**ALDBURY PARISH COUNCIL**

**PARISH COUNCIL MEETING**

Held on

**Monday June 11th 2018 at 8.0pm**

**in Aldbury Memorial Hall**

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

**MINUTES**

1. **Apologies for absence**

Apologies for absence were received from Cllr Juniper and were accepted by the Council

1. **Declarations of Interest**

Cllrs Eggar and Tollinton declared that they had an allotment (item 18/114)

Cllr Pearce declared an interest in item 18/116 Planning Application 4/01348/18/FUL as a neighbour of the property

1. **Minutes of meeting on 14th May 2018 to be signed as a true record**

Cllr McCarthy proposed that the minutes of May 14th 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 previous actions and the actions list was updated

1. **Internal Audit Report**

The Clerk had circulated the 2018 Internal Audit and noted the key points contained within it. The Internal Auditor had noted that free reserves were high. Cllrs commented that it was likely that a further use of reserves would be required to complete work to the pond. The Internal Auditor had commented that one of the bank reconciliations hadn’t been signed and dated by a Cllr. It was agreed that this would be double checked for the current financial year. The Internal Auditor had commented that the budget monitoring process could be improved. The Clerk, along with Cllr Pearce had produced a draft budget monitoring report which had been circulated to Cllrs and to the Internal Auditor who had made some minor suggestions for improvement. Cllrs were happy with the report and it was agreed that the Clerk would produce and circulate this each month.

The Council agreed that Cllr Pearce would draft a response to Ernest Newhouse the Internal Auditor on their behalf. **(ACTION)**

1. **Annual Governance Statement**

The Council reviewed the Annual Governance Statement for financial year ending 31st March 2018. Cllr Eggar proposed that the Council approve and accept the Annual Governance Statement; this was seconded by Cllr Pearce. The Annual Governance Statement was duly signed by the Chairman and the Clerk.

1. **Accounting Statements**

The Council reviewed the Accounting Statements for financial year ending 31st March 2018. Cllr Tollinton proposed that the Council approve and accept the Accounting Statements; this was seconded by Cllr Eggar. The Accounting Statements were duly signed by the Chairman.

The Clerk noted that the Period for the Exercise of Public rights would run between 13th June and 24th July. Notices would be published on the website and the notice boards on 12th June.

1. **Aldbury Pond**

Cllr Moore reported that the Pond Working Group (PWG) had met with Clearwater (who had given the preferred quote for phase one) following receipt of the pond analysis report. Cllr More had circulated a note to Cllrs. The proposed start date for phase one was 9th July. Cllr Moore said that residents would be notified via Outlook and also leaflets would be put through the doors of immediate neighbours to the pond. Cllr Moore would draft these for agreement by the Council. The bus service wouldn’t be affected during phase one. At the start of the work, Clearwater would be on site with an excavator and dumper truck. They would access the pond from the Stocks end and the grass would be boarded. A metal fence would be erected around the perimeter of the pond which is lockable. Posters would be attached to the fence explaining what was happening. It would take 7-10 days to dredge and pile up the silt. The length of time it would take for the silt to dry out would depend on the weather. Phase one would therefore be completed between the end of July and the middle of August. The PWG would then start to look at phase two. Cllr Eggar commented that the posters on the fence should explain why the contractors wouldn’t be working when the soil was draining. Cllr Moore said he would update Fiona Jump, Group Finance Manager from DBC.

Cllr Moore proposed a start date for phase one of Monday July 9th; this was seconded by Cllr Pearce.

Cllr Eggar noted that the torrential rain at the end of May had become a river down Stocks Road and through the village. He said that the drainage of surface water into the pond at Barley End didn’t seem to happen. Cllr Pearce asked about the pond at Barley End and whether it was known that if the pond was dug out, it would have the desired effect. Cllr O’Neill said hat originally it had been one big pond at Barley End with a ford in between and when the level of the road had been raised, it had become two separate ponds, which lack any depth. Cllr Pearce agreed that he would speak to the owner of Barley End about digging out the pond. **(ACTION)**

Cllr Eggar also commented that silt was building up in the field where the drain from Stoneycroft exits. It was agreed that Cllrs Pearce and Eggar would speak to the landowner. **(ACTION)**

1. **Stocks**

The Clerk noted that the remaining £2,000 from the Tesco grant had been received and that there was £442 to spend.

