

## ALDBURY PARISH COUNCIL

### ANNUAL PARISH COUNCIL MEETING

Held in Aldbury Memorial Hall

Monday 13<sup>th</sup> May at 8pm

### MINUTES

In attendance: Cllr Houghton, Cllr McCarthy, Cllr Paterson, Cllr Warren Cllr Webb (Chair), Cllr White and County Cllr Symington who joined the meeting at 20:33.

Gosia Turczyn – Aldbury Parish Clerk

Three members of the public.

#### **24/055 Election of Chair**

To elect a Chair for the year 2024/25 and sign Declaration of Acceptance of Office.

Resolved, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr Houghton to elect Cllr Webb as Chair. He duly signed Declaration of Acceptance of Office.

#### **24/056 Election of Vice Chair**

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren to elect Cllr de la Bedoyere as Vice Chair.

#### **24/057 Apologies**

To receive and accept apologies for absence.

The Council received and accepted apologies sent by Cllr de la Bedoyere.

#### **24/058 Declarations of Interests and update of Register of Members' Interests**

- a) To receive declarations of interest from Councillors on items on the agenda.  
Cllr Houghton declared an interest in the agenda item 24/068 b as her children attend the Aldbury School. Cllr McCarthy declared an interest in the payment to Hertfordshire Internal Audit Service as he is the Chairman of HAPTC.
- b) To receive written requests for dispensations for declarable interests.  
None received.
- c) To grant any requests for dispensation as appropriate.  
None granted.
- d) To confirm accuracy of Register of Pecuniary Interests.  
Members had confirmed the accuracy.

#### **24/059 Public Matters**

To receive questions from members of the public and press on items included on this agenda (max 15 min).

1. A member of the public asked about the progress of the planned work on the allotment track. Cllr Webb reported that the Council had received 3 quotes for the work. It was agreed that the work would be carried out in two stages. The first stage involves scraping off the compacted track and laying type 1 over it to assess if this would help reduce water runoff.



2. The Chair of Governors at Aldbury School asked whether the Council would support a proposal put forward by Aldbury school representatives for change of routing of the public footpath, which goes across the Aldbury School Field. This would enable the school to secure the boundary allowing more room for the school children to play during break time and use the space during lessons. The application to DBC would be actioned by the Aldbury School and the Council agreed to support it.

24/060

### **Minutes**

To confirm the Minutes of Aldbury Parish Council Meeting held on 8<sup>th</sup> April 2024 as an accurate record of proceedings.

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr White that the minutes were a true and accurate record of proceedings and were to be duly signed by the Chair.

24/061

### **Meeting Dates**

To agree meeting dates for 2025.

Resolved, unanimously agreed.

24/062

### **Reports to the Council.**

#### **a) Warden's report – appendix 1**

To note the report and approve expenditure if required.

- The road sign at the bottom of Toms Hill is rotten and the clerk will ask the warden to report this to DBC.

#### **b) Clerk's report; correspondence and items for information only – appendix 2**

- Noticeboard for the Orchard – The Garden Club representative has agreed to obtain permission from the individuals whose names are listed on the noticeboard.
- Filming in Aldbury 30<sup>th</sup> August and 1<sup>st</sup> September – Cllr Webb provided an update to the Council regarding filming plans and road closure. The filming company will communicate these plans to residents and stakeholders and give APC a contract to sign.

#### **c) Hertfordshire police – report from PCSO.**

There was one crime reported during April, however the location of the crime was rectified.

"The theft of a Gold Citroen Relay from the driveway of a property on Beechwood Drive between 22.00 hrs on 22<sup>nd</sup> April and 06.00 hrs on 23<sup>rd</sup> April 2024. Offenders have gained entry to the keyless vehicle probably by use of technology intercepting the signal between key and car, before making off in the vehicle. The vehicle was later found and recovered by the victim. The crime is still under investigation".

24/062

### **Appointment of Representatives on Committees and Working Groups – Appendix 3**

To review standing committees and working groups, including membership and election of Chair or lead:

#### **a) Staff Committee**

##### **(i) To elect a Chair**

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr McCarthy to elect Cllr Webb as a Chair of the Staff Committee.

##### **(ii) To elect a Vice Chair**

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren to elect Cllr de la Bedoyere as a Vice Chair.



The Council resolved unanimously for Cllr Houghton to be the 3<sup>rd</sup> member of the Staff Committee.

