**ALDBURY PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Held in Aldbury Memorial Hall**

**Monday 5th February at 8pm**

**MINUTES**

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

Gosia Turczyn – Aldbury Parish Clerk

Five members of the public

**24/011 Apologies**

To receive and accept apologies for absence.

The Council received and accepted apologies sent by Cllrs Houghton, de la Bedoyere and County Cllr Symington.

**24/012 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

**24/013 Public Matters**

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

1. A member of the public, who helps to organise the Aldbury May Fair, spoke about plans for traffic and parking management at this year’s event which is run by volunteers. The organisers had applied to Hertfordshire and Buckinghamshire County Councils for TTRO notice for one- way traffic system on Stocks Road from the Pitstone end with appropriate diversion signage in place and marshals helping to direct the visitors. Cllr Webb had agreed to be the designated Councillor for the TTRO application. The organisers will communicate with the parish about the one-way traffic system. She had also asked the Council to liaise with the National Trust asking them to use signage to deter visitors who wish to park at the Ashridge Estate on the day of the Aldbury May Fair. This will be communicated via the Ashridge Estate Committee member.
2. A member of the public asked whether there is any update on the proposed work to stop water running down the allotment track and into the driveways of the properties on Trooper Road. Cllr Webb had met with a contractor who suggested putting some compacted road stones on the track and a cross- drain system to capture water coming down. Cllr Webb said that a budget had been allocated for this work in the new financial year starting on the 1st of April and that the Council will obtain further quotes to carry out the work.

**24/014 Minutes**

To confirm the Minutes of Aldbury Parish Council Meeting held on 8th January 2024 as an accurate record of proceedings.

Resolved, subject to minor amendment to minute 24/007, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr Warren, that the minutes were a true and accurate record of proceedings and were duly signed by the Chair.

**24/015 Reports to the Council.**

1. Warden’s report – appendix 1

To note the report and approve expenditure if required.

1. The Council discussed a signage for the pond area and to be reviewed at the next meeting as part of the Risk Assessment of the Physical Assets. It was suggested to write to the school asking the parents to be alert to the dangers of the pond and the children whilst in its vicinity.
2. Clerk’s report; items for information only – appendix 2
3. Noticeboard at the orchard – a proposal from the Garden Club.

The Council had agreed for the Garden Club to place a sign at the orchard, as opposed to the noticeboard, containing a map of the trees, the history of the orchard and the names of contributors.

1. Correspondence regarding planning enforcement for the Trooper pub.

The Council had agreed for the Clerk to write to the planning department at DBC asking whether they took appropriate action regarding the unlawful operation of separate businesses without planning permission.

1. The Clerk had received an enquiry about hiring the football pitch and the Pavilion for football matches.

The Council suggested for the team to make contact with Aldbury Sports Club.

1. Hertfordshire police – report from PCSO.

The following report was received for January:

Between 4.40am and 6.00am on 26/1/24 a male was seen to be attempting to gain entry to vehicles and garages on Toms Hill Road and Trooper Road. Entry has not been gained and the suspect appears to make off when discovering a ring doorbell. These crimes are still under investigation.

 **24/016 Planning Matters and Consultations – to consider comments on the following:**

1. **Application(s) received:**
* 23/03065/FUL 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. 4 Toms Hill Close Aldbury Tring Hertfordshire HP23 5SL

No comment

* 24/00024/FHA Two-storey side extension and alterations to the rear 2 Toms Hill Close Aldbury Tring Hertfordshire HP23 5SL 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:**
* 23/02920/NMA 2 Toms Hill Close, Aldbury, Tring, Hertfordshire, HP23 5SL Non material amendment to planning permission 23/00270/FHA (Two storey side extension, basement extension with adjusted external stepped access and alterations to rear. Driveway reconfiguration) REFUSED
* 23/02021/DRC The Valiant Trooper, Trooper Road, Aldbury, Tring, Hertfordshire, HP23 5RW, Details as required by condition 6 (stained glass window) attached to planning permission 22/00379/LBC (Internal alterations, repair to exterior and removal of concrete paving to rear outside area.) GRANTED
* 23/02769/TCA 1 Malting Lane, Aldbury, Tring, Hertfordshire, HP23 5RH Fell tree. This is a potentially very large tree in a very tight spot between two houses. It is still young, but already the roots are causing considerable cracks in the concrete path. There are concerns for the garage foundations just 1.5 m away. And concerns for mains drainage pipes. Two trees have been purchased as replacements.

NO OBJECTION

* 23/02930/TCA Aldbury Junior School , Stocks Road, Aldbury, Tring, Hertfordshire, HP23 5RT Work to trees. NO OBJECTION
* 23/02521/FUL AND 23/02522/LBC Aldbury Junior School , Stocks Road, Aldbury, Tring, Hertfordshire, HP23 5RT To retain, repair and refurbish existing lattice work windows and install secondary glazing. Including the timber framed small paned windows and the newer French windows on the front elevation. The doors of the historic building will be retained, repaired and refurbished. The flat roofed building extension has metal framed windows that will be replaced entirely with modern double glazed equivalent. GRANTED
* 23/02784/FHA 3 Royal Court, Tring, Hertfordshire, HP23 5SG Single storey rear extension and internal alterations. GRANTED
* 23/02881/FHA 21 Clarkes Spring, Aldbury, Tring, Hertfordshire, HP23 5QL Proposed outbuilding. GRANTED

 **24/017 Aldbury Parish Assembly.**

To consider arrangements for the Annual Parish Assembly (Monday 22nd April)

including guest speaker.

