**ALDBURY PARISH COUNCIL**

**ALDBURY PARISH COUNCIL MEETING**

To be held on

**Monday March 5th 2018 at 8.0pm**

**in Aldbury Memorial Hall**

**Present:** Cllrs Brady, Eggar, Juniper, McCarthy (in the Chair), Moore, Pearce, Tollinton and O’Neill

**Minutes**

1. **Apologies for absence**

Borough Cllr Mills sent his apologies

1. **Declarations of Interest**

Cllr McCarthy declared an interest in item 18/45 as an ex-officio member of the TSRA. He noted he would speak but not vote.

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

Cllr Pearce proposed that the minutes of the meeting of 5th February be accepted as a true record; this was seconded by Cllr Tollinton. The minutes were duly signed by the Chair.

1. **Review Actions List**

Actions were reviewed and the actions list was updated.

1. **Cllr Vacancy**

The Clerk reported that she had received two applications for the vacancy by the deadline; these had been circulated to Cllrs. Cllr Pearce proposed that the Council co-opt Debbie O’Neill, a resident of Aldbury, to the Council; this was seconded by Cllr Tollinton. Debbie O’Neill was duly co-opted onto the Council. Cllr McCarthy welcomed Cllr O’Neill to the Council.

Cllr McCarthy noted that whilst the other candidate had made a good application and had relevant experience, they didn’t live within the Parish and had no known association with it.

1. **Aldbury Pond**

Cllr Juniper confirmed that the Clerk had written to CMS. The PWG (Pond Working Group) had been discussing silt testing and had decided it would be useful as then any contractor would definitely know what type of contaminants they were dealing with. Cllr Juniper said that the PWG could order a kit, take a sample and then send it back for testing. This option would be cheaper than using the Environment Agency and would cost under £400. Cllr Eggar proposed that the PWG go ahead and carry out the test; this was seconded by Cllr Pearce.

Cllr Juniper reported that he had been looking at drainage in the village with a resident and had circulated details. He noted the following:

* The grips needed clearing out and this could be done by volunteers.
* There is a pipe that links the two ponds under the road at Barley End. The ends of the pipe need finding and then need digging out which can be done by volunteers.
* Cllr Juniper had tried to get information on the gulley clearing schedule from Herts. CC. It seemed there was an 18 month cycle but not all drains are cleared in a single visit. Cllr Juniper said that the gulleys need to be documented; a map had been obtained from Herts. CC but he thought some may be missing. Cllr Juniper said that the Council needed to clarify with Highways which gulleys needed clearing as this formed part of the pond maintenance. It was agreed that the Clerk and Cllr Juniper would follow up with Highways. **(Action)**

Cllr Pearce asked how the PWG would move forward with getting volunteers for the first two points. Cllr Juniper replied that he would follow up with residents that had previously helped clearing out the pond. **(Action)**

Cllr Juniper noted that Cllr Moore would now be taking over the lead on the PWG although he would remain a member. Cllr Eggar thanked him for all his hard work up to this point.

Cllr Pearce had spoken to one of the landowners in relation to the ditch leading from Stoneycroft. He had photos of the ditch full of water but then it had naturally emptied. The Landowner had confirmed he would ensure the ditch was cleared.

Cllr Moore had agreed to get in touch with the other landowner but was currently clarifying who exactly owned the land and would be establishing who had title to the land with the Land Registry. **(Action)**

1. **Applications to Land Registry**

The Clerk had obtained the title documents in relation to land at the Iron Room, both the land belonging to the Diocese and the land belonging to the Parish Council. These had been shared with TSRA. The title documents and associated plans did show the boundaries between the land but the scale was such that it didn’t precisely show which trees / hedges were the responsibility of the PC rather than the responsibility of TSRA. Cllr McCarthy had suggested the Council pay a one off grant to cover the work for trees in the portion of the land owned by the Parish Council. The Clerk said she had been informed the work would cost about £45 but would request a formal invoice. TSRA had also asked whether the clarification of the boundaries meant the PC would no longer fund the ongoing mowing and maintenance of the Iron Room play area. Cllr Eggar proposed that the Council carry on mowing and maintaining the play area as they had done previously and that the Council pay for their portion of the works to trees in the area; this was seconded by Cllr Tollinton.

