**ALDBURY PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Held in Aldbury Memorial Hall**

**Monday 4th March at 8pm**

**MINUTES**

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

Gosia Turczyn – Aldbury Parish Clerk

County Cllr Sally Symington

**24/028 Apologies**

To receive and accept apologies for absence.

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

**24/029 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.

Cllrs Paterson and White declared an interest in allotments as allotment holders.

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**24/030 Public Matters**

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

 Cllr Symington had updated the Council about the outstanding matters. She will investigate with HCC when the traffic restrictions in the center of the village will be implemented and consider partially funding the Gateway to Tring Station. The Council discussed measures that could be implemented to reduce the speed in the village, especially on Station Road, and County Cllr Symington agreed to follow this up with Highways.

**24/031 Minutes**

To confirm the Minutes of Aldbury Parish Council Meeting held on 5th February 2024 as an accurate record of proceedings.

Resolved, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr White to approve the minutes as being correct. The minutes were duly signed by the Chair.

**24/032 Reports to the Council.**

1. Warden’s report – appendix 1

To note the report and approve expenditure if required.

1. It was noted that the hedge at the Tring Station could have been cut more from the top and the Council had suggested that from now on the contractor will be required to provide more specific work description in the quote.
2. Clerk’s report; correspondence and items for information only – appendix 2
3. Request from a group of parishioners to use the Recreation Ground to camp overnight to participate in the Great Tommy Sleep Out on the 30th March in support of homeless British veterans.

The Council had agreed to this request and the Clerk will ask the participants to sign a waiver form.

1. Request from Church Farm Café to hire the Recreation Ground as a temporary campsite during their hosted events.

The Council suggested organising a meeting with representatives of Church Farm when a firm proposal and detailed plan is put forward.

1. Cllr Paterson had raised a query about water supply for the allotments and after a discussion he had agreed to investigate with other allotment holders about the water system. He will also carry out an audit of the water troughs to see whether any of them require maintenance work.
2. Update on work to the allotment track.

The Council had received one estimate for work, however the costs associated are over the Council’s allocated budget. It was agreed to obtain a second quote for the next meeting. In the meantime, the Clerk will seek advice from Clayton Rae, the DBC’s Countryside and Access officer.

1. Hertfordshire police – report from PCSO.

No report was received, however Cllr Houghton reported that there was an incident involving a lady who alleged to have been attacked behind the Greyhound pub. The Clerk will pass this information to the PCSO.

 **24/033 Planning Matters and Consultations – to consider comments on the following:**

1. **Application(s) received:**

None.

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.**

1. **Decision(s) issued by Dacorum Borough Council:**
* 23/02027/DRC The Valiant Trooper, Trooper Road, Aldbury, Tring, Hertfordshire, HP23 5RW, Details as required by condition 6 (Historic Recording) attached to planning permission22/03278/LBC (Repair works to include, rebuilding collapsing rear extension, demolition and rebuild of modern link to amended design, revised porch. Garden works.) GRANTED
* 22/02848/DRC Church Farm, Station Road, Aldbury, Tring, Hertfordshire, HP23 5RS, Details as required by condition 3 (new arched window openings and stable door design and openings) attached to planning permission 21/00324/FUL (Change of use - Conversion and refurbishment of Units 13, 14, 15 and 19 into flexible use under Class E. Demolition of Unit 9 to provide ancillary car parking spaces and landscaping.) GRANTED
* 23/02464/FHA 4 Toms Hill Road, Aldbury, Tring, Hertfordshire, HP23 5SA Single storey rear extension. WITHDRAWN

 **24/034 Vacancy for Parish Councillor.**

Dacorum Borough Council had confirmed that there was no request for a by-election. A Casual Vacancy advert will be posted on the noticeboards, parish website, Facebook page and the Outlook with the closing date of 31st March for candidates to put themselves forward to be considered for co-option.

 **24/035 Recreation Ground Car Park.**

 Update from Cllr Webb.

Councillor Webb provided an update that the Diocese of St Albans had given its initial approval for the Council's proposal to expand the car park at Recreation Ground. It was suggested that the next agenda should include a motion to establish a Working Party that will conduct a feasibility study and consult with the Aldbury Sports Club.

 **24/036 Aldbury Allotments** –appendix 3

To review and approve the tenancy agreement and conditions of hire.

Resolved, PROPOSED BY Cllr Paterson and SECONDED BY Cllr Warren to keep the documents as they are until next review, carried unanimously.

 **24/037 Aldbury Community Support grant.**

To note and approve the receipt of £1,000 grant from the Aldbury Community Support to complete the Aldbury playground project.

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr Houghton to note and approve the receipt of £1,000 grant from the Aldbury Community Support towards the completion of the playground project, carried unanimously.

 **24/038** **Internal Controls – Governance, Policies and Procedures.**

 **To review and approve the following documents:**

1. Asset Register 2024.

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr Warren to approve the Asset Register for 2024, carried unanimously.

1. Risk Assessment of Physical Assets.

The Council had reviewed its position regarding mitigating the risks of the pond and agreed that no further action is required at present, PROPOSED BY Cllr Warren and SECONDED BY Cllr White. The risk assessment of physical assets will be reviewed annually.

1. IT Continuity plan.

Cllr White will obtain credentials from Cllr de la Bedoyere as he had been appointed a backup administrator. As an action point, he agreed to investigate whether the Council will be required to move to the “gov.uk” domain in the foreseeable future. Cllr Warren will liaise with Cllr de la Bedoyere about anti-virus protection. Approval deferred until the next meeting.

 **24/039 Financial Matters** - appendix 4

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.

1. To note receipt of income.

It was noted that £40 was received from the Tennis Club.

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 Warren to authorise the following payments:

 **BACS/DD presented for payment at the meeting on 4th March 2024:**

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| **PAYEE** | **DESCRIPTION** | **AMOUNT** |
| M Turczyn (Clerk) Salary deducted from the total | Salary, HCC Pension February | £1,346.02 |
| HMRC  | Clerk’s PAYE February | £52.97 |
| Nick de la Bedoyere | Reimbursement for Microsoft License  | £148.32 |
| Keith Simkin | Warden hours – quarter  | £344.50 |
| Luke Mabbett | Hedge cut at Iron Room  | £550.00 |
| Luke Mabbett | Work to trees at the Geen. Allotments and Recreation Ground as per quote | £1,615.00 |
| Npower Business Deducted from total | Street Light power paid by DD on 17th February 2024 | £198.88 |
| M Turczyn | Clerk’s mileage expenses February  | £28.80 |

 **Total expenditure to be approved: £2,739.59**

 **24/040 Meeting close**: 21:25

**Next Aldbury Parish Council meeting will be held on 8th April 2024.**

**The Annual Parish Assembly will be held on 22nd April 2024 at 8 pm.**