Pringle

Lyndsey Abercromby

Parul Dix

Chair

Vice Chair

Dear Councillors

You are hereby summoned to attend a meeting of Northchurch Parish Council on Monday 13th May 2024 at 7.00 pm for the purpose of transacting the following business.

Usha Kilich

Proper Officer

Dated 8th May 2024

## **AGENDA**

### **01/24 ELECTION OF CHAIR**

To elect a Chair for the ensuing Council year

### **02/24 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR**

The Chair is to sign the Declaration of Acceptance of the Office of the Chair

### **03/24 ELECTION OF VICE CHAIR**

To elect a Vice Chair

### **04/24 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR**

The Vice-Chair to sign the Declaration of Acceptance of the Office of Vice-Chair

### **05/24 APOLOGIES FOR ABSENCE**

To receive apologies for absence

### **06/24 DECLARATIONS OF INTEREST**

To declare an interest linked to any item on the agenda

### **07/24 Public Participation is allowed 15 minutes**

### **08/24 MINUTES**

- a. To approve the minutes of the meeting of the 8<sup>th</sup> April 2024 Full Council Meeting
- b. Matters arising from previous meetings that are not included as agenda items below

### **09/24 REPORT FROM BOROUGH/COUNTY COUNCILLORS**

To receive a report from Borough/County Councillors  
Cllr Pringle to update on defib on the upper allotment site  
Cllr Pringle to update on the pothole in Bell Lane  
Cllr Pringle to report on the bridge over the canal on New Road  
Cllr Pringle to report on St Mary's Garden Project

### **10/24 CHAIRMAN'S REPORT**

- a. Cllr Capozzi to inform members that the total CiL amount received for 2024/25 is £7,453.63
- b. Cllr Capozzi to inform members that a change made on the NPC webpage incurred costs of £100
- c. Cllr Capozzi to inform members that an additional data increase was necessary for the NPC email account with a total cost of £45 a year for 50GB
- d. Cllr Capozzi informed members that £25k has been transferred from the Unity Trust Account to NS&I as per NPC's Investment Policy
- e. Agenda and Minutes from Dacorum Environmental Forum. Please [click here](#) for more information.

### **11/24 CLERKS REPORT**

- a. DBC weekly Newsletter (Councillors only)

### **12/24 ROAD SAFETY**

### **13/24 OPEN SPACE**

**14/24 ALLOTMENT**

**15/24 Cllr. Capozzi proposes that NPC adopts the policies and governance documents circulated by email to Councillors for 2024/25**

- a. Allotment Disputes
- b. Allotment Rules and Regulations
- c. Asset Management Policy
- d. Code of Conduct
- e. Complaints Policy
- f. Dignity at Work Policy
- g. Equal Opportunities and Diversity Policy
- h. Financial Regulations
- i. Freedom of Information Policy
- j. GDPR Policy
- k. Grant and Donation Policy
- l. Grievance Policy
- m. Health & Safety Policy
- n. Investment Policy
- o. Publication Scheme
- p. Press and Media Policy
- q. Recruitment and Selection Policy
- r. Risk Assessment
- s. Standing Orders
- t. Terms of Reference
- u. Virement Policy

**16/24 Cllr. Capozzi proposes that the Councillors are appointed to the committees shown in the table below**

Members for Committees								
Members	Michela Capozzi	Mark Somervail	Neil Pocock	Lara Pringle	Lyndsey Abercromby	Parul Dix	VACANT	VACANT
<b>Committees</b>								
Planning Committee	✓	Chair	✓	✓	✓	✓		
Allotments Committee	✓		✓		✓	✓		
Finance & General Purposes Committee	Chair	✓			✓			

**17/23 Cllr. Capozzi proposes that NPC appoint representatives from outside groups**

Representatives on Outside Groups	
Organisation	Councillor
Northchurch United Charities	Cllr Pocock and Cllr Dix
Canal and Bulbourne Liaison	
St Mary's School Governor	Cllr Pringle
Ashridge Estate Committee	

## 18/24 Cllr Capozzi proposes to adopt the Mission Statement for 2024/25

### 19/24 FINANCE AND GENERAL PURPOSES

- a. Cllr Capozzi proposes the Approval of the Annual Governance Accountability Return (AGAR) 2023/24 to be signed by the Chair and Responsible Finance Officer.
  - b. To discuss the Internal Audit Report from Audit Solutions and take action for Year-End 31<sup>st</sup> March 2024.
  - c. Cllr Capozzi proposes to accept the YTD Summary for 2024/25
  - d. CllrCapozzi proposes to approve up to £200 to clear Roman Way
  - e. Cllr Capozzi proposes to approve up to £2000 for the levelling of plot 77 and the car park
  - f. Cllr Capozzi proposes the Post Office forwarding service is not renewed
  - g. Cllr Capozzi proposes to use the CiL receipt of £7,453.63 as a contingency on the playground upgrade.
1. **PRECEPT**; Notification of parish funding was confirmed as received on 10<sup>th</sup> April 2024. The total amount received from DBC £65,389.50

Precept Demand	£44,000.00
Council Tax Support Grant	£ 0.00
Concurrent Services	£16,099.72
<u>Wardens Grant</u>	<u>£ 5,289.78</u>
<u>Total for 2024/25</u>	<u>£65,389.50</u>

### 2. General Power of Competence

To agree by resolution that the Parish Council is entitled to use the above power, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The Parish Council is entitled as it has:

- a. A two thirds electoral mandate
- b. A qualified Clerk (CiLCA) (Level 4 and 5 of Community Governance completed)

### 3. Meeting Dates

Meeting dates and venues for Northchurch Parish Council meetings in 2024/25 have been determined as attached.

### 4. Future Agenda Items

## 20/24 DATE OF NEXT MEETING

The next meeting will be held on 17<sup>th</sup> June 2024 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD