**ALDBURY PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Held in Aldbury Memorial Hall**

**Monday 6th June 2023 at 8pm**

**MINUTES**

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

Gosia Turczyn – Aldbury Parish Clerk

**23/18 Apologies**

To receive and accept apologies for absence.

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

**23/19 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.

**23/20 Public Matters**

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

None.

**23/21 Minutes**

To confirm the Minutes of Aldbury Parish Council Annual Meeting held on 15th May 2023 as an accurate record of proceedings.

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

**23/22**  **Reports to the Council.**

1. Warden’s report – appendix 1

The Council noted the report and made the following comments:

1. Fences along the field on Stocks Road are in poor condition.

Action: The Clerk will contact the leaseholder and copy DBC’s Countryside Access Officer in the correspondence.

1. Recreation Ground Pitch - The Council agreed to keep the football pitch maintenance under review.
2. Recreation Ground logs – The Council agreed to get logs that are currently available, and the Clerk will liaise with Ashridge NT and arrange the transportation.

4. Blocked drains – County Cllr Symington will investigate with HCC whether the blocked drains, including one at the end of Stoneycroft, can be cleared sooner than the current maintenance schedule.

1. Clerk’s report; items for information only – appendix 2
2. County Cllr Symington noted that the Council would like the verge outside the Church to be hardened and will pass this to HCC Highways.
3. A member of the public asked the Council for permission to amend the name on the signpost on the Green from Valiant Trooper to The Trooper. The Council will seek evidence about whether the name of the public house had been legally changed and if that is the case, they agreed to support the request.
4. Hertfordshire police; report from PCSO – appendix 3

No report was received. The Clerk will contact Hertfordshire Constabulary.

**23/23**  **Planning Matters – to consider comments on the following:**

1. **Application(s)**

* 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. 1 Royal Court Tring Hertfordshire HP23 5SG

No objection.

1. **Decision(s)**

* 23/00435/LBC 11 Posting House, Tring Station, Tring, Hertfordshire, HP23 5QS Removal of a load bearing wall between the kitchen and larder (Retrospective) Granted
* 23/00367/FHA 14 Trooper Road, Aldbury, Tring, Hertfordshire, HP23 5RW, Removal of covered passageway roof, single storey side extension, removal of external canopy and internal alterations. Removal of roller-shutter door and infilling with door/windows and brickwork. New Window to bathroom Granted.

**23/24**  **Footpaths, Highways and Bridleways.**

Update on gateway to Tring Station.

It was suggested that HCC could fund the gateway from its locality budget and Cllr Warren will pass information to Tring Station Residents Association.

**23/25 Parking Restrictions and 20 mph Zone within Aldbury village.**

Update from County Cllr Symington.

County Cllr Symington reported that she reviewed all the comments following the public consultation and noted the Council’s request for a single yellow line at the North end of the pond and enforcement hours to be in line with the bus timetable which currently operates between Monday to Saturday 8 am to 6 pm. She also

confirmed that the initiative will be fully funded by HCC’s locality budget.

**23/26 Aldbury Noticeboard.**

To consider quotes to replace the noticeboard – appendix 4

Cllr Stretton updated the Council about plans for a new noticeboard that will be shared to advertise village businesses and amenities. The Council agreed to seek permission from the village shop and the property owner to have the new noticeboard wall mounted and suggested to cover the cost of a new board for the shop that would be fitted closer to the shop door. Work in progress.

**23/27 Play Areas.**

To approve a quote of £150 plus VAT from RoSPA to carry out an annual inspection.

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

**23/28 Councillors Training.**

To approve expenditure for Councillors training courses organised by HAPTC.

Resolved, PROPOSED BY Cllr Stretton and SECONDED BY Cllr White to approve an expenditure of £162 for Councillors’ training provided by HAPTC.

**23/29 Village Pond.**

To approve an expenditure of up to £3,000 for road closure license and toxicity report if required.

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr Stretton and agreed unanimously.

**23/30 Appointment of Representatives- Appendix 5**

To appoint representatives to serve on Working Groups and to confirm individual area of responsibility.

The Council agreed the following geographical areas of responsibility:

Tring Station - Cllr McCarthy and Cllr Warren

Village Green and Station Road – Cllr Stretton

Stocks Road – Cllr White

Malting Lane – Cllr Houghton

Toms Hill, Toms Hill Close and Beechwood Drive – Cllr de la Bedoyere

Trooper Road and Newground Road – Cllr Webb

Stoneycroft – Cllr Paterson

The individual area of responsibility will be agreed at the next meeting.

**23/31 Internal Controls – Governance, Policies and Procedures.**

To consider and adopt the following documents:

1. Standing Orders – The Council resolved to adopt the NALC model Standing Orders, PROPOSED BY Cllr Webb and SECONDED BY Cllr White, agreed unanimously.
2. Financial Regulations – The Council resolved to adopt the NALC model Financial Regulations, PROPOSED BY Cllr Webb and SECONDED BY Cllr White, agreed unanimously.
3. Financial Management and Risk Assessment – The Council adopted the Financial Management and Risk Assessment.

**23/32 Financial Matters- Appendix 6**

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

The accounts were reviewed, and bank reconciliation and bank statement were signed by the Chair.

1. To note receipt of income (if any).

The Council noted receipt of £20 in the month May for Tennis Club membership.

1. To pass resolution to authorise schedule of payments.

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr Stretton, agreed unanimously to authorise the schedule of payments:

**BACS presented for payment at the meeting on 5th June 2023:**

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| --- | --- | --- |
| **PAYEE** | **DESCRIPTION** | **AMOUNT** |
|  |  |  |
| M Turczyn (Clerk)  Salary deducted from the total | Salary, HCC Pension May | £1,335.56 |
| HMRC | Clerk PAYE May | £6.53 |
| Npower Business Solutions | Street light power (already paid by DD on 25th May and deducted from total) | £48.89 |
| M J Bradley Consulting Services | Pond feasibility report | £550.00 |
| BHIB Councils Insurance | Insurance Policy (approved at May’s meeting, paid and deducted from total) | £603.18 |
| Martin Walters | Grass cutting May | £1,212.00 |
| Steve Welling | Allotment gate repair, parts and labour | £230.00 |
| G Turczyn | Clerk’s mileage expenses May | £28.80 |

**SUBTOTAL: £2,321.13**

1. Update on Unity Trust bank signatories.

The Council agreed to add Cllr Warren as a signatory on Unity Trust bank mandate to view the account and authorise payments.

**23/33 Meeting close** 21:41

**Next Aldbury Parish Council meeting will be held on 3rd July 2023 at 8 pm, Memorial Hall.**