



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

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MINUTES OF THE MEETING OF NORTHCHURCH PARISH COUNCIL

17th June 2024 at 7.00 pm at Social Centre, Bell Lane, Northchurch, HP4 3 RD

MEMBERS PRESENT:

Michela Capozzi Chair
Mark Somervail
Lyndsey Abercromy
Parul Dix

ALSO PRESENT:

County Councillor Terry
Douris, and Mrs U Kilich
Proper Officer. There were
eleven members of the
public present.

21/24 APOLOGIES FOR ABSENCE

To receive apologies for absence

Resolved, proposed by Cllr Somervail, seconded by Cllr Dix to approve apology of absence from Cllr Pocock. Unanimously agreed.

22/24 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

There were no declarations of interest to record.

23/24 Voting on Co-option

Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail for Chris Syers to be co-opted onto the Parish Council with immediate effect. Unanimously accepted. Chris Syers was invited to join the meeting as a full member of the Parish Council. Cllr Capozzi congratulated Chris Syers on his co-option and welcomed him to the council.

24/24 Announcement of New Parish Councillor & Acceptance of Office

It was announced by Cllr Capozzi for Cllr Syers to sign the Acceptance of Office.

Cllr Syers will complete the necessary paperwork and declarations as required for new council members.

25/24 Public Participation is allowed 15 minutes

There were no questions from the members of the public

26/24 MINUTES

- a. To approve the minutes of the meeting of the 13th May 2024 Full Council Meeting Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix 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.

27/24 REPORT FROM BOROUGH/COUNTY COUNCILLORS

- a. Cllr Pringle to update on defib at the allotment site
Due to Cllr Pringle's absence, the item was not discussed.
- b. Cllr Douris reported on the following
 - i. Planning on Park Rise, Cllr Pringle will need to follow up, as the application falls under a borough councillor remit;
 - ii. It was reported that 94 surveys on Mandelyn have been completed, Cllr Douris will update in due course
 - iii. Pedestrian Crossing, HCC will support crossing improvements, the Highways officer at HCC is in favour of the project, the location looks viable, and a possibility that HCC will go ahead. It is possible to get funding from the Local Cycling and Walking Infrastructure Plan (LCWIP), providing additional contributions are met by the Parish Council.
 - iv. A member asked if the white line on the junction of New Road will be refreshed, Cllr Douris said he is not aware of this.

28/24 CHAIRMAN'S REPORT

- a. Berkhamsted Castle Survey please [click here](#) for more information
- b. Dacroum Environmental Minutes and Agenda. Please [click here](#) for more information.
- c. Bell Lane Cemetery complaint received – The church works with SRT for the wild garden, this feedback has been passed to SRT.
- d. Cllr Capozzi to inform members of Berkhamsted Under 5's status – during March 2024 meeting NPC approved a grant of £1,383, however, the BU5's is closing and the grant awarded will be used.
- e. HMDA thank you email for NPC's support over the years and an invite to their summer show

29/24 CLERKS REPORT

- a. DBC weekly Newsletter (Councillors only)

30/24 ROAD SAFETY

Nothing to report.

31/24 OPEN SPACE

- a. Upper Bulbourne Report May 2024
A report circulated by a member of the public to Council members.
- b. Cllr Capozzi proposes to complete the Asset of Community Value application for the green by Park Rise

Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to start the process of completing the ACV application. Unanimously agreed.

- c. To discuss an update on the Tender for the playground – Tender has been put out to replace the toddler playground. Cllr Capozzi informed members that only Proludic has shown interest and submitted the application. The project will start around September/October and to be completed towards the end of March 2025.

32/24 ALLOTMENT

- a. Cllr Capozzi has received a quotation for the installation of the water pipe alongside the tarmac road, however further quotation will be required.
Cllr Capozzi informed members that only one quotation has been received, the quotation was deemed too high, NPC will seek additional quotations to ensure a competitive price and value for money.
- b. CCTV camera installed on a plot providing security of entrance gate and car park. Plot holders and SRT are to be informed and signage installed. The CCTV camera will only capture images of the entrance and the gate. It is a plot holder that has installed the CCTV and this is **not** an NPC initiative. The information will not be shared with a third party. The plot holder has had some issues with his plot.
- c. A small water leak has been identified on the Upper Allotment and action to locate it and remedy will be undertaken ASAP.
Mr Coleman has identified a leak on the upper site, NPC will take the necessary steps to rectify the problem.

33/24 FINANCE AND GENERAL PURPOSES

- a. Cllr Capozzi proposes to accept the YTD Summary for May 2024/25
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to accept the YTD Summary for May 2024. Unanimously accepted.
- b. Cllr Capozzi proposes to accept the Habitual or Vexatious Complaints Policy, Complaints Procedure, and Dignity at Work Policy.
Resolved by Cllr Capozzi, seconded by Cllr Somervail to accept the Habitual or Vexatious Complaints Policy. Unanimously agreed.
- c. Cllr Capozzi proposes to accept and approve the Direct Debit and Standing Order schedule for 2024/25.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to approve the Direct Debit/Standing Order for 2024/25.
- d. Cllr Capozzi proposes to approve £280 to clear two allotments recently vacated and attempt to recoup 50% of the costs from tenants pass to the tenant.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve the £280 to clear the allotments and to recover 50% of the costs.
- e. Cllr Capozzi proposes to approve £300 for signage for the recreation ground and the allotment.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve £300 for the signage for the allotment and the recreational ground. Unanimously agreed.
- f. Cllr Capozzi proposes to approve £120 to increase email account storage to 50GB for Cllr Somervail and Cllr Capozzi.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to increase the email account storage for £120. Unanimously agreed.

34/24 Future Agenda Items

- a. Financial Regulations
- b. Working Party Terms of Reference
- c. To review TEEC contract
- d. To appoint Chris Syers on the Planning Committee
- e. Cllr Pringle to report on defib at the Upper Allotment Site.

35/24 DATE OF NEXT MEETING

The next meeting will be held on 9th September 2024 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD

The meeting concluded at 19.36