**ALDBURY PARISH COUNCIL**

**THE ANNUAL MEETING**

held on

**Monday May 14th 2018 at 8.0pm**

**in Aldbury Memorial Hall**

**Present:** Cllrs Brady (in the Chair), Eggar, Juniper, McCarthy, O’Neill, Pearce (vice-Chair) and Tollinton, the Clerk, County Cllr Nick Hollinghurst and 7 members of the public

**MINUTES**

1. **Election of Chair**

Cllr McCarthy stated that he would not be standing for the role of Chairman, after 12 years of serving on Aldbury Parish Council he wouldn’t be seeking re-election at the elections in May 2019. He said he thought it made sense for a new Chair to take over this year.

Cllr Pearce nominated Cllr Brady to the role of Chairman; this was seconded by Cllr Juniper and Cllr Brady was duly elected to Chairman and signed the Declaration of Acceptance of Office.

Cllr Brady thanked Cllr McCarthy for everything he has done for APC in his role as Chairman and said he would be drawing on his experience and knowledge.

1. **Election vice-chair**

Cllr Eggar nominated Cllr Pearce to the role of vice-Chairman; this was seconded by Cllr Tollinton and Cllr Pearce was duly elected to the role of vice-Chairman and signed the Declaration of Acceptance of Office

1. **Apologies for absence**

Apologies were received from Cllr Moore and were accepted by the Council. Borough Cllr Mills had also sent his apologies

1. **Declarations of Interest & update of Register of Members’ Interests**

Cllr McCarthy declared an interest in item 18/96 as Chairman of HAPTC

Cllrs Eggar and McCarthy had updated their Register of Members’ Interests and these were received by the Clerk

1. **Code of Conduct**

Cllrs had reviewed the Code of Conduct. Cllr Juniper asked about whether there should be a reference to GDPR in the code. The Clerk said she would check. Cllr McCarthy proposed that the Council accept the Code for another year; this was seconded by Cllr Pearce.

1. **Minutes of meeting on 9th April 2018 to be signed as a true record**

Cllr McCarthy proposed that the Minutes of April 9th 2018 were accepted as a true record; this was seconded by Cllr Pearce. The Minutes were duly signed by the Chairman.

1. **Review Actions List**

Cllrs reviewed the actions and the list was updated.

Cllr Juniper referred to action 17/239 and said that following a response from CRT that the fencing at the canal bridge at Tring Station wasn’t their responsibility, he suggested getting back in contact with Herts. CC to ask them to undertake the repair.

1. **Review list of Cllr duties**

Cllrs reviewed the list of duties and updated their responsibilities for 2018/19

1. **Meeting dates for 2019**

The Clerk had circulated the proposed meeting dates for 2019, Cllr Eggar proposed these were accepted; this was seconded by Cllr McCarthy. The Clerk would update and circulate the list.

1. **Aldbury Pond**

In his absence, Cllr Moore had circulated an update on the pond. Cllr Juniper said that the analysis of the silthad been received and it had been classed as ‘non-hazardous’. The PWG could now move forward with clearing out and disposing of the silt. Cllr Moore was in liaison with the preferred contractor, Clearwater and the work would probably take place during July. The PWG would discuss the start date, confirmation of costs and the method statement at the next meeting.

1. **Stocks**

Cllrs discussed the remainder of the Tesco grant and how this would be spent. It was agreed that the Clerk would confirm the amount once the funds had been received and the Council would then discuss how to spend it.

1. **Footpaths**

Cllrs Juniper and Tollinton had kindly strimmed the Percy Crow footpath in readiness for the May Fair. Cllr Tollinton reported that the path is quite narrow and does need strimming twice a year. The Council discussed the best way to keep this footpath clear. Cllr Tollinton suggested the Council use 2019 P3 money to make the footpath as wide as possible. Cllrs Pearce and O’Neill agreed to talk to the residents whose properties back onto the path reminding them of their responsibility to keep hedges trimmed back. The Warden had also reported an issue with the fence running between the footpath and the adjacent field. Cllrs Pearce and Eggar agreed to speak to the landowner. **(ACTION)**

1. **Annual Parish Assembly**

Cllrs commented that they thought the Assembly had gone well.