1. **Stocks**

Cllr Juniper reported that the Stocks had been removed and the larger post was in a poorer state than initially thought and would need to be totally replaced. Clearance for this had been received from Historic England. Some extra timber needed to be sourced and the repairs should be completed within the next month. The Clerk had spoken to Tesco and had received an extension and would start the grant completion paperwork once an invoice had been received.

1. **Footpaths &Pedestrian Safety**

Cllr Tollinton had contacted the Pedestrian Safety consultants about using the Annual Parish Assembly to communicate with residents but hadn’t received a reply.

Cllr Tollinton suggested putting the contact details of Clayton Rae, Countryside Access Officer, DBC, into Outlook so that people can directly report issues with footpaths. The Council agreed this was a good idea.

Applications for the P3 grant need to be completed by the end of April. Cllr Tollinton and the Clerk would complete the paperwork for a grant for work to FP68. **(Action)**

1. **Sunnyside Rural Trust**

Cllr Moore informed the meeting that he had been in discussions with the Northchurch branch of the Sunnyside Rural Trust (SRT) initially in relation to how SRT could assist with work to the pond. Cllr Moore explained that many grant applications required evidence of Community Partnership and Engagement and he felt building a relationship with SRT could help to address this area for future funding applications. SRT currently have a number of working partnerships with Councils across Dacorum and also with the Wigginton Community shop. SRT have agreed to come and speak at the Annual Parish Assembly about the trust and the work they do, as discussed at the previous Council meeting. SRT principally work outdoors and provide opportunities for adults with learning difficulties to gain work experience while supporting local communities. Some examples of the work they do include assisting with allotment maintenance, litter picking, and garden maintenance. Cllr Moore said that there would be associated costs but the rates are lower than a profit making organisation. Cllr Moore proposed that he talk further to SRT and come back to the Council with a firm strategy as to how they could support with work to the pond and other areas; this was seconded by Cllr Pearce.

1. **Annual Parish Assembly**

As noted in items 18/47 and 18/48, no response had been received regarding an update from the Pedestrian Safety project and the Sunnyside Rural Trust had agreed to speak at the Annual Parish Assembly.

1. **Allotments**

A number of issues with the allotments had been raised by Cllrs and residents over the previous few months. The Clerk confirmed that there was currently a waiting list for the allotments and a number of plots where the rent for 2017 still hadn’t been paid and plots which although they had been paid for, didn’t appear to be cultivated. It was agreed that the Clerk would write to these allotment holders with a view to finding plots for those individuals on the waiting list. It was also noted that there was an increasing amount of rubbish on the allotments which didn’t all seem to originate from the allotments. The issue of children running on the allotments and the suggestion of a gate from the children’s playground through to the Millennium Orchard was also raised.

Cllr McCarthy suggested setting up a ‘study group’ to look at the issues associated with the allotments and come back to the full Council with proposals. Cllr Eggar agreed to be part of the group and said it was important for the Council to take on board feedback from members of the community and consult with the allotment holders on any proposals. Cllr Pearce said he thought that the group should include members of the public and input from the allotment holders. The Clerk and Cllr Tollinton agreed to be part of the group and any interested members of the public were asked to get in touch with the Clerk. It was agreed that the Allotment Study Group would report back at the next meeting.

1. **Planning Matters**

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

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

Knock through for a single door between rooms on first floor

NO OBJECTION

**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. Three velux windows to east elevation and alteration to steps

NO OBJECTION

**4/00310/18/FHA – Aldbury End, Newground Road**

2 storey side and rear extension. Amendments to the internal floorplan layout. Highway crossover location amended

NO OBJECTION

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

**4/0045/18/TCA – Old Rectory Cottage, Toms Hill Road**

RAISE NO OBJECTION

1. **Finance**

**Payments Made**

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| --- | --- | --- |
| EON | £53.06 | Street Lights |
| L Bancroft | £390.60 | Clerk Salary |
| L Bancroft | £117.43 | Expenses (telephone costs, stamps, printer cartridges) |
| Sworders | £600.00 | Work on lease renewal at allotments |

**Receipts**

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| --- | --- | --- |
|  |  |  |

**Bank Balances at 23rd February 2018**

**Unity Trust a/c 20382083** £26,241.51

**NS a/c** £33,809.51

**Resolution required to make the following payments:**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Funds available going forward: £60,051.02**

* **NS&I** – the agreed signatories signed the withdrawals form and the Council approved Cllrs McCarthy, Pearce, Juniper and Moore as approved signatories.

