**ALDBURY PARISH COUNCIL**

**PARISH COUNCIL MEETING**

Held on

**Monday July 2nd 2018 at 8.0pm**

**in Aldbury Memorial Hall**

**Present:** Cllrs Brady (in the chair), Juniper, McCarthy, Moore, O’Neill, Pearce (vice-chair) and Tollinton, the Clerk and 11 members of the public.

**Minutes**

1. **Apologies for absence**

Apologies were received from Cllr Eggar and were accepted by the Council. Borough Cllr Mills also sent his apologies.

1. **Declarations of Interest**

Cllr McCarthy declared an interest in item 18/138 as Chairman of HAPTC

Cllr Pearce declared an interest in item 18/137 as a neighbour of Church Farm

1. **Minutes of meeting on 11th June 2018 to be signed as a true record**

Cllr McCarthy proposed that the Minutes of June 11th were signed as a true record; this was seconded by Cllr Pearce. The Minutes were duly signed by the Chairman.

1. **Review Actions List**

Previous actions were reviewed and the actions list was updated.

1. **Change of use Application – Musette Cafe, Corner Barn, Church Farm**

Simon Voysey and Simon Gill from Musette Cafe spoke about their change of use planning application for a cycling cafe at Church Farm and answered questions from Cllrs and the public. The Council then discussed the planning application. Cllrs said they had some sympathy for the scheme and could see benefits to the proposals but felt that the safety concerns still stood.

Cllr McCarthy proposed that the Council’s OBJECTION to the application still held for the amended plans as presented; this was seconded by Cllr Moore. The following reasoning was sent to the Planning Officer:

The Parish Council considered the amended application but resolved that their objections to the earlier planning application still stood. That is to say that the Parish Council objected to the above planning application on the basis of concerns about the access to the café with users potentially accessing the café via the driveway of Church Farm House which has a difficult and partly blind exit onto Station Road. The Council are also concerned about the impact of increased numbers of cyclists on the village in terms of pedestrian safety. Even if the cyclists use the approved and signed entrance to the Church Farm complex, entering or leaving the entrance will be hazardous to cyclists in view of the combination of restricted visibility on a fairly narrow winding country road and fast moving traffic in a locality covered by the national speed limit of 60 mph.  The current situation whereby cyclists can take a break or refreshments in the village itself, which is within a 30 mph speed limit, provides a safer environment for cyclists.

The Parish Council also resolved to add a further objection relating to their concern about the hazard to pedestrians walking along the carriageway in order to approach the Church Farm complex by Station Road. Concerns about pedestrian safety within Aldbury village and on the narrow country lanes approaching the village are a main theme of an ongoing road safety study commissioned by the Police & Crime Commissioner.

1. **Aldbury Pond**

Cllr Moore said that as discussed the previous month, work to the pond would start on July 9th and that an article had been put in Outlook and leaflets through letterboxes to inform residents. Cllr Moore said that hopefully the recent and forecasted good weather would keep the time to a minimum. A meeting was planned with CMS on July 30th to discuss phase two of the work. An update would be given at the September meeting.

1. **Village Green & Stocks**

Cllr Moore had circulated a quote from Sunnyside Rural Trust for reinstating the turf on the old road across the Green as previously discussed. The proposal was to dig down to the level of the old road and add top soil so that the seed or turf would have a better basis to grow. The quote was £750 for turf or £650 for seed. The Clerk said that there was £442 left of the Tesco grant so the remaining funds would come from the Open Spaces Maintenance budget. It was agreed that pond waste wouldn’t be used. Cllr Pearce proposed the Council accept the quote; this was seconded by Cllr Juniper. Cllr Moore said that the work would be done in October or November and a decision would then be needed about whether to use grass seed or turf.

1. **Footpaths**

Cllr Tollinton reported that work to FP68 had been carried out with the P3 grant. She said she was a bit disappointed with the work although the contractor had been recommended by DBC. She said that we would see in the winter whether the work had made a difference to the FP.

