**ALDBURY PARISH COUNCIL**

**ALDBURY PARISH COUNCIL MEETING**

Held on

**Monday April 9th 2018 at 8.0pm**

**in Aldbury Memorial Hall**

**Present:** Cllrs Eggar,McCarthy (in the Chair), Moore, O’Neill, Pearce and Tollinton, the Clerk, Borough Cllr Mills and 10 members of the public

**Minutes**

1. **Apologies for absence**

Were received from Cllrs Brady and Juniper and were accepted by the Council

1. **Declarations of Interest -** *Cllrs to declare interests particular to this meeting*

Cllr McCarthy declared an interest in item 18/73 as Chair of HAPTC and an ex-officio member of the TSRA

1. **Minutes of meeting on 5th March 2018 to be signed as a true record**

Cllr Tollinton proposed that the Minutes of 5th March 2018 were accepted as a true record; this was seconded by Cllr Eggar. The Minutes were duly signed by the Chairman.

1. **Review Actions List**

Cllrs reviewed the actions and the log was updated

1. **New Cllr Acceptance of Office & Register of Members’ Interests**

Cllr O’Neill signed the Declaration of Acceptance of Office and the Register of Members’ Interests; these were received by the Clerk.

1. **Aldbury Pond**

Cllr Moore updated the Council on the progress of the Pond Working Group. He reported that following the Council’s decision last month to conducting analysis of the silt in the pond, he had found out that the original quote didn’t include interpretation of the data which was obviously required. Cllr Moore had contacted Enviro Solutions who for £1320 would take the samples, analyse them and then provide a report which can be given to contractors. Cllr Moore said that by using a company, the integrity of the sampling process could be guaranteed. He said that as the Council had already approved £400, he was asking the Council to approve an additional £920 spend on the analysis. Cllr Moore stated that the Council had recently received £6,000 in grants for work to the pond and that the cost of sampling would be funded from this. Cllr Moore said that the sampling could be done very soon and the outcome would be known by the end of May.

Cllr Moore stated that this would allow the Council to discuss the contents of the silt with potential contractors who would remove the silt. Cllr Eggar asked whether the analysis would tell us about the components of the silt in comparison to legal limits. Cllr Moore confirmed that the analysis would show the results on a Red, Amber, Green basis. Cllr Pearce asked whether the quotes received for disposal of the silt had given a cost for non-toxic waste and a cost for toxic waste. Cllr Moore said they hadn’t and that the report would be used to finalise the costs.

Cllr Moore proposed that the Council engage Enviro Solution for their complete package at a cost of £1,320 (an additional cost of £920); this was seconded by Cllr Pearce.

Cllr Moore confirmed that Cllr Juniper had written to Herts. CC to ask for information about the schedule for clearing the silt traps.

Cllr Moore confirmed that he had spoken to Fiona Jump, Group Finance Director for DBC, along with Cllr Pearce and the Clerk regarding DBC’s agreement to underwrite any costs associated with the pond in excess of £26,000. She had asked for milestone updates on the project which Cllr Moore had agreed to provide.

1. **Stocks**

Cllr Juniper had provided the following report on the Stocks

As you will have noticed the refurbished Stocks have been installed and I hope you will all agree that they look impressive and will continue to do so for many years. I understand that the DBC Planning Officer and/or Conservation Officer are likely to visit and inspect in the near future and hopefully the refurbishment will meet with their approval. There remains the request from the planning officer that the old replaced parts of the Stocks should be put on display somewhere and I suggest we write formally to The Memorial Hall Trustees, Aldbury Club Trustees, Aldbury Church and Tring Museum to see if anyone is willing to take them. Other than that I think we can say that this project is now complete.

I would like to give special thanks to Mark Battram for all his work in achieving this outcome; researching historical photographs to ensure the shape of the post tops are accurate, producing drawings, submitting the required planning application and later revising it, liaising with the various bodies involved and generally overseeing the work. I think it is fair to say that the refurbishment would have been significantly more expensive and difficult to achieve without his support which he has provided at no cost.

I would also like to thank:

- Alec Smith of A & H Joinery, Tring, for sourcing the wood and his skills in making the new post to such an excellent standard

- Steve Wright and his team for removal, reinstatement and groundwork

and finally

- Tesco for the grant which financed the work and their patience during the long period between awarding the grant and completion.

Cllr Eggar proposed that cycling vouchers of £100 be purchased for Mr Battram as a gesture of thanks for his work; this was seconded by Cllr Tollinton. Cllr McCarthy said he agreed and thought Cllr Juniper should discuss with Mr Battram whether that would be agreeable.

1. **Footpaths**

Cllr Tollinton said that an article had been included in the Outlook encouraging people to report footpath issues as they find them to Clayton Rae, Countryside Access Officer at DBC.

