**ALDBURY PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Held in Aldbury Memorial Hall**

**Monday 2nd June 2025 at 8pm**

**MINUTES**

Present: Cllr Webb (Chair), Cllr Warren (Vice Chair), Cllr McCarthy, Cllr White, Cllr Paterson

In Attendance: Gosia Turczyn – Aldbury Parish Clerk and County Cllr Symington

**25/076** **Apologies**

To receive and accept apologies for absence.

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

Cllrs Houghton and Brooks were absent.

**25/077 Interests**

1. To receive declarations of interest from Councillors on items on the agenda.

Cllrs Paterson and White declared an interest in allotments as tenants.

1. To receive written requests for dispensations for declarable interests.

None.

1. To grant any requests for dispensation as appropriate.

None.

**25/078 Public Matters**

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

None.

**25/079 Minutes**

To confirm the Minutes of Aldbury Parish Council Annual Meeting held on 12th May 2025 as an accurate record of proceedings.

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

**25/080 Reports to the Council.**

1. Warden’s report – appendix 1

To note the report and approve expenditure if required.

* It was noted that the Footpath no 6 waymarker is missing and the Clerk had contact DBC to action this.
* The Council noted that Malting Lane will be closed for work by Thames Water for the next 18 months. Access to the road will be limited.

1. Clerk’s report; items for information only – appendix 2

* The new noticeboard at Tring Station was installed and it looks good. Cllr Warren thanked the Council for the funding.
* Ashridge Estate committee meeting is being held on the 9th of June and the minutes from the last committee meeting were circulated to APC.
* The Clerk received correspondence from an allotment holder regarding parking issues at the allotments caused by non-allotment holders. The Council has agreed to monitor this situation.

1. Hertfordshire police – report from PCSO.

No report was received.

**25/081** **Aldbury Sports Club Working Group**

To agree membership and terms of reference.

Cllr Webb reported that the meeting with the Sports Club has been postponed. Cllrs Webb, Warren, and de la Bedoyere are part of the working party and are currently in the process of defining the Terms of Reference in collaboration with members of the Sports Club.

**25/082 Planning Matters and Consultations – to consider comments on the following:**

1. **Application(s) received:**

* 25/01176/FHA Windrush, Beechwood Drive, Aldbury, Tring, Hertfordshire, HP23 5SB Replacement of conservatory roof to slate. No comment.
* 25/01296/TCA Woodcote, Beechwood Drive, Aldbury, Tring, Hertfordshire, HP23 5SB Works to trees and fell tree. 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:**

* 25/00952/TCA 3 Malting Lane, Aldbury, Tring, Hertfordshire, HP23 5RH Work to tree. Raised no objection

**25/083 Cyber Security Insurance Cover**

To discuss obtaining an additional insurance cover and approve expenditure if required. Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr Warren to approve a quote from Coalition Risk Solutions Ltd for a cost of £427.44 to cover any liabilities the Council may face in the event of a security breach.

**25/084 Recreation Ground –** appendix 3

1. To receive and approve a quote to remove a dead tree.

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren to approve work to dead trees and overhanding branches around the basketball court and near the football goal at a total cost of £300.

1. To receive and approve a quote for surface repair.

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren to approve an expenditure of up to £1,500 subject to obtaining a second quote.

**25/085 Allotments** – appendix 4

1. To approve and adopt a new Conditions of Hire and Tenancy Agreement.

Resolved, PROPOSED BY Cllr Paterson and SECONDED BY Cllr White to approve adoption of the above.

1. To discuss housekeeping of the allotments.

Cllr Paterson proposed sending an "Untidy Plot" letter to tenants whose plots require attention. The Council agreed to revisit the idea of getting a skip in February 2026.

**25/086 20 mph Zone for Aldbury Parish**

To discuss on actions regarding speed and volume survey and approve expenditure if required.

County Cllr Symington reported that any new 20 mph scheme will require 50% funding from the County Councillor's Highways Locality Budget. She suggested that the APC proceed with the Stage 1 feasibility study, which can be delivered in the 2025/26 financial year. The Council received a cost estimate for the speed and volume survey for Aldbury and agreed, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren, to approve the survey at a cost of £2,482.50 After further discussion, the Council resolved to move forward with the Stage 1 feasibility study and options, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren, at a total cost of £3,750, which includes the 50% funding from the Highways Locality Budget. Additionally, the Council approved an extra speed and volume survey for Tring Station at a second location at a cost of £600, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren.

**25/087** **Internal Controls – Governance, Policies and Procedures** –appendix 5

To review and approve the following documents:

1. Publication Scheme

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

1. IT Continuity plan and Security

The approval of this document was deferred to the next meeting.

1. Review of Effectiveness of Internal Audit and Auditor

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren to approve the above. The Chair will send a response to the internal auditor.

**25/088 Financial Matters** – appendix 6

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

The accounts were noted and agreed and were to be signed by the Chair.

1. To note receipt of income.

The Council noted income received in May as listed below:

* CCLA Investment – Interest £129.37
* Allotment rent - £7.50
* Guide to Aldbury - £14

1. To pass resolution to authorise schedule of payments circulated to Council.

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

**BACS/DD/SO presented for payment at the meeting on 2nd June 2025:**

|  |  |  |
| --- | --- | --- |
| **PAYEE** | **DESCRIPTION** | **AMOUNT** |
| M Turczyn (Clerk) Salary deducted from total | Salary (Paid) and HCC Pension contributions – May | £1,492.18 |
| HMRC Cumbernauld | Clerk’s PAYE May | £166.05 |
| MW Agri Ltd (SO) | Grass cutting in the parish May | £572.80 |
| Steve Welling  Paid and deducted from total | Tring Station Noticeboard installation | £100.00 |
| Aldbury Resident | Reimbursement for water usage to clean the tennis court | £20.00 |
| M Turczyn | Clerk’s mileage expenses | £28.80 |

**Total: £1,119.79**

**25/089 Meeting close**. 21:26

**Next Parish Council meeting will be held on 7th July 2025 at 8 pm.**