**ALDBURY PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Held in Aldbury Memorial Hall**

**Monday 8th April at 8pm**

**MINUTES**

In attendance: Cllr de la Bedoyere (Vice Chair), Cllr Paterson, Cllr Warren and Cllr White

Gosia Turczyn – Aldbury Parish Clerk

One member of the public.

**24/041 Election of Chair.**

To elect a Chair to the meeting if required**.**

This wasn’t required as the Vice Chair chaired the meeting.

**24/042 Apologies**

To receive and accept apologies for absence.

The Council received and accepted apologies sent by Cllrs Webb, McCarthy and Houghton.

**24/043 Interests**

1. To receive declarations of interest from Councillors on items on the agenda.
2. To receive written requests for dispensations for declarable interests.
3. To grant any requests for dispensation as appropriate.

None.

**24/044 Public Matters**

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

 A member of the public asked for an update about the water runoff at the allotment path and it was reported that the Council had received 2 estimates. The Council suggested obtaining a design specification, which would be agreed upon by the residents whose properties are affected by the water runoff and would invite three contractors to provide a quote based on the agreed design. Cllr de la Bedoyere had agreed to take this up with Cllr Webb seek advice from County Cllr Symington about partial funding of this project.

**24/045 Minutes**

To confirm the Minutes of Aldbury Parish Council Meeting held on 4th March 2024 as an accurate record of proceedings.

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

**24/046 Reports to the Council.**

1. Warden’s report – appendix 1

To note the report and approve expenditure if required.

1. Play equipment at Tring Station - the Council agreed to wait until the annual RoSPA inspection in May to determine if any action is needed.
2. The Clerk will contact the landowner again asking to remove the fallen tree blocking the drain/ditch south of Stoneycroft.
3. Clerk’s report; correspondence and items for information only – appendix 2
4. The Council had received an enquiry about potential filming in Aldbury.
5. Hertfordshire police – report from PCSO.

The following report was received:

“During March there have been 2 crimes in the public interest in the Aldbury area both being Theft from Motor Vehicles. At around 11.35am on 2nd March a Ford Transit van parked on the Ashridge Estate was forcibly broken into causing some damage. The offenders have made off with a number of items including power tools and gardening equipment. This crime remains undetected. Between 11.00pm on 25th March and 1.00pm on 26th March an offender has removed both number plates from a Blue Mitsubishi Colt parked on New Ground Road before making off. This crime is still under investigation”.

**24/047 Annual Parish Assembly.**

This year’s Parish Assembly is being held on the 22nd April at 8 pm at the Aldbury Memorial Hall.

Cllr White had suggested to make a presentation on accounts and 2024-2025 budget.

 **24/048 Planning Matters and Consultations – to consider comments on the following:**

1. **Application(s) received:**
* 24/00536/FUL Proposed alterations to Ashridge Estate Visitor Centre and Cafe, and provision of 5no. parasols in the external cafe seating area National Trust Visitor Centre And Cafe Moneybury Hill Ashridge Berkhamsted Hertfordshire

The Council resolved to make no comment.

* 24/00635/LBC Remove mock tudor beams and non-traditional cement roughcast concrete. Apply natural white lime wash. Remove the chimney cowl and replace with a square stainless steel cowl with a bird guard. 42 - 44 Trooper Road Aldbury Tring Hertfordshire HP23 5RW

The Council resolved to make no comment.

1. **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.**

None received.

1. **Decision(s) issued by Dacorum Borough Council:**
* 23/01993/ROC Pendley Farm, Station Road, Tring, Hertfordshire, HP23 5QY Variation of Condition 2 (plans) of planning permission 20/00136/FUL (Demolition of barn, indoor school and hay barn. Construction of 6 No. dwellings.) GRANTED
* 23/03065/FUL 4 Toms Hill Close, Aldbury, Tring, Hertfordshire, HP23 5SL Demolition of existing bungalow and construction of a replacement 4 bed dwelling, with associated expansion of the driveway to the front and patio to the rear GRANTED
* 24/00024/FHA 2 Toms Hill Close, Aldbury, Tring, Hertfordshire, HP23 5SL, Two-storey side extension and alterations to the rear GRANTED

Cllr de la Bedoyere suggested adding to the next agenda item to discuss and clarify the outcome relating to the Trooper planning enforcement.