Cllr Moore had asked Cllrs to confirm their endorsement of building a relationship with the Sunnyside Rural Trust. Cllr Eggar asked what the Council were building towards. Cllrs McCarthy and Juniper said the relationship would be about building community engagement beyond the parish which was a requirement for the Heritage Lottery Fund. Cllr Eggar said he thought both the Council and parishioners needed to be kept informed of developments.

1. **Allotments**

Cllr Tollinton reported that a consultation for allotment holders would be held on June 21st in the Memorial Hall at 8.0pm to discuss the new lease with the Diocese and changes arising from GDPR. Allotment holders would be informed by email and the meeting, which anyone can attend, would also be advertised in Outlook and on the notice boards.

Cllr Eggar reported that the Council had been informed of a bonfire on the allotments which some people had been unhappy about due to chemicals being released. Cllr Brady asked about the rules for bonfires and Cllr Tollinton said that the consultation and work of the allotments groups was to establish these.

1. **Tennis Court**

Cllr Tollinton said the tennis court was now open to anyone at anytime except for between 12.30 – 3.30 on a Saturday when coaching sessions were taking place. An article had been put into Outlook. Cllr Tollinton noted that weeds were growing around the court and the Clerk reported she had asked M Walters to spray these.

1. **Planning Matters**

**1. To discuss the following applications and any received by May 14th:**

**4/01055/18/LDP – 1, Clarkes Spring, Aldbury**

Single Storey Rear Extension

NO COMMENT

**2.Planning Decisions made by Dacorum BC:**

**4/02084/17/FHA – 32 Stocks Road, Aldbury**

REFUSE

1. **Finance**

Cllrs noted the April cash flow summary which had been circulated. Cllr Pearce said this would be circulated every month now. Cllrs agreed this was helpful and Cllr Eggar asked whether earmarked reserves and the sinking fund could be added onto the statement.

**Cllr Eggar proposed a resolution to make the following payments; this was seconded by Cllr Pearce.**

|  |  |  |
| --- | --- | --- |
| Came & Company | £594.38 | Annual Insurance Premium |
| L Bancroft | £91.38 | Clerk’s expenses & additional hours for Annual Parish Assembly |
| EP Productions | £220.00 | Annual website hosting & support / training |
| M Walters | £490.00 | April Mowing |
| Signum Signs | £336.00 | Erection of signs at Stoneycroft |

* Receipt of Precept and associated grants from DBC totalling £24,713.97 was confirmed by the Clerk
* The Council received and accepted the year end accounts for Financial Year 2017-18; this was proposed by Cllr Pearce and seconded by Cllr Tollinton. The Clerk had also prepared a statement summarising earmarked reserves, the sinking fund and unallocated reserves which Cllr Pearce talked through. The Council had £25,846 in earmarked reserves which is due to be spent in 2018/19; £2,500 in the sinking fund (pond, street lights, playground) and £30,485 in unallocated reserves
* Insurance due for renewal on 1st June 2018. Cllr Eggar proposed the Council approve the renewal and the payment for the premium of £594.38; this was seconded by Cllr Pearce.
* Cllr Eggar proposed the Council approved Cllr O’Neill’s attendance on HAPTC Basic Cllr Training at a cost of £40; this was seconded by Cllr Juniper.

1. **Data Protection**

Cllr Moore had circulated an update and proposed documents in relation to GDPR. Cllr Juniper said he thought it would be helpful to have Cllr Moore to explain some of the documentation. Cllr Eggar questioned whether the level of detail was necessary commenting that the Council could get caught out with this level of detail. Cllr Juniper agreed that the documents seemed to be aimed at large organisations. Cllr McCarthy said that the process is the same regardless of the size of the organisation. The Clerk commented that she was still in the process of completing the information audit. Cllr McCarthy noted that work was in progress towards making APC compliant with GDPR and should be reviewed at the June meeting.

