

ALDBURY PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Held in Aldbury Memorial Hall

Monday 15th May 2023 at 8pm

MINUTES

In attendance: Cllr Stretton (Chair), Cllr McCarthy (Vice Chair), Cllr de la Bedoyere, Cllr Paterson, Ray Warren (Cllr from minute 23/04) Cllr Webb and Cllr White.

Gosia Turczyn – Aldbury Parish Clerk
4 members of the public.

- 23/01 Election of Chair**
To elect the Chair for the year 2023/24 and sign Declaration of Acceptance of Office.
This item was chaired by the current Chair Cllr Stretton.
Resolved, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr de la Bedoyere and carried unanimously to appoint Cllr Webb as Chair for the year 2023/24. Cllr Webb signed the declaration of acceptance of office.
- 23/02 Declarations of Acceptance of Office and Interest Forms for Councillors**
To record the register of interests forms and declarations of acceptance of office and consider accepting any at a later date, where not received to date.
All elected Cllrs signed declarations of acceptance of office and completed the register of members' interest forms. The Council agreed to accept documents from Cllr Houghton, who sent apologies, at a later date.
- 23/03 Election of Vice-Chairman**
To elect a Vice- Chair for the year 2023/24 and sign declaration of acceptance of office.
Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr McCarthy and carried unanimously, to appoint Cllr de la Bedoyere as Vice-Chair for the year 2023/24. Cllr de la Bedoyere signed the declaration of acceptance of office.
- 23/04 Co-option due to insufficient candidates at the election**
The Council considered applications received from Ray Warren, Suzanne Stretton and Sallyann Houghton and resolved to co-opt them to the Council, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr de la Bedoyere. The Chair welcomed them to the Council.
- 23/05 Apologies**
To receive and accept apologies for absence.
The Council accepted apologies received from County Cllr Symington, Borough Cllr Reynolds and Cllr Houghton (work commitment).
- 23/06 Interests**

Stephen Webb
5/6/23

- 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.
- None.

23/07

Minutes

To confirm the Minutes of Aldbury Parish Council Meeting held on 3rd April 2023 as an accurate record of proceedings.

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

23/08

Meeting Dates

To agree meeting dates for 2024.

Resolved, unanimously agreed.

23/09

Reports to the Council.

- a) Warden's report – appendix 1
 1. The Council noted the report and approved a quote of £230 to fix the gate post and supply a new catch system at the top of the allotments, PROPOSED BY Cllr White and SECONDED BY Cllr de la Bedoyere.
 2. The Clerk will write to the property owner asking them to fix the fence panel that had fallen across Footpath no 6.
- b) Clerk's report; items for information only – appendix 2
Noted.
 1. The Council agreed to offer the available allotment plots to people who are on a waiting list in Wigginton parish.
- c) Hertfordshire police; report from PCSO – appendix 3
Noted. The Clerk will raise further queries regarding crimes that are reported to the police but are not included in the monthly report.

23/10

Planning Matters – to consider comments on the following:

a) Application(s)

None received.

The Clerk will email DBC planning department asking whether a decision had been reached about the opening time licence for the Musette Café.

b) Decision(s)

- 23/00409/LDP The Valiant Trooper, Trooper Road, Aldbury, Tring, Hertfordshire, HP23 5RW, Use of part of premises as Class E
Refused
- 23/00449/LBC Laundry Cottage, 28 Malting Lane, Aldbury, Tring, Hertfordshire, HP23 5RH, Installation of solar Photo Voltaic (PV) and Solar thermal panels to roofs and to the roof of garden outbuilding. Granted
- 23/00827/TCA Barleycombe, Trooper Road, Aldbury, Tring, Hertfordshire, HP23 5RW, Fell tree Raised no objections

23/11

Internal Controls – Governance, Policies and Procedures.

To consider, review and adopt the following documents:

- a) Standing Orders – Approval adjourned to next meeting.
- b) Financial Regulations – Approval adjourned to next meeting.
- c) Asset Register - Adopted, PROPOSED BY Cllr de la Bedoyere and SECONDED BY Cllr Stretton.
- d) Code of Conduct – Adopted, PROPOSED BY Cllr de la Bedoyere and SECONDED BY Cllr Stretton.
- e) Risk Assessment of Physical Assets – Adopted, PROPOSED BY Cllr de la Bedoyere and SECONDED BY Cllr Stretton.
- f) Financial Management and Risk Assessment – Approval adjourned to next meeting.

23/12

Appointment of Representatives- Appendix 4

To appoint representatives to serve on Staffing Committee, Working Groups, Ashridge Estate Committee and to confirm individual area of responsibility.

