**ALDBURY PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Held in Aldbury Memorial Hall**

**Monday 3rd February 2025 at 8pm**

**MINUTES**

Present: Cllr Webb (Chair), Cllr de la Bedoyere (Vice Chair), Cllr McCarthy, Cllr White, Cllr Houghton and Cllr Brooks

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

**25/016 Apologies**

To receive and accept apologies for absence.

The Council received and accepted apologies sent by Cllr Warren. Cllr Paterson was absent.

**25/017 Interests**

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

Cllr Webb’s declared an interest in the 25/00096/FHA Summer House at rear of Garden. 34 Stocks Road Aldbury Tring Hertfordshire HP23 5RU planning application as his partner is a neighbour.

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

None received.

1. To grant any requests for dispensation as appropriate.

None granted.

**25/018 Public Matters**

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

No members of the public were present. County Cllr Symington provided an update under agenda item 25/026 “20 mph Zone within Aldbury Parish”.

**25/019 Minutes**

To confirm the Minutes of Aldbury Parish Council Meeting held on 6th January 2025 as an accurate record of proceedings.

Resolved, PROPOSED BY Cllr de la Bedoyere and SECONDED BY Cllr Webb to approve the minutes as being correct. The minutes were to be duly signed by the Chair.

**25/020 Reports to the Council.**

1. Warden’s report – appendix 1

To note the report and approve expenditure if required.

 This was noted.

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

The Council received a proposal from the Garden Club for an Orchard noticeboard and approved the content and location.

1. Hertfordshire police – report from PCSO.

No crimes were reported in Aldbury Parish during January, however, the Council noted tree attempted burglaries where sheds were broken into and one theft of a bicycle. The Clerk will ask the PCSO whether this was reported.

**25/021 Planning Matters and Consultations – to consider comments on the following:**

1. **Application(s) received:**
* 25/00096/FHA Summer House at rear of Garden. 34 Stocks Road Aldbury Tring Hertfordshire HP23 5RU

Objection, PROPOSED BY Cllr de la Bedoyere and SECONDED BY Cllr White

based on the following grounds:

- The work has commenced without planning consent

- The Conservation Officer needs to review the work with regards to the scale of the

development and if the structure its sympathetic to the surrounding environment and

whether is compatible with specific local restrictions such as Ashridge

* The hight of the structure as it is being built on top an existing area of decking which is itself up to 2 ft above ground level
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:**
* 24/02848/NMA 1 Royal Court, Tring, Hertfordshire, HP23 5SG Non-material amendment to planning permission 23/01136/FHA (Installation of box dormer window on the rear roof slope to replace existing rooflight windows, replacement of rooflight windows on the front roof slope and installation of external French sliding door to rear elevation.) GRANTED
* 24/02425/FHA Elm Gables, Ringshall Road, Ringshall, Berkhamsted, Hertfordshire, HP4 1LT Two storey rear extension, First floor side extension. Creation of annex. Loft conversion including front dormers and rooflights. Fenestration alterations and addition of solar panels and air source heat pumps. Enlargement of existing driveway. GRANTED
* 25/00017/TCA 6 Malting Lane, Aldbury, Tring, Hertfordshire, HP23 5RH T1- Cotoneaster - Remove. T2- Plum/Damson. – Remove. RAISED NO OBJECTION
* 25/00130/TCA Inglewood, Stocks Road, Aldbury, Tring, Hertfordshire, HP23 5RU Work to Ash tree. RAISED NO OBJECTION

**25/022** **Aldbury Parish Assembly.**

To consider arrangements for the Annual Parish Assembly (Monday 28th April)

including guest speaker.

It was suggested to invite a representative from AA Environmental LTD to present on the Pitstone Quarry restoration project.

**25/023 Great British Spring Clean 2025.**

 To agree arrangements for community litter pick.

The community litter pick will be held on the 29th March with Cllr Houghton leading the event. This will be advertised in the Outlook and on FB. The Clerk will purchase additional litter pickers.

 **25/024 Aldbury Store and Post Office – nomination for ACV listing.**

Application and supporting documents were submitted to DBC on 3rd December 2024.

The Clerk had asked the legal governance manager at DBC and Borough Cllr Reynolds for an update which is still pending.