1. **Complaints Procedure**

The Clerk reported that a complaint had been received and the Council didn’t have a formal complaints procedure. The Clerk had spoken to HAPTC and had used their guidelines. The Clerk suggested that she draft a complaints procedure for review and adoption by the Council at the June meeting.**(ACTION)**

1. **Aldbury Booklet**

Cllr Eggar reported that the Aldbury Guide booklet has been on sale in the Village Shop and the print run has finished. He had got an initial quote of £500 for printing 1000. In the past the PC had paid for the production and sold the guides to the shop who sold them on for a profit. It was agreed that Cllrs Eggar and Brady would look into printing options. **(ACTION)**

1. **Warden’s Report and matters arising**

The Council noted the Warden’s report.

Cllr Juniper said that a lot of work was going into the Warden’s reports and he thought there should be a better process for how the Council dealt with the issues raised. It was agreed that Cllr Brady and the Clerk would review the report each month and identify actions required. It was also agreed that the Council should look for an ‘odd-job person’ to help with small repair and maintenance jobs around the parish.

The Clerk raised the issue of the trees at the Recreation Ground as ownership / responsibility still hadn’t been established. It was agreed the Clerk would look on Land Registry to identify ownership. **(ACTION)**

1. **Correspondence**

* The Clerk had received an invitation to a Community Transport Meeting at Pitstone Parish Council which Cllrs McCarthy & Juniper had attended. Cllr Juniper said they were looking into ‘dial-a-ride’ type services. Discussions were at an early stage and would focus on the socially isolated rather than commuters. It was agreed that APC may want to get involved at a later stage.
* The Clerk had received an email from a parishioner about changes in the bus timetable which negatively impacted children travelling back from Tring School if staying on for clubs. It was agreed that Cllr Eggar would contact the bus company and County Cllr Hollinghurst would follow up with Herts. CC. **(ACTION)**
* The Clerk informed the meeting that she had received a complaint against APC which she had investigated along with Cllr Eggar and the response had been circulated to the full Council for approval.
* The Clerk had received an email from a parishioner raising funds for the new school classroom requesting use of the Recreation Ground for a fireworks display in November. The Clerk had responded that this would be added to the June agenda for discussion.

1. **Meeting open to the Public**

* A member of the public raised the issue of the proposed fireworks on the Rec and checked that there wouldn’t be a bonfire and said he thought the neighbours should definitely be consulted.
* County Cllr Hollinghurst said that a permissive path may be on offer for the path linking Aldbury to Tring Station. He said that the costs for the pathway along Northfield Road were enormous but that a footpath was in the urban transport plan and that a path would be going ahead, albeit not the best route.
* County Cllr Hollinghurst reported that there were a number of tree diseases which were affecting Highways trees meaning Herts. CC were going to have to actively manage trees affected and all Councils would need to co-operate.

1. **Any Other Business and to consider items for agenda of next meeting**

* Cllr Eggar said that he had met with one of the school governors regarding the new classroom that would be built at the school to accommodate a pre-school. A big fundraising initiative was being planned. Cllr Eggar said he thought the Council should be supportive of the plan to bring pre-school back to Aldbury.
* Cllr Juniper had attended the Ashridge Estate Management Committee and informed the Council that work on the parking project had been delayed as Ashridge were engaging with Natural & Historic England and the development of the conservation management plan before submitting the planning application.
* Cllr Tollinton had received an email from the Road Safety Partnership saying they had met with Highways and work for Aldbury was on the integrated work plan.
* The Clerk said she would be planning to carry out the Health & Safety Risk Assessment with the Warden

As there was no further business the meeting closed at 9.55pm

**Next Parish Council meeting – Monday 11th June 2018**

**Aldbury Parish Council website –** [**www.aldburyparish.org.uk**](http://www.aldburyparish.org.uk)**.**