



Aldbury Parish Council

Aldbury Memorial Hall
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7th May 2024

To Cllrs: de la Bedoyere (Vice Chair), Houghton, McCarthy, Paterson, Warren, Webb (Chair) and White

Councillors are summoned to attend this meeting for the transaction of business set out in the agenda below.

The meeting is open to members of the public and press. Supporting documents are available on the parish website.

ALDBURY PARISH COUNCIL ANNUAL MEETING

to be held on Monday 13th May 2024 at 8.00pm

ALDBURY MEMORIAL HALL

Gosia Turczyn

Gosia Turczyn

Clerk to Aldbury Parish Council

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items listed on this agenda are requested to enquire prior to the meeting.

AGENDA

- 24/055 Election of Chair**
To elect a Chair for the year 2024/25 and sign Declaration of Acceptance of Office.
- 24/056 Election of Vice Chair**
- 24/057 Apologies**
To receive and accept apologies for absence.
- 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.

- b) To receive written requests for dispensations for declarable interests.
- c) To grant any requests for dispensation as appropriate.
- d) To confirm accuracy of Register of Pecuniary Interests.

24/059 Public Matters
To receive questions from members of the public and press on items included on this agenda (max 15 min).

24/060 Minutes
To confirm the Minutes of Aldbury Parish Council Meeting held on 8th April 2024 as an accurate record of proceedings.

24/061 Meeting Dates
To agree meeting dates for 2025.

24/062 Reports to the Council.
a) Warden's report – appendix 1
To note the report and approve expenditure if required.
b) Clerk's report; correspondence and items for information only – appendix 2
c) Hertfordshire police – report from PCSO.

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
(ii) To elect a Vice Chair
(iii) To review membership and terms of reference
b) Finance working group
(i) To review membership and terms of reference
c) Aldbury Sports Club working group
(i) To review membership and terms of reference
d) Ashridge Estate Committee liaison
To appoint a representative

24/063 Aldbury Parish responsibilities – Appendix 4
To review and agree individual and geographical area of responsibility on the Council.

24/064 Vacancy for Parish Councillor
The vacancy is being advertised.

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

- 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
- 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
- 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

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 in the Meetings tab.

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.

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).

24/067 Aldbury and Tring Station Play Areas
a) To note that the play areas will be inspected in May by RoSPA Play Safety.
b) To approve a quote of £156 plus VAT for the inspections.

24/068 Footpaths, Highways and Bridleways
a) Update on the allotment track.
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.

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.

24/070 Internal Controls – Governance, Policies and Procedures – Appendix 5
To review and approve the following document(s):
a) Code of Conduct
b) Financial Regulations
c) Financial Management and Risk Assessment
d) Policy Statement of Internal Control and Review of Effectiveness of Internal Control
e) IT Policy and Continuity plan

24/071

Financial Matters and Audit – Appendix 6

- a) To review and note the accounts including bank reconciliation, bank statement and monthly budget report.
- b) To note receipt of 2024-25 Precept and Grants.
- c) To note that VAT reclaim was submitted to HMRC for the period 1st October 2023 – 31st March 2024 for the amount of £2,066.33.
- d) To pass resolution to authorise schedule of payments in accordance with the budget circulated to Council.
- e) To receive and note the Internal Auditors' Report for 2023-24 and any recommendations arising.
- f) To approve the final accounts for Year Ended 31st March 2024.
- g) To approve AGAR Section 1 Annual Governance Statement 2023-24.
- h) To approve AGAR Section 2 Accounting Statements 2023-24.
- i) To approve the Explanation of Variances 2023-24.
- j) To approve the dates for the Period for the Exercise of Public Rights to be commencing on Monday 3rd June 2024 and ending on Friday 12th July 2024 and to confirm the date the Notice is to be published on the Council's website and noticeboards.
- 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.
- l) To note that the Clerk had submitted the annual pension return to LPPA.

24/072

Meeting close.

The next meeting of the Aldbury Parish Council is on the 3rd June 2024 at 8 pm.