A close up of a sign

Description automatically generatedNORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

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Northchurch

HP4 3QN

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

**Held Via Virtual Meeting**

**MEMBERS PRESENT:**

Gordon Godfrey Chair

Jon Clarke Vice Chair

Neil Pocock

Lara Pringle

Mark Somervail

ALSO PRESENT

Councillor Douris

Officer Mrs U Kilich Parish Clerk

Member of pubic Michela Capozzi

Cllr Edwards and Cllr Rees were not able to connect to Virtual Meeting. The Clerk was able to do conference call, however, during the meeting the call ended.

**01/20 ELECTION OF CHAIR**

Cllr Clarke thanked Cllr Godfrey for carrying out his role of Chairman over the last two years.

Cllr Clarke put his name forward for the Chair, Cllr Pringle supported Cllr Clarke’s decision, there being no further nominations it was unanimously agreed that Cllr Clarke be elected a Chair.

**02/20 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR**

Cllr Clarke signed the Declaration of Acceptance of Office. The Declaration of Acceptance of Office will be signed by the Clerk once the hard copy has been received.

**03/20** **ELECTION OF VICE CHAIR**

Cllr Clarke proposed and Cllr Godfrey seconded that Cllr Somervail be nominated as Vice Chair. There being no further nominations, it was unanimously **RESOLVED** that Cllr Somervail be elected as Vice Chair.

**04/20 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR**

Cllr Somervail signed the Declaration of Acceptance of Office. The Declaration of Office will be signed by the Clerk once the hard copy has been received.

**05/20 APOLOGIES FOR ABSENCE**

Cllr Pringle reported that Cllr Holditch sent his apologies for the absence.

**06/20 DECLARATIONS OF INTEREST**

To declare an interest linked to any item on the agenda.

There was no declaration of interest to report.

**07/20 MINUTES**

To approve the minutes of the meeting of 20th April 2020 and matters arising from previous meeting that are not included as an agenda item below. It was proposed by Cllr Edwards, seconded by Cllr Pringle and **RESOLVED** that the minutes of the meeting held on the 20thApril 2020 were a true reflection of the proceedings with a minor change to report Cllr Clarke did attend the meeting. Cllr Clarke to sign the minutes.

1. NPC is currently waiting for further information from 1 organization that have requested funding for Covid 19 providing Scrubs for hospitals. Cllr Clarke wishes to implement clear guidelines when considering S137 Grant Applications. Cllr Clarke suggested in updating NPC’s Standing Order with the following guidelines and updating NPC’s website, the grant must;

* Benefit Northchurch residents
* Demonstrate financial competence
* Organization must prove that the money donated is used for legitimate purpose.

Cllr Somervail proposed that NPC must adopt and amend the Standing Order as per Cllr Clark’s suggestion, it was seconded by Cllr Godfrey all in favour.

Age Concern Dacorum submitted S137 Grant Application, the report received from Age Concern identified that they are currently helping members of Northchurch, on that basis Cllr Somervail proposed the sum of £1000 and further grant may be considered should the crisis continue, all members in favour of the proposal. The Clerk can inform Age Concern Dacorum there is further fund available from Cllr Douris Locality Budget.

Cllr Clarke received an email from West Herts Hospital confirming that they have received gowns from Colleen Duggan, however they are in a similar situation they do not have a bank account. Cllr Pringle suggested if the decision can be deferred until further information can be obtained from Colleen Duggan, all in favour of the proposal.

1. NPC’s website designer will produce a report on WCAG Compatibility for June’s meeting which will be discussed.
2. NPC is currently waiting for quotes for the Recreation Ground path work, Cllr Clarke informed members that both ends of the concrete footpath are waterlogged due to the exceptional height of the river Bulbourne. Cllr Clarke has spoken to Mr and Mrs Iles owner of the field, they are in the process of seeking advice from the wildlife. Cllr Clarke proposed to ringfence £3000 for construction of footpath, subject to approval by Mr and Mrs Iles. Cllr Clarke’s proposal was unanimously agreed.

**08/20** **REPORT FROM BOROUGH/COUNTY COUNCILLORS**

To receive a report from Borough/County Councillor (s)

1. Cllr Douris to report on section 50 license to be completed by Go20 for entry gate. Cllr Pringle informed members that Go20 will complete the application.
2. Cllr Douris informed members that he has passed NPC’s letter in regards to double yellow lines on Darrs Lane and Mandelyns to the relevant Highways Officer who will be in touch with the Clerk in due course.
3. Cllr Douris picked up on a typing error on March’s minutes, an item was reported to Herts CC instead of Dacorum BC re bollards on Darrs Lane.
4. Cllr Douris sent an email re S137 Grant Application, the email was purely for information and was not sent to influence decision making. Cllr Clarke thanked Cllr Douris for his support.
5. It was also reported by Cllr Douris that the Locality Budget has been increased to £15k of which £5k is ringfenced for Covid 19. Cllr Douris has emailed Parish Church that the fund is available.

**09/20 PAYMENT TO SUNNYSIDE RURAL TRUST**

To decide whether to pay Sunnyside Rural Trust the full monthly amount (as recommended in the report by Cllr. Godfrey) for the short period when their maintenance work was reduced due to Coronavirus safety considerations. Cllr Godfrey informed members that SSRT have resumed their responsibilities from 24th April, Cllr Clarke proposed to continue to pay SSRT’s invoice, Cllr’s Clarke, Pringle, Godfrey and Pocock in favour, Cllr Somervail abstained and Cllr’s Edwards and Rees were not able to comment due to bad connection.

