**ALDBURY PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Held in Aldbury Memorial Hall**

**Monday 3rd June at 8pm**

**MINUTES**

In attendance: Cllr Webb (Chair), Cllr Paterson and Cllr White

Gosia Turczyn – Aldbury Parish Clerk

One member of the public.

**24/073 Apologies**

To receive and accept apologies for absence.

The Council received and accepted apologies sent by Cllrs de la Bedoyere, Houghton, McCarthy and Warren.

**24/074 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.

**24/075 Public Matters**

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

 None.

**24/076 Minutes**

To confirm the Minutes of Aldbury Parish Council Annual Meeting held on 13th May 2024 as an accurate record of proceedings.

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

**24/077 Reports to the Council.**

1. Warden’s report – appendix 1

To note the report and approve expenditure if required.

* + 1. To approve for the warden to attend a routine playground inspection course at the cost of £50 plus VAT.

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

1. Clerk’s report; correspondence and items for information only – appendix 2
2. A request for information on the Trooper received on 22nd May – the information requested was provided.
3. The new account with CCLA was opened, however, NS&I requested information about previous withdrawals before proceeding with the withdrawal of funds. The Clerk replied to NS&I explaining that the information is not held by APC.
4. APC had received a request to post information on the village noticeboard about inappropriate parking of a vehicle on Trooper Road and how to report it. The Council did not agree to this but instead will suggest sharing this information via social media.
5. Hertfordshire police – report from PCSO.

The crimes reported in May were as follows:

“Between 5th May at 18.00hrs and 6th May at 14.30 hrs both number plates of a red VW polo parked in Stocks Road were stolen. The crime remains undetected. However, there were three more vehicle crimes that happened in Beggars Lane near the Station, on 3rd May both number plates were stolen from a blue VW TRoc and on 16th May both number plates were stolen from a black Audi Q5 and a brown Honda Jazz was broken into by smashing a passenger window also causing damage internally and to the front bumper. These crimes are still under investigation”.

**24/078 Vacancy for Parish Councillor**

 The vacancy is being advertised.

 **24/079 Planning Matters and Consultations – to consider comments on the following:**

1. **Application(s) received:**
* 24/01013/FHA
* Construction of oak framed extension to rear of existing carport Greenings Farm Stocks Road Aldbury Tring Hertfordshire HP23 5RX

It was resolved to make no comment.

* 24/01076/FHA Construction of roof with new dome rooflight, new plant room, external sprial staircase, 3 no. replacement doors and 1 no. new door in place of existing window. Little Stocks Stocks Road Aldbury Tring Hertfordshire HP23 5RX

It was resolved to make no comment.

* 24/01120/LDE Use of Applegarth Stables as a separate single dwelling house for in excess of the minimum period of 4 years Applegarth Stables Stocks Road Aldbury Tring Hertfordshire HP23 5RT

It was resolved to make no comment.

* 24/01025/FHA Double garage conversion 2 Church Cottages Station Road Aldbury Tring Hertfordshire HP23 5RS

It was 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.

1. **Decision(s) issued by Dacorum Borough Council:**

None received.

 **24/080 Tennis Court**

To consider the costs for subscribing with an online booking platform.

This item was deferred to the next meeting.

 **24/081 Footpaths, Highways and Bridleways –** appendix 3

To approve a quote of £1,235.00 from E L services for work to the allotment track.

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

 **24/082 Aldbury Allotments**

1. To consider and review the report of the allotment water supply – update from Cllr Paterson.

Councillor Paterson surveyed the water system at the allotments and shared his findings with the council. He reported that one water trough is leaking and will need to be replaced. Additionally, he suggested installing additional water troughs. Councillor Paterson and the Clerk will meet to prepare a report with recommendations for the Council.

1. To agree on the amount of rent increase for 2025.

This item was deferred to the next meeting.

 **24/083 Filming in Aldbury**

 If update.

The filming is scheduled to take place on the 25th and 26th of July in the village centre. The road will be closed on these two days, but there will be no overnight filming. The filming company will be using the Recreation Ground and will remove the wooden posts, but they will replace them like for like. Cllr Webb had discussed the arrangements with the golf club, and the Council will soon receive the contract.

 **24/084** **Internal Controls – Governance, Policies and Procedures –** appendix 4

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

1. Grant and Donation policy.

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

1. Review of Effectiveness of Internal Audit and Auditor.

Resolved, PROPOSED BY Cllr WEBB and SECONDED BY Cllr White.

1. Policy Statement of Internal Control and Review of Effectiveness of Internal Control.

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

 **24/085 Financial Matters** - appendix 5

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

This was reviewed and agreed.

1. To note receipt of income.

The Council noted receipt of £20 from tennis club membership and £2,066.33 for VAT return.

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

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr White to approve the payments listed below:

**BACS/DD presented for payment at the meeting on 3rd June 2024:**

|  |  |  |
| --- | --- | --- |
| **PAYEE** | **DESCRIPTION** | **AMOUNT** |
| M Turczyn (Clerk) Salary deducted from the total | Salary, HCC Pension May | £1,429.33 |
| HMRC Cumbernauld | Clerk’s PAYE May | £81.90 |
| E L services  | Materials and Labour – Allotment track | £1,235.00 |
| M Turczyn | Clerk’s mileage expenses May | £28.80 |
| Martin Walters | Grass cutting May | £1,565.00 |
| Grassmats Ltd | Rubber grass mats for Playground Project  | £538.44 |

 **Total: £3,763.50**

 **24/086 Meeting close**. 21:19

**The next meeting will be held on Monday 1st July at 8 pm.**