Cllr Tollinton said that the P3(Parish Paths Partnership) grant would be applied for to resurface a section of FP68 leading from Stoneycroft. A quote had been received for the work and the Clerk would complete the paperwork.

Cllr McCarthy asked whether there was any update from Herts. CC on the traffic work. Cllr Tollinton said that the Police and Crime Commissioners’ Office was the contact and that she hadn’t heard anything. Cllr Eggar asked whether the Council should write to the Commissioner. Cllr Tollinton said she would try again to get a response and perhaps the Council should consider writing if nothing had been received by May.

Cllr McCarthy said that the issue of parking around the pond had been raised by both Cllr Juniper and Cllr Brady and asked whether this could be considered as part of the proposals.

1. **Annual Parish Assembly**

Cllr McCarthy said this year’s Assembly would consist of 1) the Chair’s update; 2) an update on the Pond from Cllr Moore; 3) a presentation from Sunnyside Rural Trust

1. **Allotments**

Cllr Tollinton reported that the study group had met which included an allotment holder as well as Cllrs Eggar, O’Neill and Tollinton. The group had been looking at the lease with the Diocese and a number of issues had arisen about the way some of the allotments are used. Cllr Tollinton said a key focus would be to ensure there was no breach of the lease. The Clerk reported that she was in the process of letting plots to those on the waiting list. The Council discussed the issue of rubbish at the allotments. Cllr Moore asked whether the Council needed to be more robust about preventing rubbish being dumped as if it isn’t removed it will attract more rubbish. He asked whether the allotment holders should be given some ‘do’s ‘ and ‘don’ts’ and whether collection of the rubbish should be considered at the earliest opportunity. Cllr Tollinton said that guidance for allotment holders was something the study group were considering to ensure the terms of the lease weren’t breached. Cllr Pearce asked whether the study group were considering a gate at the entrance to the allotments to prevent rubbish being brought in to the allotments by vehicle. Cllr Tollinton said that it was a possibility. The study group would be meeting again before the next Council meeting.

Cllr Pearce proposed that the Council give the Clerk authority to make the 6 monthly lease payments as required to ensure that the payments aren’t late; this was seconded by Cllr Moore.

1. **Stoneycroft Signs**

Cllr Moore reported that the Council had approved the expenditure for signs at Stoneycroft at the December meeting. He now had pictures of what the signs would look like which had been shown to Stoneycroft residents and circulated to Cllrs. The signs would comprise a triangle with a picture of 2 children and a smaller rectangular sign saying ‘Caution Children’. The residents of Stoneycroft had preferred a black and yellow colour scheme believing this would stand out better. The price for the purchase and installation of the signs would be £336 (incl VAT). Cllr Moore proposed the Council approve the purchase of the black and yellow signs; this was seconded by Cllr Pearce.

1. **Tennis Court**

Cllr Tollinton reported that an article had gone into the Outlook about use of the Tennis Court. This had included the possibility of someone starting up a tennis club. She said she thought the side of the court would need weedkiller in due course and it was agreed that the Clerk would ask Martin Walters whether he could do this. **(Action).** Cllr Tollinton also mentioned about the overhanging branches. The Clerk reported that Luke Mabbett had kindly offered to cut back the overhanging branches at both the tennis court and the pavilion as a thank-you to the Council for using the allotments to access a property for works. The Council thanked Mr Mabbett.

1. **Planning Matters**

**1.The following applications were discussed**

**4/00581/18/MFA – Newground Farm, Newground Road**

Part demolition, part conversion and new build to create 10 dwellings (revised scheme)

NO OBJECTION

The Council had concerns about the impact on Aldbury of increased traffic movements; these were shared with Wigginton PC and the Planning Officer.

**2.Planning Decisions made by Dacorum BC:**

**4/02062/17/MFA – Newground Farm, Newground Road**

Part demolition, part conversion and new build to create 10 dwellings

GRANT

**4/00358/18/LBC – Stocks Farmhouse, Aldbury**

Knock through for a single door between rooms on the first floor

GRANT

**4/00109/18/FHA – Stoneridge, Malting Lane**

Extend garage roof over carport, roof extension to include enlargement of existing and new dormer window to west elevation, 3 velux to east elevation and alteration to steps

REFUSE

**Note: 4/00558/18/OTD – Tring Station**

Access improvements at Tring Station

Cllr McCarthy reported that the application was to install 3 sets of lifts at Tring Station and a new footway across the track which would be sited further south. He said he had looked at the plans and been in to talk to station staff and that there would be no impact to Fog Cottages.

Cllr McCarthy reported that planning application 4/02084/17/FHA – 32 Stocks Road, was due to be discussed at the Development Management Committee on Thursday 12th April. Borough Cllr Mills would be speaking as well as Cllrs McCarthy and Brady on behalf of the Parish Council which had objected to the application. Cllr McCarthy commented that residents could also speak if they let Dacorum know in advance. Cllr Mills said that a resident had been in contact with him expressing concerns that the utilities go under the bridlepath and that this would be excavated.

