

ALDBURY PARISH COUNCIL

PARISH COUNCIL MEETING
Held remotely via Zoom on
Monday 11th May 2020 at 10 am
MINUTES

In attendance: Chairman Cllr McCarthy, Vice Chairman Cllr Moore, Cllr Juniper, Cllr Stretton, Cllr Pearce, Cllr Tollinton, Cllr O'Neill and Cllr Webb.

Gosia Turczyn – Aldbury Parish Clerk.

No members of the public.

20/01 Chairman's Welcome.

The Vice Chairman welcomed everyone and opened the meeting. Due to technical difficulties The Chairman joined the meeting when item 8 was being discussed on the Agenda and Chaired the meeting from item 9.

20/02 Apologies for absence.

None.

20/03 Declarations of interest and Dispensations.

Cllr Pearce, Cllr O'Neill, Cllr Tollinton and Cllr Juniper declared an interest in planning application 20/00988/FHA Georgia, Trooper Road, Aldbury, Tring, Hertfordshire, HP23 5RW.

20/04 Public Question Time.

None.

20/05 Hertfordshire Police.

Herts Police PCSO M Leadbitter sent an update about crimes that were committed in Aldbury during April 2020. Vice Chairman Cllr Moore read out the report:

- 1) Criminal Damage to an Ashridge Estate owned building on Toms Hill between 7th and 8th April. Case closed, no evidence.
- 2) Theft of vehicle index plate from New Ground Road on 9th April, strong possibility this may have just fallen off vehicle, no further enquiries.
- 3) Theft of vehicle index plates from Stoneycroft between 19th and 20th April, no evidence found, case closed, no further enquiries.
- 4) Burglary on Trooper Road in the early hours of 27th April. Entry gained by forcing a rear window, items removed. Case still under investigation, possible link to Wigginton Burglaries the same night (two suspects were arrested by Thames Valley Police in relation to a number of Burglaries in Bucks and linked to those in our area).

Signed

R. McCarthy

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20/06 Minutes of meeting held on 2 March 2020.

The minutes of the meeting held on 2 March 2020 were PROPOSED BY Cllr Tollinton and SECONDED BY Cllr Juniper as being correct and were to be signed by the Chairman.

20/07 Aldbury Defibrillator Project.

Cllr Moore reported about the future of the Aldbury Defibrillator Project. He confirmed the funds are held by Defibrillator Project and that the Project in due course will be taken over by the Aldbury Community Support Group.

20/08 Aldbury Sports Club and Recreation Ground.

Basketball Area -The council discussed whether to remove and recycle the tarmac at the basketball area. Cllr Moore reported that as far as he can remember the area is a trip hazard as the material is breaking down and is overgrown. Sunnyside Rural Trust provided a quote for approximately £2000 to remove the tarmac and replace it with turf. The council agreed to check the basketball area and take photographs to determine the current condition of the surface and whether it requires replacement. The council will discuss again at June's meeting.

20/09 Footpaths and Highways inc Bridleways.

Cllr Tollinton reported the footpath north of Little Stocks has been fenced. Cllr Tollinton will report a fallen tree on the bridleway at the top of Toms Hill to the National Trust.

20/10 Allotments.

Cllr Moore reported there was a Freedom of Information Act request comprising three requests from an allotment tenant and village resident. Two requests have been satisfied and the third request is currently subject of an internal review.

Cllr Moore reported about an uncultivated allotment plot and said that after further consideration the council will not invoke its option to terminate the tenancy agreement. Instead, at the end of the year (31 December 2020) the council will review whether the plot has been maintained satisfactorily.

At Cllr Moore's suggestion the council agreed to support the creation of a separate allotment body that would be responsible for managing the allotments on a day to day basis and liaising between the allotment tenants, the garden club and the parish council. Cllr Moore and Cllr Stretton will take the matter forward.

20/11 Aldbury Parish Council Mowing.

The Chairman reported the mowing is taking place in Aldbury and Tring Station.

20/12 The Iron Room Play Area.

ROSPA will carry out the annual inspection in May or soon after. The Clerk will find out the exact date in order that the play area is unlocked.

20/13 Aldbury Play Areas.

New rubber bark was redistributed by Cllr Webb. ROSPA will carry out the annual inspection in May or soon after.

