



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

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MINUTES OF THE MEETING OF NORTHCHURCH PARISH COUNCIL

12th May 2025 at 7.00 pm at Social Centre, Bell Lane, Northchurch, HP4 3 RD

MEMBERS PRESENT:

Michela Capozzi Chair
Neil Pocock
Sacha Hughes
Chris Syers
Lara Pringle

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

01/25 ELECTION OF CHAIR

To elect a Chair for the ensuing Council year

This item was chaired by Cllr Hughes, who opened the meeting and nominated Cllr Capozzi as a Chair for the year 2025/26.

Resolved, proposed by Cllr Hughes, seconded by Cllr Pringle, to appoint Cllr Capozzi as Chair for the year 2025/26. Unanimously agreed. There were no other nominations.

02/25 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR

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

Cllr Capozzi signed the declaration of acceptance of Office.

03/25 ELECTION OF VICE CHAIR

To elect a Vice Chair

Cllr Capozzi nominated Cllr Somervail for the position of Vice Chair. Although Cllr Somervail was absent from the meeting, he had been consulted beforehand and confirmed he would accept the nomination if put forward. It was resolved, following a proposal by Cllr Capozzi and seconded by Cllr Pringle, to appoint Cllr Somervail as Vice Chair for the 2025/26 year. The motion was unanimously agreed.

04/25 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR

Resolved: Cllr Somervail will sign the Declaration of Acceptance of Office upon his return at the next meeting, scheduled for 16th June 2025.

05/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to accept the apologies of absence from Cllr Somervail, and Cllr Dix. 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

08/25 MINUTES

- a. To approve the minutes of the meeting of the 28th April 2025 Full Council Meeting
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 Not Included as Agenda Items Below
It was discussed and agreed that Cllr Capozzi would obtain quotations for the installation of water and electricity at the recreation ground. While the quotation for electricity will be provided free of charge, there will be associated costs in obtaining a water supply quote. Cllr Capozzi will also seek a quotation for the installation of a septic tank; however, this option may prove to be financially unviable. All the items are in progress.

09/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

Cllr Pringle in her capacity as a Borough Councillor reported on the following:

- a. Residents have raised concerns regarding ongoing parking issues on Dudwell Bridge, noting that there have been instances where emergency services were unable to access properties due to obstructive parking. Cllr Pringle acknowledged that this is a matter for the County Council and will follow up with the newly appointed County Councillor, Caroline Smith-Wright.

10/25 CHAIRMAN'S REPORT

- a. Northchurch Social Centre Open Day in October
- b. Cllr Capozzi to inform members about the correspondence received on the parking arrangements on Bridgewater Monument – The objection was uploaded on DBC Planning portal by the closing date.
- c. Bulbourne River Report April 2025
- d. Correspondence received on Little Heath Farm and Tea Rooms
- e. Playground inspection will be carried out in July 2025 – minor issues should be resolved by the time the inspection takes place

11/25 CLERKS REPORT

- a. DBC weekly Newsletter (Councillors only)

12/25 ROAD SAFETY

Nothing to report

13/25 OPEN SPACE

Nothing to report

14/25 ALLOTMENT

The communication agreed on 28th April 2025 has been sent to all allotment holders.

15/25 Cllr. Capozzi proposes that NPC adopts the policies and governance documents circulated by email to Councillors for 2025/26

Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to adopt the policies.
Unanimously agreed.

- a. Allotment Disputes
- b. Allotment Conditions & Cultivation Policy
- c. Allotment Rules and Regulations
- d. Asset Management Policy
- e. Code of Conduct
- f. Complaints Policy
- g. Dignity at Work Policy
- h. Equality and Diversity Policy
- i. Financial Regulations
- j. Freedom of Information Policy
- k. GDPR Policy
- l. Grant and Donation Policy
- m. Grievance Policy
- n. Habitual or Vexatious Complaints Policy
- o. Health & Safety Policy
- p. Investment Policy
- q. Model Standing Order Policy
- r. Publication Scheme
- s. Press and Media Policy
- t. Recruitment and Selection Policy
- u. Risk Assessment
- v. Social Media Policy
- w. Terms of Reference
- x. Virement Policy
- y. Volunteer's Policy

16/25 Cllr. Capozzi proposes that the Councillors are appointed to the committees shown in the table below

Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to appoint members on the committees listed below. Unanimously agreed.

Members for Committees								
Members	Michela Capozzi	Mark Somervail	Neil Pocock	Lara Pringle	Chris Syers	Parul Dix	Sacha Hughes	VACANT
Committees								
Planning Committee	✓	Chair	✓	✓	✓	✓	✓	
Allotments Committee	Chair	✓	✓		✓	✓		
Finance & General Purposes Committee	Chair	✓					✓	

17/25 Cllr. Capozzi proposes that NPC appoint representatives from outside groups

Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to appoint members as representative on Outside Groups listed below. All in favour.

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

18/25 Cllr Capozzi proposes to adopt the Mission Statement for 2025/26

Resolved: Proposed by Councillor Capozzi and seconded by Councillor Pringle. Unanimously agreed.

The mission statement has remained unchanged for the past three years.

19/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Capozzi proposes the Approval of the Annual Governance Accountability Return (AGAR) 2024/25 to be signed by the Chair and Responsible Finance Officer.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail for the Chair and Clerk/RFO to sign the AGAR 2024/25. Unanimously agreed.
- b. To discuss the Internal Audit Report from Audit Solutions and take action for Year-End 31st March 2025.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to accept the Audit Report for 2024/25. Unanimously agreed.
- c. Cllr Capozzi proposes to accept the YTD Summary, Bank Reconciliation and Receipts and Payment Summary for April 2025/26
Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes. Unanimously agreed.
- d. Community Infrastructure Levy (CiL) payment received for £11,699.80.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to use the CiL receipt of £11,699.80 toward the upgrade of the playground. Unanimously agreed.
- e. PRECEPT; Notification of parish funding was confirmed as received on 14th April 2025. The total amount received from DBC £67,496.00

Precept Demand	£46,106.00
Concurrent Services	£16,100.00
Wardens Grant	£ 5,290.00

Total for 2025/26 **£67,496.00**

- f. **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:
Northchurch Parish Council does not qualify to exercise the General Power of Competence as it does not have a sufficient number of elected councillors.
- g. **Meeting Dates**
Meeting dates and venues for Northchurch Parish Council meetings in 2025/26 have been determined as attached.

20/25 Future Agenda Items

- a. Picnic benches installation
- b. SRT contract
- c. EMR

21/25 DATE OF NEXT MEETING

The next meeting will be held on 16th June 2025 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD

The Meeting concluded at 19.40