The Council agreed representatives to serve on Staffing Committee and working groups as follows:

1. Staffing Committee – Cllr Webb, Cllr de la Bedoyere and Cllr McCarthy
2. Finance working group- Cllr Webb, Cllr Warren, Cllr de la Bedoyere and the Clerk
3. Pond working group - Cllr Webb, Cllr de la Bedoyere, Ted Bianco, Rod Allsworth, Alistair Cromwell
4. Aldbury play area working group – Cllr Stretton, David Demmery, Beth Cole and the Clerk
5. Representative for Aldbury Parish on Ashridge Estate Committee – Graham Juniper

The remaining area of responsibility will be reviewed and agreed at the next meeting.

23/13

Aldbury Pond

Council to receive Feasibility Study outlining potential restoration solutions. Pond Working Group seeks approval in principle for a specific solution to be developed and costed.

The Council received a Feasibility Study from its retained advisor on pond restoration, setting out the various options. The Council approved in principle, a proposal outlining the Pond working group's preferred solution for the pond. The Pond working group will develop this solution and produce a detailed implementation plan and budget for review and approval at July's meeting, PROPOSED BY Cllr de la Bedoyere and SECONDED BY Cllr Warren.

23/14

Aldbury Parish Council Insurance Policy.

To approve the insurance renewal with BHIB Councils Insurance at a cost of £608.18 (inclusive of VAT and fees) under a 3-year Long-Term Agreement.

Resolved, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr de la Bedoyere and carried unanimously.

23/15

Tree Survey.

To consider a quote for £320 to carry out visual tree inspection report.

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

23/16

Financial Matters – Appendix 5

- a) To review and note the accounts including bank reconciliation, bank statement and monthly budget report.

The Council noted the accounts and resolved to approve it, PROPOSED BY Cllr de la Bedoyere and SECONDED BY Cllr Warren.

- b) To note receipt of income.
The Council noted the income received in April and May 2023.
- c) To pass resolution to authorise schedule of payments.
Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr de la Bedoyere to authorise the schedule of payments:

BACS presented for payment at the meeting on 15th May 2023:

PAYEE	DESCRIPTION	AMOUNT
M Turczyn (Clerk) Salary deducted from the total	Salary, HCC Pension April	£1,412.10
HMRC	Clerk PAYE April	£6.53
Npower Business Solutions	Street light power (already paid by DD and deducted from total)	£78.61
Npower Business Solutions	Street light power (DD will be taken on 25 th May)	£108.07
AH Skip Hire	Allotments skip hire	£330.00
AH Skip Hire	Clearance of mixed waste from allotments	£180.00
Martin Walters	Grass cutting April	£854.00
HAPTC	Internal Audit fee	£315.00
G Turczyn	Clerk's mileage expenses April and May	£28.80
Anglo Dutch	Payroll provider (quarterly invoice)	£54.00
The Complete Tennis Court Service	High pressure wash and moss treatment of tennis court	£510.00

TOTAL: £2,680.20

- d) To receive a report from the Hertfordshire Internal Audit Service for financial year 2022-23.
The Council reviewed the internal audit report, and it was PROPOSED BY Cllr Stretton and SECONDED BY Cllr White to send a formal response to the auditor, Chair to action.
- e) To approve AGAR Section 1 Annual Governance Statement 2022-23.
Approved, PROPOSED BY Cllr Stretton and SECONDED BY Cllr Warren and carried unanimously. The Section 1 Annual Governance Statement form was duly signed by the Chair.
- f) To approve AGAR Section 2 Accounting Statements 2022-23.

Steph Debb
5/6/23

Approved, PROPOSED BY Cllr Stretton and SECONDED BY Cllr Warren and carried unanimously. The Section 2 Accounting Statements form was duly signed by the Chair.

- g) To approve the Explanation of Variances.
The Council approved the Explanation of Variances, PROPOSED BY Cllr Stretton and SECONDED BY Cllr Warren.
- h) To approve the dates for the Period for the Exercise of Public Rights to be commencing on Monday 5th June 2023 and ending on Friday 14th July 2023 and to confirm the date the Notice is to be published on the Council's website and noticeboards.
Approved, PROPOSED BY Cllr Stretton and SECONDED BY Cllr White and carried unanimously. The Notice is to be published on Friday the 2nd of June.
- i) To note that the Clerk's annual pension return had been submitted to LPPA.
The Council noted the annual pension return was submitted by the Clerk and that the employer contribution under the Local Government Pension Scheme is 21.15% from April 2023.

23/17 Meeting close. 21:20

Next meeting Parish Council meeting will be held on 5th June 2023 at 8 pm, Memorial Hall.

Stephen Webb
5/6/23