1. **Finance**

**Payments Made**

|  |  |  |
| --- | --- | --- |
| EON | £47.92 | Street Lights |
| L Bancroft | £390.60 | Clerk Salary |
| Bidwells | £375.00 | Allotment Rent to St Albans Diocesan Board of Finance – 30/9/2017 – 25/3/2018 |

**Receipts**

|  |  |  |
| --- | --- | --- |
| Allotments – Taylor | £7.00 | Allotment Rent 2017 |

**Bank Balances at 23rd February 2018**

**Unity Trust a/c 20382083** £24,879.56

**NS a/c** £33,968.83

**Cllr Pearce proposed a resolution to make the following payments; this was seconded by Cllr Eggar:**

|  |  |  |
| --- | --- | --- |
| SK Wright | £1,869.48 | Works to Stocks |
| Cllr R McCarthy | £23.40 | Expenses – mileage to attend HAPTC Executive Committee Meeting |
| K Simkin | £260.00 | Warden Hours – Jan 2018 – March 2018 |
| TSRA | £45.00 | Works to Trees at Iron Room |
| HAPTC | £522.15 | Annual Subscription 2018/19 |
| M Walters | £130.00 | Parish Mowing - March |

**Funds available going forward: £56,695.51**

* **Allotments Management course** – Cllr Pearce proposed the Councilapprove a payment of £100 for Cllr Tollinton and Clerk to attend HAPTC training on October 4t; this was seconded by Cllr Eggar.
* **NS&I Savings account** – the Clerk had received confirmation that the signatories had been changed.

1. **Data Protection**

Cllr Moore had circulated a paper with proposals for the Council meeting the GDPR requirements which would apply from 25th May 2018. He said that the role of Data Protection Officer (DPO) must be designated and it had been recommended that this role wasn’t taken by either the Clerk or a Cllr as they weren’t independent of the process. Cllr Moore said that there were a number of tasks which the Council must undertake and that the Council must be able to demonstrate that they have an action plan which is being acted upon, by May 25th. In his paper Cllr Moore had outlined 4 options and proposed the Council go with option 4 which was to outsource the role DPO with APC as a member of a group of Councils to the DPO Centre. He said that this option meant the DPO role would be independent of APC, mitigating risk and criticism and that the GDPR responsibilities would be subject to a structured approach rather than ad hoc, with advice from an experienced professional readily available. Being part of a group of councils would mean a reduced rate.

Cllr McCarthy asked whether Cllr Moore was seeking agreement in principle as the regulations are not yet in law. Cllr Eggar said that he was in favour of outsourcing but was concerned about which individual / organisation was chosen and that the Council should ensure that the solution chosen was appropriate. Cllr Pearce agreed with the idea of outsourcing but said he thought the Council should see what other local Councils are doing in a few months. He also said that the Council didn’t know anything about the DPO Centre. Cllr Moore said he didn’t think it was too soon and that the Council should express an interest. It was agreed that the Clerk would get in touch with other Councils to see what they were doing.

Cllr Moore proposed that the Council agree in principle to outsourcing the DPO role and that the Council express an interest in joining DPO with other Councils; this was seconded by Cllr Tollinton.

Cllr Pearce expressed his thanks to Cllr Moore for all his work on GDPR.

1. **Street Light Pole Bracket – Toms Hill Road**

Cllr Pearce proposed that the Council accept the quote from Forde & McHugh to remove the old bracket, replace with a new one and leave operational at a cost of £1,477.24; this was seconded by Cllr Moore.

The Council discussed whether to replace the light with a LED light. It was agreed that the Clerk should follow up with Herts. CC regarding the schedule for LED lights. **(Action)**

1. **Warden’s Report and matters arising**

The Council acknowledged the Warden’s report from March and commented on how thorough and informative it was. The Council asked the Clerk to pass on their thanks to the Warden.

1. **Correspondence**
   * The Clerk had received an email from the Berkhamsted walk asking if they could use the Rec car park for a refreshment stop. The Council agreed but asked the Clerk to check first with the Sports Club. **(Action)**
   * Notification ROSPA inspection to take place during May/June
2. **Meeting open to the Public**

* Members of the public raised the issue of rubbish at the allotments and it was agreed that this would be discussed by the study group.

1. **Any Other Business and to consider items for agenda of next meeting**

* Cllr Pearce said he had written an article for the Outlook about the work of the Council and Councillors.
* Cllr Moore said he wouldn’t be at the May meeting but would provide updates.

As there was no further business the meeting closed at 9.35pm

**Next Council meeting –Annual Meeting, Monday 14th May 2018**

**Aldbury Parish Council website –** [**www.aldburyparish.org.uk**](http://www.aldburyparish.org.uk)**.**