 **24/049 Vacancy for Parish Councillor.**

The vacancy is being advertised and there had been no candidates so far.

The Clerk reported that the candidates who expressed an interest in the vacancy do not meet the eligibility criteria as they have not lived in the parish long enough. It was agreed to keep the advertisement open.

 **24/050 Aldbury Recreation Ground.**

1. To approve a quote of £780 including VAT from MB Lining Ltd to paint car parking bays.

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr White and carried unanimously to approve the above quote.

1. To approve setting up a working party to liaise with the Sports Club.

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr de la Bedoyere to set up a working party consisting of Cllr Webb and Cllr de la Bedoyere with another member being agreed at the May’s meeting when the appointment of representatives on the Council will be reviewed and approved.

1. To approve a quote for weeding of the basketball area.

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr White and carried unanimously to approve the above quote.

 **24/051 Footpaths, Highways and Bridleways.**

To receive quotes for work to the allotment track**.**

 It was noted that two estimates were received, and the Council suggested consulting with HCC Highways to find a viable solution for addressing the problem of the water runoff.

 **24/052** **Internal Controls – Governance, Policies and Procedures –** appendix 3

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

1. Health and Safety Policy.

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr Warren to approve the policy, agreed unanimously.

 **24/053 Financial Matters** - appendix 4

1. To review and note the accounts including bank reconciliation, bank statement and monthly budget report.

The documents were circulated prior the meeting and the Council had noted and agreed the accounts which were signed by Cllr Warren.

1. To note receipt of income.

Noted.

1. To pass resolution to authorise schedule of payments in accordance with the budget circulated to Council.

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr Warren to approve the following payments:

**BACS/DD presented for payment at the meeting on 8th April 2024:**

|  |  |  |
| --- | --- | --- |
| **PAYEE** | **DESCRIPTION** | **AMOUNT** |
| M Turczyn (Clerk) Salary deducted from the total | Salary, HCC Pension March | £1,346.02 |
| HMRC  | Clerk’s PAYE March | £52.97 |
| Microsoft  | 8 Licenses  | £564.48 |
| Bidwells  | Allotment rent | £425.00 |
| Bidwells  | Recreation Ground rent | £250.00 |
| RBS Rialtas  | Alpha accounting software | £230.40 |
| HAPTC | Annual subscriptions for membership | £567.79 |
| HAPTC | Cllr Warren Year End audit training | £30.00 |
| N Power Business SolutionsDeducted from total  | Street Lights power paid by DD in March | £169.95 |
| N Power Business Solutions Deducted from total | Street lights power paid by DD  | £175.00 |
| Martin Walters Garden and Ground Maintenance | Grass cutting  | £416.00 |
| M Turczyn | Clerk’s mileage expenses March/April | £28.80 |

**Total expenditure to be approved: £2,859.24**

1. Update on Unity Trust bank signatories.

Cllr Paterson had agreed to be added as signatory on the Unity Trust bank mandate and the Clerk will action this.

1. To approve withdrawal of funds from NS&I Investment Account and transfer into CCLA Deposit Fund.

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr White and carried unanimously.

1. To note that the internal audit will take place on the 10th April at the Clerk’s house.

This was noted.

1. To approve the final accounts for Year Ended 31st March 2024.

This was reviewed but the formal approval was deferred to the next meeting.

 **24/054 Meeting close**. 21:02

**The Annual Parish Assembly will be held on 22nd April 2024 at 8 pm.**

**The next meeting is the Annual Council Meeting on the 13th May 2024 at 8 pm.**