**25/025 Aldbury Tennis Court** – appendix 3

1. To approve a quote to remove moss from the surface.

Resolved, PROPOSED BY Cllr de la Bedoyere and SECONDED BY Cllr Brooks to approve a quote of £465 plus VAT.

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

It was agreed to keep the annual contribution of £20 per household for 2025 and to send the forms out to members of the tennis club after the court is cleaned.

**25/026 20 mph Zone within Aldbury Parish**

1. To approve a quote (if available) from Hertfordshire County Council for the design stage.

The quote was not available, and County Cllr Symington reported that Highways has implemented a new policy regarding the commissioning of design work. Under this policy, certain design costs must be funded by County Cllr Symington through her Highways Locality Budget (HLB), which is approximately £4k-£5k. She indicated that if the APC decides to proceed with the design scheme using external consultants, the costs would likely double (for the design work and public engagement). Additionally, choosing a different provider could incur further expenses, as external consultants may apply different criteria than those used by Highways for the engineering work specifications. County Cllr Symington recommended that the APC conduct another speed and volume survey on Station Road and Toms Hill Road, for which Highways will provide a quotation. It was also suggested that the APC wait until after the May elections, as a new administration may have different criteria for implementing a 20 mph Zone.

1. To note and agree that the above expenditure be paid from Community Projects Earmarked Reserve.

Decision deferred.

**25/027 Aldbury Parish Council Domain** – appendix 4

To consider moving to the gov.uk domain with the current hosting company, TEEC Ltd, at an annual cost of £30 plus VAT.

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr White to agree the above.

**25/028 Aldbury Parish Street Lights** – appendix 5

To agree response to the questions raised by a technical advisor after a survey conducted for Hertfordshire County Council.

The Council discussed HCC's proposal to legally adopt the streetlights in the Parish and it was agreed to obtain advice and a quote from an external contractor to repair the four missing lights and further enquire about the two lights removed by HCC.

**25/029 Internal Controls – Governance, Policies and Procedures**

 To review and approve the following:

1. Filming Policy.

This was not available.

**25/030 Aldbury Parish 2025 Grass Mowing Contract**

To approve a quote for grass cutting services for the year 2025.

 The Council received two quotes and approved M W Agri Ltd as the contractor for 2025,

PROPOSED BY Cllr White and SECONDED BY Cllr Houghton.

**25/031 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 by the Council, and they were to be duly signed by the Chair.

1. To note receipt of income

The Council noted the income received in January as follows:

* CCLA Investment interest - £142.34
* Allotment rent - £426.00
* Wayleave - £40
* Donation for village Christmas tree - £300
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 de la Bedoyere to approve the schedule of payments:

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

|  |  |  |
| --- | --- | --- |
| **PAYEE** | **DESCRIPTION** | **AMOUNT** |
| M Turczyn (Clerk) Salary deducted from total  | Salary (Paid) and HCC Pension contributions – January  | £1,436.22 |
| HMRC Cumbernauld | Clerk’s PAYE January  | £84.90 |
| Anglo Dutch Ltd | Payroll provider – quarterly invoice | £64.80 |
| Npower Business Solutions Deducted from total | Streetlight power – Direct Debit paid in January  | £192.50 |
| Parish Online  | Annual fee for mapping software  | £86.40 |
| M Turczyn | Clerk’s mileage& expenses  | £28.80 |

**Total: £581.21**

 **Payment(s) approved on 2nd December 2024 (Minute 24/151 1.1) and**

 **paid in January 2025:**

|  |  |  |
| --- | --- | --- |
| **PAYEE** | **DESCRIPTION** | **AMOUNT** |
| Wicksteed Leisure Ltd | 2 x cradle swings and set of chains  | £796.82 |

1. To note that the first phase of the internal audit will be taking place in February.

This was noted.

1. To note Direct Debits and Standing Orders.

It was noted that there are currently no Standing Orders. The Direct Debits set up are a monthly payment to Npower Business Solutions for streetlights power (amount variable) and annual payment of £35 to the Information Commissioner’s Office.

 **25/032 Meeting close**: 21:24

**Next Aldbury Parish Council meeting will be held on 3rd March 2025.**