- (iii) To review membership and terms of reference
- b) Finance working group.
  - (i) To review membership and terms of reference  
Resolved unanimously to keep Cllr Webb, Cllr Warren, Cllr de la Bedoyere and the Clerk as members and keep the terms of reference same as last year.
- c) Aldbury Sports Club working group.
  - (i) To review membership and terms of reference  
Cllr Webb suggested establishing a joint working group with the current sport's club members. The representatives from the Parish Council will include Cllr Webb, Cllr de la Bedoyere, and Cllr Houghton, with the terms of reference to be agreed at a later stage.
- d) Ashridge Estate Committee liaison.
  - To appoint a representative.  
It was resolved unanimously to appoint Cllr White as the APC representative on the Ashridge Estate Committee.  
The Clerk will enquiry when the National Trust representative will be available to join the meeting and provide an update.

**24/063**

**Aldbury Parish responsibilities – Appendix 4**

To review and agree individual and geographical area of responsibility on the Council.

The Council agreed the following:

1. IT Support – Cllr de la Bedoyere, Cllr White
2. Aldbury Allotments – Cllr Paterson and the Clerk
3. Footpaths and Highways – Cllr White in Aldbury and Cllr Warren in Tring Station
4. Tring Station Playground – Cllr Warren
5. Filming – Cllr Houghton
6. Tennis Court – the Clerk
7. Aldbury Playground – the Clerk
8. Planning – Geographical area of responsibility:
  - a) Tring Station – Cllr McCarthy and Cllr Warren
  - b) Stocks Rd – Cllr White
  - c) Stonecroft – Cllr Paterson
  - d) Toms Hill, Toms Hill Close and Beechwood Drive – Cllr de la Bedoyere
  - e) Trooper Rd and Newground Rd – Cllr Webb
  - f) Malting Lane – Cllr Houghton

**24/064**

**Vacancy for Parish Councillor**

The vacancy is being advertised and members suggested to get in touch with parishioners who may be interested in applying.

**24/065**

**Planning Matters and Consultations – to consider comments on the following:**

**a) Application(s) received:**

- 24/00803/FHA Garden studio to replace existing garage building Moneybury Cottage Moneybury Hill Ashridge Berkhamsted Hertfordshire HP4 1LX  
The Council resolved to make no comment.



- 24/00872/ROC Variation of Condition 2 (Approved plans) and Condition 3 (Materials) attached to planning permission 21/02968/FHA (Part single storey, part two storey front, side and rear extension) Greenbanks Toms Hill Road Aldbury Tring Hertfordshire HP23 5SA  
The Council resolved to make no comment.
- 24/00919/FHA Construction of single storey extension in place of conservatory, replacement porch and external alterations to dwelling. The Walled Garden Stocks Road Aldbury Tring Hertfordshire HP23 5RZ  
The Council resolved to make no Comment.
- 24/00599/LBC Replacement windows to the 2 no. front bedrooms, kitchen and lounge windows to match existing, all windows are located on the front elevation 1 Church Cottages Station Road Aldbury Tring Hertfordshire HP23 5RS  
The Council resolved to make no comment.

b) **To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published. Those applications will be added in the Clerk's report and can be found on [www.aldburyparish.org.uk](http://www.aldburyparish.org.uk) in the Meetings tab.**  
Those will be added to the June agenda.

c) **Decision(s) issued by Dacorum Borough Council:**  
None.

d) Council to agree on the content of a letter that will be sent to the DBC Planning Department asking to clarify their intent to enforce planning decisions that are related to the Trooper.  
Cllr Webb had agreed to draft a letter in the next two days and share with members for comments.

**24/066**

**Aldbury Parish Council Insurance Policy**

To approve the insurance renewal with Clear Councils (formerly known as BHIB Councils) at a cost of £608.09 (inclusive of VAT and fees).

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr Webb to approve the above quote.

**24/067**

**Aldbury and Tring Station Play Areas**

a) To note that the play areas will be inspected in May by RoSPA Play Safety.  
Noted.

b) To approve a quote of £156 plus VAT for the inspections.  
Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren to approve the above quote.

**24/068**

**Footpaths, Highways and Bridleways**

a) Update on the allotment track.

This was discussed under minute 24/059 1 Public Matters. The Council had given preliminary approval for the work to commence with the full quote being reviewed and approved at the next meeting.

*Stephen Webb*  
3/6/24



- b) To discuss and support if agreed, the change of routing of the public footpath which goes across the Aldbury School Field – request from the Aldbury school Governors.

This was discussed under minute 24/059 1 Public Matters.

**24/069**

### **20 mph Zone within Aldbury Parish**

Update from Cllrs Webb and de la Bedoyere following a meeting with County Cllr Symington and Luke Gibbons from HCC Highways.