The Council had made suggestions for a guest speaker to cover topics such as the history of Aldbury village or the history of the pond.

 **24/018 Great British Spring Clean 2024.**

 To agree the arrangements for community litter pick.

The community litter pick will be held on the 20th April and the Clerk will ask if Cllr Houghton will lead the event which will be advertised in the Outlook and on the Facebook.

 **24/019 Aldbury Store – Asset of Community Value application.**

The Aldbury Store is currently listed by Dacorum Borough Council as an Asset of Community Value until December 2024. Council to decide whether to make a new application.

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr Stretton for the Council to make another application. The Council emphasised that it would need community involvement to make a strong case to Dacorum Borough Council. A call for volunteers will be advertised in Outlook and Facebook and the Clerk will contact Borough Cllr Raynolds.

 **24/020 Storage of Parish Council files and assets.**

Update from the Clerk.

The Clerk removed all historical documents stored at the Memorial Hall, which are currently at her home address. Hertfordshire Archives and Local Studies confirmed they would accept the deposit of Parish Council records. Cllr Webb said that more documents, relating to the Parish Council, are being stored at the Church and the Clerk will check if they need to be retained. The Council agreed for the historical records to be moved to Hertfordshire Archives and Local Studies for archival storage and the Clerk will action this. Assets relating to the litter pick will be stored in the Church.

 **24/021 Recreation Ground car park and Tennis Court.**

1. To agree the size and number of parking bays.

It was agreed, in the first instance, for Cllr de la Bedoyere to measure the width of the car park and establish how many bays would be needed before approving an expenditure to paint the lines.

1. To review the annual fee for tennis club members.

The Council agreed to keep the annual contribution of £20 per household for 2024 and the Clerk will issue the renewals.

**24/022 Allotments.**

1. To receive an update from Cllr Webb on the proposed work to the track within the allotments linking to Trooper Road.

This was discussed under minute 24/013 Public Matters.

1. Update from Clerk on rent received and available plots.

All plots are being rented out with one rent remaining outstanding.

 **24/023 Dacorum Local Cycling and Walking Infrastructure Plan**.

 Update from Cllr Warren and Cllr White.

Cllrs Warren and White had encouraged the Council to respond to the consultation via Dacorum BC website. Advertising posters will be added to the noticeboards and Facebook.

 **24/024 Aldbury Play Area – appendix 3**

A report from the Aldbury play area working group was circulated prior to the meeting. The working group is seeking endorsement of £1,000 to complete the project.

Resolved, PROPOSED BY Cllr Stretton and SECONDED BY Cllr Warren for the Council to approve using the playground sinking fund to complete the project.

Cllr Webb suggested that Aldbury Community Support group may be able to help with the funding and he will investigate this.

 **24/025** **Internal Controls – Governance, Policies and Procedures.**

1. To adopt Standing Orders.
2. To adopt Safeguarding policy.
3. To adopt Complaints procedure.
4. To adopt Privacy policy.

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr Warren to adopt the documents listed above.

 **24/026 Financial Matters -appendix 4**

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

The Council noted and agreed the bank statement and cashbook reconciliation and noted that the Clerk circulated wrong monthly budget report.

1. To note receipt of income.

In January the Council received £338 from allotment rent.

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

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr Webb and carried unanimously, to approve the following payments:

**BACS/DD presented for payment at the meeting on 5th February 2024**

|  |  |  |
| --- | --- | --- |
| **PAYEE** | **DESCRIPTION** | **AMOUNT** |
| M Turczyn (Clerk) Salary deducted from the total | Salary, HCC Pension January | £1,346.02 |
| HMRC  | Clerk PAYE January | £52.97 |
| Nick de la Bedoyere | Reimbursement for clerk’s laptop – invoice Currys PC world | £599.00 |
| Aldbury Memorial Hall | Hall hire 2024 | £255.00 |
| Anglo Dutch Ltd | Payroll provider | £54.00 |
| Npower Business Deducted from total | Street Light power paid by DD on the 18th January 2024 | £184.76 |
| M Turczyn | Clerk’s mileage expenses January | £43.20 |

 **Total expenditure: £1,297.97**

The Council noted a payment made in January that was approved on 2nd October, Minute reference 23/88 1, for play equipment at a cost of £3,375.60 (50% deposit paid in November).

1. To receive an update on the CCLA deposit fund.

It was confirmed that CCLA had received paperwork, however the application is yet to be processed.

1. To note current direct debits and standing orders.

The Council noted direct debit to N Power Commercial for streetlight power (monthly) and to Information Commissioner’s Office (annually). There are currently no standing orders.

 **24/027 Meeting close**.

Before the meeting had closed Cllr Stretton said that after over 4 years, she is leaving the Council to focus on her career. Councillors and the Clerk thanked her for her hard work and commitment to the role of parish councillor and the Chair of the Council and wished her all the best in the future. The meeting closed at 21:59.

**Next Aldbury Parish Council meeting will be held on 4th March 2024.**