



NORTHCHURCH PARISH COUNCIL

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MINUTES OF THE MEETING OF NORTHCHURCH PARISH COUNCIL

10th November 2025 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 S Hughes
Cllr C Syers
Cllr N Pocock
Cllr P Dix

Also present: Mrs U Kilich (Parish Clerk) and four members of the public.

44/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies for absence received from County Councillor C Smith-Wright.

45/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

There were no declarations of interest to record.

46/25 Public Participation is allowed 15 minutes

A member of the public asked the following questions

- A tree surgeon working on the recreation ground had been disposing of wood chippings over the river onto private property. When questioned, it was stated that this was done with NPC's permission because the ground was too wet to drive the vehicle onto the site. Cllr Capozzi clarified that this was initially allowed to support local habitat but later instructed the tree surgeon to stop disposing of the chippings on private land.
- According to the action list, a new willow tree will be planted between trees 10 and 11.
- The tree report confirmed that the existing willow trees are thriving due to regular maintenance.

47/25 MINUTES

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

- Council Meeting on 20th October 2025 (2)

Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to approve the minutes of the meeting held on 20th October 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.

48/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

County Councillor C Smith-Wright could not attend the meeting, however, provided a written report. For ease of reference please [click here](#) to obtain the full report.

Cllr Capozzi summarised the report:

- Recreation Ground – funding will be provided through locality budget for “Slow Down Signs”
- St Mary’s School New Road - Cllr Smith-Wright has funded a 20-mph speed survey which was completed in October 2025.
- Northchurch Zebra Crossing by Tesco – Cllr Smith-Wright has agreed to fund a speed and volume survey to determine the need for a zebra crossing near Tesco in Northchurch. Should the survey results support the installation, Cllr Smith-Wright has committed to contributing 50% of the project costs, with the remaining balance to be met by Northchurch Parish Council. The estimated cost for a scheme of this nature is approximately £120,000.
- Park Rise / Peters Place Northchurch – HCC has approved the carriageway resurfacing at the junction. Funding for new footway which will be buggy and wheelchair friendly
- Dudswell Bridge Parking Restrictions – funding for the proposal which includes Double yellow lines and enforceable parking restrictions at Dudswell Bridge.
- Coombe Gardens – Cllr Smith-Wright has approved a “Keep Clear” marking, the scheme has been approved.
- Further requests include – Keep Clear markings for Moore Road, Yellow lines at Madelyn’s junction with High Street.

The above information was discussed and it was agreed a reply would be sent to Cllr Smith-Wright with NPC feedback

In the absence of Borough Councillor Pringle, Cllr Capozzi reported that an extraordinary council meeting is scheduled on 12th November 2025 to discuss the Unitary Division of Hertfordshire, with options for division into 2, 3, or 4 units.

49/25 CHAIR's REPORT/CORRESPONDANCE RECEIVED

- a. School Admissions [Consultation 2027/28](#) Neighbouring LA's, District and Borough Councils and Diocesan Representative
- b. Bulbourne Report (3)

50/25 CLERKS REPORT (verbal)

- a. To produce action list and comments (4) the following items were raised from the action list
 - The Northchurch streetlights have been formally adopted by Hertfordshire Highways, and a full report has been provided to Northchurch Parish Council. The matter is now considered closed
 - Numbering of allotment plots is scheduled to take place in 2026.
 - The allotment areas are being maintained in a reasonably clear condition.
 - The Recreation Ground has been inspected for evidence of mole activity.
 - PT has informed the Clerk via email that he no longer makes use of the Recreation Ground.

- Proludic has reported that the safety surface surrounding the adult exercise equipment has shifted and is now outside of the warranty period.
- The second phase of fencing for the upper site allotment will take place next year
- The safety surface around the trampoline also requires maintenance.
- Proludic has provided a quotation of £1,100 for relaying the wetpour surface around both the trampoline and the adult exercise equipment.
NPC will seek additional quotations for this work to ensure best value.

b. The Clerk has completed Level 6 of the Community Governance – Cllr Capozzi congratulated the Clerk for completing Level 6.

51/25 ROAD SAFETY

Item covered under County Councillor's report.

52/25 OPEN SPACE

Cllr Capozzi extended her thanks to Cllr Pocock for installing two out of three picnic tables on the recreation ground.

53/25 ALLOTMENT

Item covered under Clerk's report.

54/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Capozzi proposes to approve the YTD Summary for October 2025 (5)
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the YTD.
Unanimously agreed.
- b. Cllr Capozzi proposes to approve the bank reconciliation, receipts and payments for October 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the bank reconciliation, receipts and payments schedule for October 2025. Unanimously agreed.
- c. Cllr Capozzi proposes approving the two grant applications as listed below
 - a. Northchurch United Charity £600.00(8)
 - b. Northchurch St Mary's School Association £2160.00 (9)
 Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve the two grants. Unanimously agreed.
- d. Cllr Capozzi proposes to accept the Budget for 2026/27v.1. (10)
Cllr Capozzi proposed this item to be deferred pending receipt of additional information from Dacorum Borough Council. The motion was approved unanimously.
- e. Cllr Capozzi proposes to transfer £3k from EMR Allotment to EMR Election costs 2027 (11)
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to transfer £3k from EMR Allotment to EMR Election for 2025. Unanimously agreed.
- f. Cllr Capozzi proposes to approve the EMR schedule with the above virement.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to approve the EMR schedule with the agreed virement. Unanimously agreed.

55/25 Future Agenda Items

Sunnyside Rural Trust Lease Agreement.

The meeting adjourned at 19.42.