1. County Cllr Symington reported that in order to implement a 20mph speed limit in the village without installing speed bumps or chicanes, the average speed in the areas covered by the speed and volume survey must be below 24mph. Unfortunately, the speed on Station Road exceeded these criteria. If the Parish Council wanted to expedite the implementation of the 20mph speed limit, they would need to self-fund it at an estimated cost of £45,000, or contribute funding for stages including feasibility study, design, public consultation, and engineering work. Alternatively, the Parish Council could wait for the HCC to allocate funds from the Locality Budget, but this could take up to 3 years.
2. There was not update on when the waiting restrictions in the village centre will be implemented.
3. The Council discussed the proposed location of the Gateway to Tring Station. Cllr Warren suggested that County Cllr Symington get in touch with the Tring Station Residents Association to follow this up.

**24/070**

### **Internal Controls – Governance, Policies and Procedures – Appendix 5**

**To review and approve the following document(s):**

- a) Code of Conduct  
Resolved, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr White.
- b) Financial Regulations  
Resolved, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr White.
- c) Financial Management and Risk Assessment  
Resolved, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr White.
- d) Policy Statement of Internal Control and Review of Effectiveness of Internal Control  
Approval deferred to the next meeting.
- e) IT Policy and Continuity plan  
Resolved, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr White.  
It was agreed that upon his return, Cllr de la Bedoyere will share the Office 365 credentials with Cllr White. To mitigate risks this document will not be published on the Council's website.

**24/071**

### **Financial Matters and Audit – Appendix 6**

- a) To review and note the accounts including bank reconciliation, bank statement and monthly budget report.  
The accounts were noted and agreed by the Council and signed by Cllr Warren.
- b) To note receipt of 2024-25 Precept and Grants.  
Noted.
- c) To note that VAT reclaim was submitted to HMRC for the period 1<sup>st</sup> October 2023 – 31<sup>st</sup> March 2024 for the amount of £2,066.33.  
Noted.
- d) To pass resolution to authorise schedule of payments in accordance with the budget circulated to Council.

*Stephen Webb*  
3/6/24



Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren to authorise the schedule of payments as listed below:

**BACS/DD presented for payment at the meeting on 13<sup>th</sup> May 2024:**

PAYEE	DESCRIPTION	AMOUNT
M Turczyn (Clerk) Salary deducted from the total	Salary, HCC Pension April	£1,429.33
HMRC	Clerk's PAYE April	£81.90
Anglo Dutch	Payroll Provider Quarter invoice	£54.00
MB Lining (paid)	Line marking at Recreation Ground	£780.00
N Power Business Solutions (DD)	Street Lights – electricity	£157.04
David Demmery (Playground Project)	Ballast, cement, consumables (mainly drill bits), fixtures and fittings	£277.98
Clear Councils	Local Councils Insurance Renewal	£608.09
Martin Walters	Weed spray of the basketball Court	£100.00
Martin Walters	Grass cutting in April	£939.00
Castle Composites Ltd (paid – playground project)	Rubber Tiles, ramps and adhesive	£1,472.83
HAPTC	Internal audit 2023-24	£417.30
M Turczyn	Clerk's mileage expenses April/May	£43.20

**Total expenditure: £5,265.50**

- e) To receive and note the Internal Auditors' Report for 2023-24 and any recommendations arising.  
The Council received and noted the report and it was agreed to send a formal response to the auditor, Chair to action.
- f) To approve the final accounts for Year Ended 31<sup>st</sup> March 2024.  
Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr McCarthy and carried unanimously to approve the final accounts for Year Ended 31<sup>st</sup> March 2024.
- g) To approve AGAR Section 1 Annual Governance Statement 2023-24.



Resolved, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr Webb and carried unanimously. The Section 1 Annual Governance Statement was duly signed by the Chair.

- h) To approve AGAR Section 2 Accounting Statements 2023-24.

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr McCarthy and carried unanimously. The Section 2 Accounting Statements form was duly signed by the Chair.

- i) To approve the Explanation of Variances 2023-24.

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren.

- j) To approve the dates for the Period for the Exercise of Public Rights to be commencing on Monday 3<sup>rd</sup> June 2024 and ending on Friday 12<sup>th</sup> July 2024 and to confirm the date the Notice is to be published on the Council's website and noticeboards.

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren. The Notice is to be published on Friday the 31<sup>st</sup> May 2024.

- k) To note that all required documents will be submitted to the external auditor and published on the Council's website and noticeboards – actioned by the Clerk.

This was noted.

- l) To note that the Clerk had submitted the annual pension return to LPPA.

This was noted.

**24/072 Meeting close. 21:36**

**The next meeting of the Aldbury Parish Council is on the 3<sup>rd</sup> June 2024 at 8 pm.**

*Stephen Webb*  
*3/6/24*