Cllr Tollinton said that the fence alongside the Percy Crow FP hadn’t been mended and Cllr Pearce agreed to follow up. **(ACTION)**

1. **Allotments**

Cllr Tollinton reported that the open meeting about the allotments had taken place on June 21st and had been very well attended with over half of all allotment holders present along with other members of the village. Cllr Tollinton had circulated a report to Cllrs. She said that the purpose of the meeting had been to discuss the implications of the new 10 year lease with the Diocese and a draft tenancy agreement to be signed by all allotment holders. She said valuable comments had been made at the meeting which would be incorporated into the tenancy agreement. The revised version would be circulated to Cllrs before being issued to allotment holders along with their invoices for the 2018 rent at the end of July/beginning of August. Cllr Tollinton said that the issue of signage had been raised at the meeting and the study group would consider some of the suggestions made such as having a plan of the allotment area showing where the footpaths were and which areas were allotments. There had been a discussion about a style from the playground into the Millennium Orchard, which parents had been pro but allotment holders against; this had been put on hold. There were also mixed feelings about the installation of a lockable barrier at the entrance to the allotments so this would also be kept under review. The issue of cutting the paths and trees had been raised and it was likely that the Parish Council would need to take responsibility for this in the future.

1. **Playground**

The Clerk had circulated a summary of the key issues raised in the 2018 ROSPA report which was noted by the Council. The Clerk had also met with the Parish Warden at the playground to discuss the issues raised in the report. The safety surface under Log World was in need of attention and it was agreed the Clerk would arrange a meeting with Wicksteed to obtain a quote for new surfacing and also to discuss options to repair / replace both Log World and the swings. Cllrs agreed that the Clerk should let them know the date and they would attend. **(ACTION)**

1. **Planning Matters**

**1.The following applications were discussed:**

**4/01544/18/FHA – 17 Stocks Road, Aldbury**

Replacement of existing 2 storey and single storey rear extension with new 2 storey rear extension. Internal & external alterations and repairs (amended scheme)

NO OBJECTION

**4/01348/18/FHA – Corner Barn, Church Farm, Aldbury**

Change of use from (B1/B8) Business/Storage to (A3) Cafe

 OBJECTION (see item 18/131)

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

**4/01055/18/LDP – 1 Clarke’s Spring, Tring Station**

Single storey rear extension

GRANTED

1. **Finance**

The Clerk had circulated a Cashflow Summary and Monthly Budget Monitoring Report up to June 30th 2018 which were reviewed and noted by the Council.

Cllr Juniper asked the Clerk to check the process for accepting and accounting for donations/fundraising, specifically in relation to the pond. **(Action)**

Cllr Juniper proposed a resolution to make the following payments; this was seconded by Cllr Pearce.

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| Herts & Essex Drainage Company | £780.00 | Work to FP68 Stoneycroft |
| M Walters | £510.00 | Parish Mowing June |

* It was noted that the Annual Audit information for year ending 31st March 2018 had been submitted and the Period for Exercise of Public Rights advertised
* The Clerk confirmed that the response to the Internal Auditor had been drafted and sent
* The Council approved adding Cllrs O’Neill and Moore to Bank mandate and removing ex-Councillors from mandate
* Cllr Juniper proposed the Council approve a payment of £100 + travel expenses for Chairmanship training with HAPTC for Cllrs Brady and Pearce; this was seconded by Cllr Tollinton.
1. **Application to list Aldbury Shop as an Asset of Community Value**

The Clerk informed the meeting that she had spoken to someone in the legal team at DBC regarding the application. There is no appeal process but the Parish Council can submit another application. A second application would need to demonstrate how the shop furthers the social wellbeing or social interests of the local community. More evidence of this needs to be submitted. Cllr Juniper agreed that he would follow up on the feedback with Cllr Eggar. **(Action)**

1. **GDPR**

Cllr Moore had circulated a list of headings for future discussion points around GDPR as agreed at the previous meeting. These were key areas that Cllrs needed to consider to ensure the Council was compliant. He said that his enquiries had suggested that there were no early learnings for Parish Councils based on the implementation of GDPR at the end of May. The Council discussed the issue of separate email addresses and encryption for Cllrs and it was agreed that this should be discussed at a future meeting. Cllr Pearce said he thought the Clerk should send a link to the Dropbox files from now on rather than sending files as attachments.

The Clerk had sent round the completed Information Audit which she said highlighted actions the Council would need to take in order to be compliant.

The Clerk had drafted and circulated a Privacy Notice which would go on the website and as a link on the bottom of emails. The Council approved this notice. The Clerk said that she had been in discussions with the web designer to make some changes to the website in order to more easily display the relevant GDPR policies and notices.

