



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

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MINUTES OF THE MEETING OF NORTHCHURCH PARISH COUNCIL

15th December 2025 at 7.00 pm at Social Centre, Bell Lane, Northchurch, HP4 3 RD

Members Present:

| | |
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| 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 19.05 |

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

57/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

There were no apologies of absence to record.

58/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

Cllr N Pocock declared interest in item 67/25 (f), therefore, did not take part in the final decision making.

59/25 Public Participation is allowed 15 minutes

Two members of the public raised concerns regarding road safety issues, one relating to High Street, Northchurch, and the other concerning New Road.

- Cllr Capozzi briefly reported on Co. Cllr Smith-Wright's report received in November which gave information on her areas of interest in Northchurch.
- Traffic-Calming Measures
Members noted that previously suggested traffic-calming measures, including speed bumps, are no longer considered viable due to concerns relating to air pollution.
- Pedestrian Safety Incident
Members were informed that a resident of New Road was recently struck by a van's wing mirror while walking along the narrow pavement.
- Community Drive Safe Campaign
Following the recent incident, some residents have signed up to the Community Drive Safe campaign and will log and report any further incidents.
- Meeting with County Council

Cllr Pringle suggested that a meeting with County Councillor C. Smith-Wright would be a constructive way to discuss ongoing road safety concerns.

- **Speed Indicator Device**
It was noted that the Speed Indicator Device located outside the recreation ground is not functioning. This will be reported to the Hertfordshire Fault Reporting Team.
- **Communication of Incidents**
It was suggested NPC could reach out to the community through the Northchurch Social Centre and St Mary's school newsletters to ask for information on any road traffic incidents in Northchurch. This would allow Northchurch Parish Council to collate information relating to any incidents occurring within Northchurch and publish updates on the Parish Council website. 'Minor' incidents are not recorded by HCC or the police but are important to understanding the dangers on our roads.

60/25 MINUTES

- a. To approve the minutes of the meeting of the.
 - Full Council Meeting on 10th November 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the Minutes of 10th November 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
Northchurch Parish Council is waiting for a response from County Councillor C Smith-Wright on the issues raised following Full Council meeting on 10th November 2025.

61/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

Cllr Pringle reported that a resident was unable to use their mobility scooter due to branches fallen from a tree near the bus stop near the shops. This matter has been reported to the County Council, who will inspect the tree to determine whether the tree is deemed to be dangerous.

62/25 CHAIR'S REPORT/CORRESPONDANCE RECEIVED

- a. Cornerstone to carry out upgrade to the telephone mast 6/11/2025
- b. Hertfordshire Councils decide on future council arrangements [click here](#)
- c. Berkhamsted Citizens Association Land South of Berkhamsted ref. [24/02868/MOA](#)
- d. Bulbourne November Report
- e. Protect Where We Play - Campaign to keep Sport England as a Statutory Consultee for Planning Applications
- f. Horizon Scanning Report December 2025

63/25 CLERKS REPORT (verbal)

- a. To produce action list and comments – The Clerk went through the action list and informed members that the final schedule received from Herts County Council is accurate, please see the item below (65/25). Two bollards will be reinstalled outside Tesco's.
- b. To update on latest news from DBC – weekly news shared with Councillors.

64/25 ROAD SAFETY

- a. Detailed discussion during Public Participation

65/25 OPEN SPACE

- a. Cllr Somervail proposes to approve the final schedule for the Light Transfer Northchurch Parish Council 022428. Lights have been transferred over to Herts County Council.

Resolved, proposed by Cllr Somervail, seconded by Cllr Pringle to approve the latest schedule from Herts County Council. Unanimously agreed.

66/25 ALLOTMENT

- a. Update on allotment rent for 2025/26. It was reported that one allotment holder has not paid the rent. The Clerk will follow up with this.

67/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Capozzi proposes approving the YTD Summary for November 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve the YTD Summary for November 2025. Unanimously agreed.
- b. Cllr Capozzi proposes to approve the bank reconciliation, receipts and payments for November 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the bank reconciliation, receipts and payments for November 2025.
- c. Cllr Capozzi proposes to update any necessary Policies/Procedures in line with Assertion 10
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to update and publish and necessary Policies/Procedures in line with Assertion 10. Unanimously agreed.
- d. Cllr Capozzi proposes to approve the Budget for 2026/27 recommended by F&GP Working Group
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the Budget for 2026/27. Unanimously agreed.
- e. Cllr Capozzi proposes to approve the quotation received to repair the damaged safety surface around the trampoline in the play area for the amount of £2196.00
Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve the quotation for the damaged safety surface around the trampoline are in the playground. Unanimously agreed.
- f. Cllr Capozzi proposes to approve £100 for reinstalling the wooden bollard on the grass verge opposite Tesco.
Cllr Capozzi proposed to change the motion to approve £200 as there are two bollards that need to be reinstalled.
Resolved proposed by Cllr Capozzi, seconded by Cllr Huhes. Unanimously agreed.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve £200 for reinstalling the wooden bollards on the grass verge by Tesco. Unanimously agreed.
- g. Cllr Capozzi proposes that the council accept the quote of £565 plus VAT for the removal of debris resulting from the split branch at the recreation ground.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to accept the of £565 plus VAT for the removal of debris resulting from the split branch at the recreation ground.
Unanimously agreed.

- 68/25 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.

Sunnyside Rural Trust Lease Agreement.

69/25 DATE OF NEXT MEETING

The next meeting will be held on 12th January 2026 at 7.00 pm Social Centre Bell Lane
Northchurch HP4 3 RD

Meeting concluded at 20.05.