1. **Assets of Community Value**

Cllr Eggar informed the meeting that part of the Localism Act of 2011, enabled communities to register Assets of Community Value with Dacorum. This meant that if the asset comes up for sale in the ensuing five years, the community have a chance to bid for the asset and to match other offers. It also means that the asset can’t be sold off without the community knowing about it. Cllr Eggar said that the current owners of the Aldbury shop are having difficulties selling the tenancy as they aren’t the freeholders of the building. If the shop were listed as an ACV the freeholder would have to notify of their intent to sell. The community would then have 6 weeks to notify of their intent to put in a bid and a further 6 months to put together the funding.

Cllr Pearce noted that this had been discussed previously and asked whether there was a good reason the Council hadn’t proceeded previously. Cllr McCarthy said that it hadn’t seemed relevant before and that a lot of money would need to be raised, although he wasn’t against the idea of listing the shop. Cllr Juniper asked whether the current tenants of the shop had been spoken to and were in agreement. Cllr Eggar said he had spoken to them and they had no concerns and didn’t think it would have an impact on them.

Cllr Eggar proposed that APC register the Shop as an ACV with DBC, this was seconded by Cllr Juniper.

It was agreed that Cllr Eggar along with the Clerk would put together the application to list the shop as an Asset of Community Value. **(Action)**

1. **Data Protection**

Cllrs Pearce, Moore and the Clerk had attended a session on GDPR at Dacorum BC. The session had been informative. The new regulations come into force on May 25th. Cllrs reported that there would be some work up front to conduct an information audit as to what personal information is held by the Council, but after that they didn’t think the impact on Aldbury PC would be too onerous. The Council are already registered with the ICO. A Data Protection Officer (DPO) is required and HAPTC recommend that this isn’t the Clerk due to a potential conflict of interest. Cllr Moore said he was prepared to take on the DPO role; as a corporate body any issues would fall back to the full Council as Data Controller. Cllr Moore proposed that he looked into what was required to ensure the Council was compliant with the new regulations and then report back to the full Council; this was seconded by Cllr Pearce. **(Action)**

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

The Clerk had requested a quote from Forde & McHugh to carry out the work to repair the street light pole bracket.

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

It was agreed that the Clerk should come back to a subsequent meeting with proposals for repairing or replacing the safety surface underneath LogWorld in the children’s playground. **(Action)**

Cllr Juniper proposed that the Clerk ask a contractor to quote to cut back the tree overhanging the sports pavilion and the trees overhanging the tennis court. **(Action)**

Cllr Moore said he was continuing to clarify the ownership and responsibility for the trees at the recreation Ground. **(Action)**

1. **Correspondence**

The Clerk and Cllr Eggar had received an email informing them that the Chilterns Hillbuster (DENS cycle ride) would be coming through the Parish on April 22nd 2018. Cllr Eggar had suggested the ride be re-routed to avoid Newground Road.

1. **Meeting open to the Public**

A member of the public raised the issue that now that the full Minutes weren’t published in the Outlook, some parishioners who couldn’t access a PC may not be able to read the minutes. It was agreed that Parishioners could contact a Councillor or the Clerk for a copy.

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

* Cllr Tollinton raised the issue of the Tennis Court and wanted to put something in the Outlook about arrangements for this year. She agreed to draft something and circulate to Cllrs. She thanked the resident who had generously paid to have the court re-surfaced and said that it was looking very smart.
* Cllr McCarthy noted that there had been a break-in at Tring Station. The Clerk had received an email from a member of the TSRA informing her that this was one of a series of break-ins. TSRA had said they would get the police and Neighbourhood Watch involved.
* It was agreed to move the date of the June meeting to June 11th.

As there was no further business, the meeting closed at 9.45 p.m.

**Next Council meeting –Monday 9th April 2018**

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