Cllr Moore had circulated a note to Cllrs regarding potentially spending the remainder of the grant to improve the grass on the Village green. Cllr Moore proposed that the Sunnyside Rural Trust (SRT) could deal with the bald patch by installing planters which would address the grass issue and would also be in keeping with the commitment to broaden the Council’s community reach. Cllr Tollinton said she didn’t think a flowerbed would be appropriate and asked whether SRT could undertake a restoration of the grass area. Cllr Pearce commented that perhaps some of the soil taken from the pond could be used to dig out and improve the grass area. It was agreed that Cllr Moore would ask SRT to quote for digging out and improving the bad area on the Green. **(ACTION)** Cllr Brady said that the Village Green and using the remainder of the Tesco grant would be added to the July agenda.

1. **Footpaths**

Cllr Tollinton had spoken to DBC about the frequency of footpath cuts and whether the Percy Crow footpath could be cut prior to the May Fair. The response had been that this was possible but it was likely that this footpath would only be cut once a year and the beginning of May was thought to be too early in the year. Cllr Tollinton said that DBC were being asked to cut the costs of footpaths which would probably mean less cuts. Cllr Pearce said that the Parish Council had raised the precept to deal with situations where funding from DBC was being cut. Cllr Tollinton said that Clayton Rae, the Countryside Access Officer from DBC had said he would be happy to help APC to improve and widen the Percy Crow footpath in the winter if the landowner and residents were happy. The Council agreed to consider this. It was noted that there was still a lot of vegetation that needed removing from the side of the footpath.

The Clerk commented that the P3 grant had been received for work to FP68 and she believed the work was underway.

1. **Allotments**

Cllr Tollinton said the study group had met. The Open Meeting for Allotment Holders would take place on June 21st and would be advertised via Outlook and the notice boards. The agenda and a draft Tenancy Agreement would be sent to all allotment holders. The meeting would confirm that the Diocese has no plans to sell the land and that APC has signed a new lease. The meeting would discuss the terms of the lease and the importance of meeting the terms of the lease to protect the allotments. Cllr Tollinton commented that the study group were considering the level of rent and would come back to the Council with a proposal.

1. **Playground**

It was noted that the Annual ROSPA report had been received. It was agreed that the Clerk would discuss the report with the Warden and come back to the Council with the key issues and recommended actions. **(ACTION)**

1. **Planning Matters**

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

**4/01202/18/FHA – Stoneridge, Malting Lane**

Extend garage roof over car port, roof extension to include enlargement of existing new dormer window to west elevation, 3 velux windows to east elevation & alteration to steps

NO OBJECTION

**4/01348/18/FUL – Church Farm**

Change of Use to Cafe

OBJECTION

The Parish Council have 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.

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

Note: 4/02422/17/FHA – The Hollows, Toms Hill Road

Appeal has been lodged

1. **Finance**

Cllrs noted the Cashflow summary and Budget Monitoring summary for May.

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

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| --- | --- | --- |
| G Juniper | £100 | Vouchers for M Battram |
| Ernest Newhouse | £300 | Fee for Internal Audit 2018 |
| L Bancroft | £33.00 | Expenses & Land Registry fees |
| D Eggar | £27.96 | Expenses for Annual Parish Assembly |
| M Walters | £390.00 | Parish Mowing May |
| Playsafety Ltd | £96.60 | Annual ROSPA Inspection |

* It was noted that the £650 P3 grant for work to FP68 had been approved and monies received.
* The Council approved the form to authorise the Council to pay cash in at the Post Office. The form was duly signed by Cllrs Eggar, McCarthy and Pearce.
1. **Application to list Aldbury Shop as an Asset of Community Value**

Cllr Eggar reported that the application to list Aldbury Shop as an Asset of Community Value had been turned down by DBC. The Clerk had circulated the letter of decision to all Cllrs. Cllr Eggar reported that he had spoken to Borough Cllr Mills and needed to explore why the application had been turned down. It was agreed that Cllr Eggar would discuss the issue further with Borough Cllr Mills and the item would be added to the July agenda.

