



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

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MINUTES OF THE MEETING OF NORTHCHURCH PARISH COUNCIL

16th June 2025 at 7.00 pm at Social Centre, Bell Lane, Northchurch, HP4 3 RD

MEMBERS PRESENT:

Michela Capozzi	Chair
Mark Somervail	Vice Chair
Chris Syers	

ALSO PRESENT: Mrs U Kilich Proper Officer.
There were three members
of the public present.

05/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

There were no apologies of absence to record.

Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve the apologies of absence from Cllr Dix, Cllr Hughes and Cllr Pocock. Unanimously agreed.

06/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

There were no declarations of interest to record

07/25 Public Participation is allowed 15 minutes

- a. A member reported that the bench on Mandelyns is in need of repair. The Clerk will confirm whether this falls under the responsibility of Dacorum Borough Council (DBC); if not, Northchurch Parish Council (NPC) will ensure the necessary repairs are carried out.
- b. A member reported that Roman Way has not yet been cleared by SRT. The Clerk will follow up with SRT to determine whether an additional visit is required to complete the tidy-up.
- c. A member reported that the riverbed is currently obstructed by watercress, with the issue exacerbated by laurel trees and overhanging branches. The Environment Agency has carried out an inspection and does not consider the situation to be hazardous. As this is outside SRT's scope of work, the Clerk will pursue the matter further.

- d. A member sent an email to County Councillor C Smith-Wright, but has not received a response as yet.
- e. The implementation of double yellow lines along Mandelyns has been approved as part of the 2025/26 budget. Northchurch Parish Council (NPC) will follow up with Councillor Smith-Wright to confirm the anticipated timeline for this work. Additionally, we will seek clarification on whether the repainting of the lines along the A4251 is scheduled for.
- f. A member suggested that, given the availability of electricity in the near future at the recreation ground, Northchurch Parish Council may wish to explore the potential for generating income by installing InPost lockers.

08/25 MINUTES

- a. To approve the minutes of the annual meeting of the 12th May 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers, that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chair, unanimously agreed.
- b. Matters arising from previous meetings that are not included as agenda items below
Nothing to report.

09/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors
County Councillor Richard Roberts to update on devolution programme.
Due to low councillor attendance, Councillor Roberts was offered the option to reschedule the meeting and will attend at a later date.

10/25 CHAIRMAN'S REPORT

- a. Dacorum Creative Showcase [click here](#) for more information
- b. Councillors to sign Code of Conduct – signed by councillors present at the meeting
- c. Spring Garden Lane Berkhamsted enquiries made for a sale of piece of land
- d. Dacorum Environmental Forum [Minutes](#) 8th May 2025
- e. Lidl public consultation 3rd June 2025
- f. Cllr Capozzi informed members that there will be a meeting with Property Consultant on 27th June to discuss SRT Lease agreement
- g. Cllr Capozzi informed members that there was an issue at the playground where a metal bar was propped up. This was dealt with immediately.

11/25 CLERKS REPORT

- a. DBC weekly Newsletter (councillors only)
The Clerk reported on the latest news from Dacorum Borough Council.

12/25 ROAD SAFETY

Nothing to report.

13/25 OPEN SPACE

- a. Affinity Water carrying out work outside the recreational ground.

14/25 ALLOTMENT

- a. The first inspection of the allotment was carried out on 23rd May 2025. The next inspection is scheduled for 30th June 2025.
- b. Cllr Capozzi proposes to approve the Allotment Conditions and Cultivations Policy (amended version). The updated policy includes fire safety instructions and reduces the required cultivation area from 75% to 60%. Proposed by Cllr Capozzi seconded by Cllr Somervail. Unanimously agreed to accept the Allotment Conditions and Cultivation Policy.

15/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Capozzi proposes to approve the YTD Summary for May 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the YTD Summary for May 2025. Unanimously agreed.
- b. Cllr Capozzi proposes to approve the bank reconciliation, receipts and Payments summary for May 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the bank reconciliation, receipts and payments for May 2025. Unanimously agreed.
- c. Cllr Capozzi proposes to approve the EMR to date
Cllr Capozzi proposed to withdraw the proposal until the next meeting. All in favour.
- d. Cllr Capozzi proposes to discuss and agree the revised funding for the electricity at the recreation ground
Cllr Capozzi proposed to withdraw the item due to lack of participation. An EOM will be called to discuss the item. All in favour.
- e. Cllr Capozzi to inform members and approve £150 spend on clearing Roman Way
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the payment of £150. Unanimously agreed.
- f. Cllr Capozzi proposes to approve £800 plus VAT for maintenance at the playground for the zip wire and adult exercise machine.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the quote for £800 plus for the maintenance at the recreation ground. Unanimously agreed. The item should read to approve £800 plus VAT for maintenance at the playground for the zip wire and the surface around the exercising machine on the recreation ground is lifting.
- g. Cllr Capozzi proposes to engage with Frances Nunn (Lawyer) to draw up a lease agreement between NPC and SRT. Cost for services to be confirmed
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to engage with France Nunn to draw up a lease between NPC and SRT. Unanimously agreed.

16/25 Future Agenda Items

- a. Get a quote for installing picnic tables at the rec ground.
- b. To update EMR for 2025/26
- c. Electricity and water

17/25 DATE OF NEXT MEETING

The next meeting will be held on 8th September 2025 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD

Meeting concluded at 19.45