The Clerk said that the PC she worked on would need to be encrypted and firewalled and that she would need a shredder. It was suggested that the cost of both of these could be shared with TRPC which the Council agreed. The Clerk would come back to the September meeting with proposals and costs.

1. **Defibrillator**

The Clerk had circulated an update to Cllrs which had been written by a member of the community group which had organised for the installation of a defibrillator in a phone box in Aldbury last year. The funds will come across to be managed by the Parish Council; the community group will continue to fundraise to meet the ongoing and future costs associated with the defibrillator. The Clerk said that currently the community group own the actual defibrillator and that this will be transferred to the PC. More detail is required to understand how the ownership of the BT phone box needs to be transferred to the PC. Cllr Juniper asked about the current monthly equipment check and whether this should come under the responsibility of the Parish Council; the Clerk agreed to check. Cllr Juniper also suggested the Clerk confirm the annual budget for heating and electrical costs. **(Action)**

1. **Request to use Recreation Ground for Firework display**

The Clerk had circulated a copy of the lease for the Rec. There were clauses about not causing nuisance or noise to neighbours but fireworks weren’t mentioned. The Clerk had also received a further email from the organiser who said that the event was aimed at children and so would be a short event held early in the evening with low bang fireworks. She would inform the livestock owners in the vicinity. Cllr Juniper commented that an organised event would possibly mean less other events over which the PC has no control. Cllr McCarthy asked that they provide confirmation that they have the necessary insurance in place and that notices are put in the shop, on boards and in the Outlook. The Council agreed to the event going ahead on the Rec subject to notifying livestock owners and residents and providing confirmation of the insurance to the Clerk.

1. **Complaints Procedure**

The Clerk had circulated a second draft of the complaints procedure. Cllr Pearce proposed that this was adopted by the Council; this was seconded by Cllr Juniper.

1. **Aldbury Booklet**

Cllr Brady said that he hadn’t been able to get a better quote than the one obtained previously by Cllr Eggar. Cllr Brady proposed that the Council go ahead and print 1,000 copies of the guide at a cost of no more than £400; this was seconded by Cllr Moore. Cllr Brady suggested a digital version should be obtained if possible. **(Action)**

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

The Warden’s report for June had been circulated and was noted by Cllrs. Many of the issues highlighted in the report were either being dealt with or were related to the playground and covered under item 18/136. It was agreed that the hard standing under the basketball net would be reviewed at the same time as the meeting at the playground.

1. **Correspondence**

The Clerk had received an email from a resident wanting to install a memorial bench at the allotments on the concrete where the previous Queens Seat had been. The bench would have a memorial plaque to two previous residents of Aldbury. The resident said he would be responsible for installing and maintaining the bench. Cllr Pearce proposed that the Council agree; this was seconded by Cllr Juniper.

1. **Meeting open to the Public**
* A member of the public thanked that Council for their objection to the change of use planning application and raised a concern about the comment that a gate may be opened to allow pedestrian access. Another member of the public also raised concerns about the number of vehicles already trying to access Church Farm from the driveway of Church Farm House.
* A member of public raised the issue of the Millennium Orchard not being specifically mentioned in the allotments lease with the Diocese. He also said that he had seen evidence that the land was originally held by trustees and that this had implications for the ownership and use of the land. He agreed to pass this information on to Cllr Pearce.
1. **Any Other Business and to consider items for agenda of next meeting**
* Cllr Tollinton reported that she had received an email with concerns about the use of drones over Aldbury and the invasion of privacy. A question was raised about the photo of the May Fair in Outlook which had been taken by a drone. Cllrs discussed the difficulty of identifying who was responsible for the drone.
* Cllr Tollinton had been informed of a theft from a car parked between Aldbury and Tring Station. It was agreed this was a matter for the Police.
* Cllr Juniper said he had noticed a lot of weeds around the gutters and pavements and didn’t know whether these were sprayed and when the roads would be swept. The Clerk said she would follow up with Herts Highways. **(Action)**
* Cllr Pearce asked whether the Council had been responsible or aware of the new Neighbourhood Watch signage that had gone up. It was assumed this was the PCSO as it wasn’t the Council.
* The Clerk said she would be attending the Clerk’s meeting at DBC on 4th July
* After a discussion it was agreed that there would be no August meeting and that an Extraordinary Meeting would be held if there was a contentious planning application or consultation that needed to be discussed.

**Next Parish Council meeting – Monday 3rd September 2018**

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