Signed



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20/14 Aldbury Pond.

Cllr Tollinton reported that the pond is holding up well. Cllr Juniper suggested checking the status of gravel traps since the drains have been diverted from Toms Hill into the pond. Cllr Moore will contact Ringway about checking the traps.

20/15 Tennis Court.

It was PROPOSED BY Cllr Pearce and SECONDED BY Cllr Juniper and carried unanimously for the parish council to pay £50 annual fee for the website internet booking.

Cllr Tollinton reported that the parish website is out of date regarding the booking system for tennis court. The Clerk will ask for the website to be updated.

20/16 Aldbury Parish Insurance.

The Aldbury Parish insurance is due to be renewed on 1st June 2020. The Clerk obtained one quote for £522.73. It was PROPOSED BY Cllr McCarthy and SECONDED BY Cllr Pearce to obtain two more quotes and to give delegated authority to the Clerk to purchase the Aldbury Parish insurance. The Chairman asked that the Clerk seek advice from himself and the Vice Chairman by email about which quote to choose.

20/17 Amendment to Standing Orders.

A minor amendment was made to paragraph 3.7 of the Standing Orders allowing for members of the public to have an opportunity to speak during the meeting. It was PROPOSED BY Cllr McCarthy and SECONDED BY Cllr Juniper and carried unanimously to adopt Standing Orders with the minor amendment to paragraph 3.7.

20/18 Code of Conduct.

It was PROPOSED BY Cllr McCarthy and SECONDED BY Cllr Webb and carried unanimously to adopt the Code of Conduct for another year.

20/19 Asset Register.

A review of the Council's Asset Register is work in progress.

A discussion took place about which assets are the responsibility of the council and should be included on the register.

Cllr Webb had drafted an Asset Register Policy about identifying and safeguarding council assets. It was PROPOSED BY Cllr Webb and SECONDED BY Cllr McCarthy and carried unanimously to adopt the Asset Register Policy (subject to minor amendments).

20/20 Financial Regulations.

The Council readopted the Financial Regulations.

20/21 Financial Management and Risk Assessment.

The Council readopted the Financial Management and Risk Assessment. Cllr McCarthy suggested reviewing the Financial Management and Risk Assessment by the 2021 Annual Meeting.

Signed



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20/22 Aldbury Parish Responsibilities.
The Council readopted councillor responsibilities.

The Chairman suggested councillors who do not have photographs on the parish website may wish to provide photographs to the Clerk in order for the website to be updated.

20/23 2021 Meeting Dates.

The 2021 Meeting Dates have been prepared by the Clerk. It was agreed that the January meeting will be held on 11th.

20/24 Aldbury parish Assembly 2020.

Postponed sine die.

20/25 Planning Matters:

Application(s):

20/00764/FHA Conversion of loft space into habitable rooms with rooflights. Window to front gable wall. The Stables Pendley Farm Station Road Tring Hertfordshire HP23 5QY.
No objection.

20/00848/FHA Single Storey Rear / Side Extension. Sunset Cottage 5 New Ground Road Aldbury Tring Hertfordshire HP23 5RJ.
No objection.

20/00895/PREF Conversion of existing horse manege to single tennis court exclusively for family use. Brightwood New Ground Road Aldbury Tring Hertfordshire HP23 5SF.
No objection.

20/00872/DRC Details as required by condition 3 (remediation), 9 (drainage) and 10 (drainage management plan) of permission 4/01017/19/ROC Variation of condition 2 (approved plans), 3 (written scheme of investigation), 6 (contamination), 8 (materials), 11 (landscaping), 13 (drainage scheme) and 14 (refuse storage) attached to planning permission 4/02062/17/mfa part demolition part conversion and new build to create 10 dwellings. New Ground Farm New Ground Road Aldbury Tring Hertfordshire HP23 5RD (situated in Wigginton Parish).
No objection.

20/00988/FHA Construction of New Garden Shed and Greenhouse to Replace Section of Fencing and Existing Sheds/Greenhouse. Georgia Trooper Road Aldbury Tring Hertfordshire HP23 5RW.
No objection.

20/01021/FHA Loft conversion - Insertion of 3no. pitched roof rear dormers. Lanimers Station Road Tring Station Tring Hertfordshire HP23 5QU.
No objection.

