**ALDBURY PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Held in Aldbury Memorial Hall**

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

**MINUTES**

Present: Cllr Warren (Vice Chair from minute 25/033), Cllr McCarthy, Cllr Paterson, Cllr White, and Cllr Brooks

In Attendance: Gosia Turczyn – Aldbury Parish Clerk and one member of the public

**25/033 Election of Vice Chair**

Cllr McCarthy opened the meeting in the Chair's absence and announced that Cllr de la Bedoyere had resigned from his position as Vice Chair. It was resolved, PROPOSED BY Cllr Brooks and SECONDED BY Cllr White, to elect Cllr Warren as Vice Chair. He then chaired the meeting.

**25/034 Apologies**

To receive and accept apologies for absence.

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

**25/035 Interests**

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

Cllrs Paterson and White declared an interest in item ‘25/040 Allotments’ as plot holders.

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

None received.

1. To grant any requests for dispensation as appropriate.

None requested.

**25/036 Public Matters**

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

A member of the public, who also serves as the Church warden, addressed the Council regarding agenda item ‘25/041 Aldbury Parish Council Grants.’ She requested that the Council consider a one-time grant of £500 to hire a contractor (quote was available at the meeting) to clear the overgrown grass and brambles in the southwest and west areas of the churchyard, particularly around the graves and kerbstones, to reduce trip hazards. Additionally, the Council discussed including the churchyard in the annual grass cutting contract within the parish, and this will be considered at the next meeting.

**25/037 Minutes**

To confirm the Minutes of Aldbury Parish Council Meeting held on 3rd February 2025 as an accurate record of proceedings.

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

**25/038 Reports to the Council.**

1. Warden’s report – appendix 1

To note the report and approve expenditure if required.

The following points highlighted in the report were noted:

- The base of the rocking spring chicken had been tightened

- The baby swing seats and chains will be replaced when the weather allows

 - Part of the donkey paddock fence has been strengthened, and the Clerk will request that the tenant reinstates the remainder

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

This was noted.

1. Hertfordshire police – report from PCSO.

There had been one crime reported in Aldbury Parish in February:

25/02/25 – offender(s) have removed both number plates parked on Beggars Lane, investigation was finalised with negative results.

**25/039 Planning Matters and Consultations – to consider comments on the following:**

1. **Application(s) received:**
* 25/00480/TCA Works to T1 Barrack Row 24 Stocks Road Aldbury Tring Hertfordshire HP23 5RU 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.**

* 25/00475/FHA Alterations to and single storey garden room extension to rear of car shelter; Greenings Farm Stocks Road Aldbury Tring Hertfordshire HP23 5RX No comment.
1. **Decision(s) issued by Dacorum Borough Council:**
* 24/02514/FHA Summer House, 13 Malting Lane, Aldbury, Tring, Hertfordshire, HP23 5RH Single storey contemporary garden building to be used as a home office – APPLICATION WITHDRAWN
1. **Public Consultation on the Dacorum Local Cycling and Walking Infrastructure Plan (LCWIP)**

Residents, businesses, community groups, and visitors in Dacorum are being encouraged to share their views on the plan.  The public consultation on the LCWIP will run until 11:59 pm on Sunday, 23 March 2025. The link to the online platform and survey can be found on [www.hertfordshire.gov.uk/DacorumLCWIP](http://www.hertfordshire.gov.uk/DacorumLCWIP).

Cllr Brooks had suggested establishing a formal public footpath and cycleway from Tring Station to Aldbury. He was advised to contact Clayton Rae at Dacorum BC for further guidance on this proposal.

**25/040** **Allotments**

1. To receive an update from the Clerk on rent received and available plots.

The Clerk reported that four plots are available for rent, but one full plot has outstanding rent that is currently being pursued. The total rent received in the financial year is £1,273 currently. At present, there are three tenants from Tring town which helps use of the allotments and payment of rents, but it would be better to incentivise people from the village. The Council suggested publicising the available plots within Aldbury and Tring Station. In addition, it was suggested that covering the uncultivated plots with heavy-duty garden fabric would prevent weed growth and ensure plots were ready for use. The Council also discussed improving the allotment path for accessibility. Cllr Brooks agreed to discuss with Cllr Webb and investigate options and costs for these improvements.

1. To review and approve the 2025 tenancy agreement and conditions of hire.

This item was postponed until the next meeting and Cllr Paterson had agreed to review and propose changes to the current allotment documents.

**25/041 Aldbury Parish Council Grants** – appendix 3

 To consider application received from Aldbury DCC.

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr Brooks to donate a one-time grant of £500 towards the maintenance of the churchyard, agreed unanimously.

 **24/042** **Internal Controls – Governance, Policies and Procedures** – appendix 4

To review and approve the following documents:

1. Asset Register 2025
2. Risk Assessment of Physical Assets

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr White to approve the above with the following amendments: to include the gateways at Tring Station in the risk assessment of physical assets and to add the white posts around the village green and pond to the asset register as a donation.

 **25/043 Financial Matters** – appendix 5

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

The cashbook was reconciled with the transaction list on 26th February 2025, as the bank statement was not available at that time. The accounts were approved by the Council and were to be signed by the Vice Chair. The Clerk reported that the Council's budgeted interest income was lower than expected due to transferring funds from NS&I to the CCLA account. Additionally, it was noted that the Council overspent on HMRC payments as a result of the Local Government Services pay agreement for 2024/25, which led to an increase in the Clerk’s salary and associated costs. The Council also exceeded its budget for Councillors’ training and audit fees. The Council underspent on community grants because some organisations did not apply for funding in this financial year.

1. To note receipt of income.

Income received in February:

CCLA Investment – Interest received £141.29, Allotment rent - £112.00, Aldbury Sports Club - rent and grass cutting of the Recreation Ground - £2,500

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

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr Warren to approve the schedule of payments:

**BACS/DD presented for payment at the meeting on 3rd March 2025:**

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| --- | --- | --- |
| **PAYEE** | **DESCRIPTION** | **AMOUNT** |
| M Turczyn (Clerk) Salary deducted from total  | Salary (Paid) and HCC Pension contributions – February | £1,436.02 |
| HMRC Cumbernauld | Clerk’s PAYE February | £85.10 |
| M Turczyn | Reimbursement for litter pickers | £41.93 |
| Npower Business Solutions Deducted from total | Streetlight power – Direct Debit paid in February | £205.42 |
| M Turczyn | Clerk’s mileage& expenses  | £28.80 |

**Total: £472.14**

 **25/044 Meeting close**: 21:07

**Next Aldbury Parish Council meeting will be held on 7th April 2025 at 8 pm.**

**The Annual Parish Assembly will be held on 28th April 2025 at 8 pm.**