1. **Data Protection**

Cllr Moore had re-circulated the draft documents required for GDPR. He had received comments from Cllrs Eggar and McCarthy which had been noted. He said that the regulations don’t distinguish between large organisations and small Parish Councils and he had tried to make the documents bespoke for Aldbury. He said that the law had come into force on May 25th and the Council needed to show it was making steps towards being compliant. Cllr Moore proposed the documents were adopted as they are and be reviewed in 6 months time; this was seconded by Cllr Eggar. The Council thanked Cllr Moore for all his work.

Cllr Eggar said it would be useful to have a programme as to what needed to be done and by when to reach compliance. The Clerk said that she was part way through the information audit using the SLCC audit template and that this would provide an action list of what needed to be done. It was agreed that GDPR should be a standing agenda item for the next few months.

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

The Clerk had received a request to use Aldbury Recreation Ground for a firework display in November to raise funds for the new classroom at Aldbury School. Cllr Tollinton said she thought the Council should support what the school are doing but that neighbouring landowners should be contacted. Cllr Brady said he had concerns about the nearby livery and other animals and that the relevant farmers should be informed. Cllr Pearce asked why the school field couldn’t be used. Cllr Eggar raised concerns about livestock in the area. It was agreed that the Clerk should go back and say that the Council were going to check the requirements of the lease with the Diocese and ask the fundraising group to come back to the Council with more information on what they would do to ensure nearby livestock aren’t affected. **(ACTION)**

1. **Complaints Procedure**

The Clerk had drafted and circulated a complaints procedure which the Council discussed. It was agreed that what was required was purely the process of lodging and responding to a complaint from a resident. It was agreed that the Clerk would re-circulate for approval at the July meeting. **(ACTION)**

1. **Aldbury Booklet**

Cllr Brady said he would be meeting with the printer following the meeting and would have costs for the July meeting.

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

Cllr Brady said he had reviewed the Warden’s report and raised the issue of the condition of the hardstanding at the Rec for the basketball net. It was agreed this would be looked at as part of the ROSPA inspection.

Cllr Tollinton had a recommendation of someone to approach to take on some ‘handyperson’ jobs for the Council and proposed that this person was approached; this was seconded by Cllr Eggar.

1. **Correspondence**
* The Clerk had received an email regarding Aylesbury Vale Local Plan 2013-2033 – Examination in Public. Cllr McCarthy said he had spoken to the Programme Officer and asked what notice would be taken of APC’s comments, particularly on the issue of transport. He was informed that the Inspector had read and would take account of APC’s comments. Cllr McCarthy offered to attend the Examination in Public on July 20th when transport was on the agenda, on behalf of APC. The Council thanked him and agreed it would be a good idea.
1. **Meeting open to the Public**

None

1. **Any Other Business and to consider items for agenda of next meeting**
* Cllr Eggar informed the Council that it had been a year since the defibrillator had been installed and it was agreed that after a year it would move onto the Council’s asset register and APC would take responsibility for any monies raised. The community group who had been responsible for getting the defibrillator would continue to raise funds but these would be held by the Council. Cllr Eggar and the Clerk would work out how the process would work and this would be added to the July agenda for confirmation.
* Cllr Pearce said he had seen 3 men in high visibility jackets who were putting together a feasibility report for the police and crime commissioner. Recommendations would go to the PCC for work in the 2020 / 21 financial year.

As there was no further business the meeting closed at 10.00pm

**Next Parish Council meeting – Monday 2nd July 2018**

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