Decision(s):

Signed  Date June 2020

20/00721/DRC – 32 Stocks Road Aldbury Tring Hertfordshire HP23 5RU.
Granted.

20/00513/DRC –32 Stocks Road Aldbury Tring Hertfordshire HP23 5RU.
Granted.

20/00446/TCA - 36 Stocks Road Aldbury Tring Hertfordshire HP23 5RU.
Raise No Objection.

20/00168/FHA - 2 Toms Hill Close Aldbury Tring Hertfordshire HP23 5SL.
Granted.

20/00257/TCA -Town Farm Stocks Road Aldbury Tring Hertfordshire HP23 5RU.
Raise No Objection.

19/02874/FHA - Westlands Farm Station Road Aldbury Tring Hertfordshire HP23 5RS.
Application Withdrawn.

Cllr Juniper suggested that the Clerk should send letters to all applicants, who live in the parish and have had their planning application granted, to be considerate of their neighbours while having construction work done.

20/26 Clerk's Report and Correspondence.

- Emails from allotment holder regarding Diocesan Glebe at Aldbury.
- Electoral Register Monthly Changes – May 2020.
- Unity Trust Bank Statement 20 April.
- 2019/20 AGAR PKF Littlejohn instruction clarification.
- Emails from Hertfordshire Volunteering and People Assistance Cell.
- Correspondence with Internal Auditor Mr Newhouse regarding internal audit.
- Pension Scheme Year End form which was submitted.
- Correspondence with The National Allotment Society.
- Update on Hertfordshire County Council Covid Activities, 17 April 2020.
- HAPTC Bulletin April.
- Diocesan Glebe Land at Aldbury correspondence with Debenhams Ottaway Solicitor.
- VAT claim confirmation email from HMRC.
- Email from PCSO Martin Leadbitter.
- HCC COVID-19 Stakeholder weekly update - 01.05.2020.

20/27 Warden's Report.

The retention of the Parish Warden and the continued paying of him during the lockdown period with this position kept under review, was PROPOSED BY the Chairman, SECONDED BY Cllr Pearce and carried unanimously.

20/28 Tring Station Travel Plan.

No update.

Signed



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20/29 Aldbury Traffic Calming Consultation.

Cllr Tollinton said that an email had been received from Andrew Freeman at Herts Highways. He reported that the consultation held earlier this year had shown a high level of support for the measures shown. They are now completing the detailed design. We are then in the hands of the Police and Crime Commissioner to make the final decision on whether funding will be supported.

20/30 Parish Plan Review.

The council agreed to include the Parish Plan Review on the agenda at the Annual Meeting next year.

20/31 Financial Matters.

- 1) A resolution was passed to authorize the following payments PROPOSED BY Cllr Juniper and SECONDED BY Cllr O'Neill and carried unanimously:

Payee	Description	Total
M Walters	Grass Cutting	£414.00
G Turczyn	Reimbursement for Register View	£3.00
G Turczyn	Reimbursement for Zoom monthly plan	£14.39

- 2) It was PROPOSED BY Cllr McCarthy and SECONDED BY Cllr Webb and carried unanimously that the Council should purchase a Zoom video conferencing annual plan at a cost of £140.52.
- 3) The final accounts for the Year Ending 31st March 2020 were circulated prior to the meeting and are ready to be submitted to the internal auditor, PROPOSED BY Cllr Webb and SECONDED BY Cllr Moore.
- 4) A discussion took place about the way accounts should be produced for the meetings. It was agreed to produce a comparison of cashbook versus budget on a monthly basis and to have regular updates on how the money is spent.
- 5) Annual Governance and Accountability Return forms will be ready for approval after the internal auditor confirms the date of the audit.
- 6) It was agreed that the council permit the Clerk to join the Local Government Pension Scheme. The council understands the implications of potential future liabilities. Confirmation that the council will abide by the policies and procedures of the Pension Fund alongside the Scheme regulators. Confirmation acceptance of the actuarial fees to join the Parish/Town Council Pool at £500 + VAT. Proposed by the Chairman and SECONDED BY Cllr Juniper and carried unanimously.

Signed




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- 7) Cllr Juniper will be an extra administrator on Unity Trust Online Banking, in order to input payments in the event that the Clerk is not available.

The meeting closed at 11:44 am.

Signed  Date 1 June 20 20