**10/20 TO FORM AN OPEN SPACE COMMITTEE**

To decide whether to form a new Open Space Committee to work with other members of the community in preparing a Neighbourhood Parish Plan. Parish Plans can be used to ensure local concerns and characteristics are taken into account before any planning decisions are made. A report by Cllr. Jon Clarke has been circulated and posted on NPC’s council website. Cllr Pringle suggested involving members of public on Open Space Committee, following the discussion it was **RESOLVED** that NPC should form Open Space committee.

**12/20 TO APPOINT MEMBERS OF COMMITTEES AND COUNCILLOR REPRESENTATIVES ON OUTSIDE GROUPS FOR THE ENSUING YEAR**

Non-council may participate in any of the committees other than the Finance Committee. Michela Capozzi showed interest in Open Space Committee. It was agreed unanimously to appoint the following as members on standing committees and working parties and representatives for 2020/21.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Committee Members** | | | | | | | | |
| **Members** | **Jon**  **Clarke** | **Beryl**  **Edwards** | **Gordon**  **Godfrey** | **Peter**  **Holditch** | **Lara**  **Pringle** | **Neil**  **Pocock** | **Sue**  **Rees** | **Mark**  **Somervail** |
| Planning |  | Chair | Y | Y |  | Vice C. | Y |  |
| Allotments |  |  | Chair |  |  | Vice C. |  |  |
| Finance & General Purpose |  |  |  |  |  |  |  |  |
| Road Traffic Committee | Vice C. | Y | Y | Y | Chair | Y | Y | Y |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Open Space Committee | Chair |  |  |  |  |  |  | Vice C. |

|  |  |
| --- | --- |
| **Representatives on Outside Groups** | |
| **Organisation** | **Councillor** |
| Northchurch & District Association | Gordon Godfrey |
| Northchurch United Charities | Neil Pocock |
| Canal and Bulbourne Liaison | Gordon Godfrey |
| Hertfordshire County Council | Terry Douris |
| Dacorum Borough Council | Lara Pringle |
| Recreation Ground Maintenance | Gordon Godfrey and Neil Pocock |
| Dacorum Environmental Forum | Mark Somervail |
| St Mary’s School Governor | Jon Clarke |
| Police Representative | Neil Pocock |
| Northchurch New Road Cemetery | Gordon Godfrey and Neil Pocock |
| National Trust Ashridge | Eric Cook |

**20 FINANCE AND GENERAL PURPOSE**

1. **Approval of Annual Governance Accountability Return 2020/21**
2. Financial Statement as at 31st March 2020

The draft statement had been circulated with the agenda for information, this has not been reviewed by the Internal Auditor due to Covid 19 there is a delay. The results of the Internal Audit report will be available at June’s meeting.

1. Audit 2019/20

Internal Auditors visit on the 22nd April was cancelled due to current circumstances.

1. **PRECEPT**; Notification of parish funding was confirmed as received on 12th April 2020. The total being £56,333

Precept Demand £34,821

Council Tax Support Grant £873

Concurrent Services £16,099

Wardens Grant £4,540

Total for 2019/20 £56,333

Total CIL amount received for 2020/21 was £12,026

1. **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;

1. A two thirds electoral mandate
2. A qualified Clerk (CiLCA) (Level 4 Community Governance)
3. **Meeting Dates**

Schedule 2020/2021

Meeting schedule for 2020/21 was circulated to all council members with agenda.

**14/20 DATE OF NEXT MEETING**

The next meeting will be held on the 22nd June by Virtual Meeting at 7.30pm.

**MEETING OF NORTHCHURCH PARISH COUNCIL PLANNING COMMITTEE**

**Councillors**

Gordon Godfrey

Beryl Edwards Chair

Neil Pocock Vice Chair

Sue Rees

Mark Somervail

**The Planning Meeting did not take place due to quorate.**

1. **PLANNING APPLICATIONS TO CONSIDER.**

**1**. **Reference: 20/00968/FHA**

Proposal: Single storey front, side and rear extensions. Demolish existing garage, hip to gable roof enlargement with rear dormer window.

Address: 43 St Marys Avenue Northchurch Berkhamsted Hertfordshire HP4 3RP

**2. Reference: 20/01025/FHA**

Proposal: Two storey side extension and rear dormer extension

Address: 45 St Marys Avenue Northchurch Berkhamsted Hertfordshire HP4 3RP

**3. Reference: 20/00896/HPA**

Proposal: single storey rear extension measuring 8M deep with a maximum height of 3.4M and maximum eaves height of 2.3M

Address: Clamber Cottage Northchurch Lane Ashley Green HP5 3PD

1. **Reference: 20/01069/TPO**

Proposal: Works to Trees

Address: Egerton Rothesay School Durrants Lane Northchurch Berkhamsted Hertfordshire HP4 3UJ

**Development Management Committee 21st May 2020**

19/03272/FUL - Construction of new chalet bungalow to the side/rear of 5 Tring Road. - Land To The Side/Rear 5 Tring Road, Dudswell, Berkhamsted, Hertfordshire, HP4 3SF

**DATE OF NEXT MEETING**

The next virtual meeting will be held on the 10th June following the 7.30p.m. Meeting of the Parish council.