**ALDBURY PARISH COUNCIL**

**ANNUAL PARISH COUNCIL MEETING**

**Held in Aldbury Memorial Hall**

**Monday 12th May 2025 at 8pm**

**MINUTES**

Present: Cllr Warren (Vice-Chair), McCarthy, Cllr White

In Attendance: Gosia Turczyn – Aldbury Parish Clerk and one member of the public.

**25/060 Election of Chair**

To elect a Chair for the year 2025/26 and sign Declaration of Acceptance of Office.

Resolved, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr White to elect Cllr Webb as Chair. It was resolved, PROPOSED BY Cllr McCarthy and SECONDED BY Cllr White, that he will sign the Declaration of Acceptance of Office at a later date.

**25/061 Election of Vice Chair**

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr McCarthy to elect Cllr Warren as Vice - Chair.

**25/062** **Apologies**

To receive and accept apologies for absence.

The Council received and accepted apologies sent by Cllrs Webb, Houghton, Brooks and de la Bedoyere. Cllr Paterson was absent.

**25/063 Declaration of Interests and update of Register of Members’ Interests**

1. To receive declarations of interest from Councillors on items on the agenda.

Cllr McCarthy declared an interest in the payment to Hertfordshire Internal Audit Service and the Internal Auditors’ report as he is the Chairman of HAPTC. He had abstained from participating in the discussion on those items and will not authorise payments online.

Cllrs White declared an interest in the agenda item 25/073 Allotments as an allotment tenant.

1. To receive written requests for dispensations for declarable interests.

None

1. To grant any requests for dispensation as appropriate.

None.

1. To confirm accuracy of Register of Pecuniary Interests.

Members had confirmed accuracy.

**25/064 Public Matters**

To receive questions from members of the public and press on items included on this agenda (max 15 min).

A member of the public spoke about the 25/00722/ROC Greenings Farm, Stocks Road, Aldbury, Tring, Hertfordshire, HP23 5RX Removal of condition 12 (basement) and variation of condition 14 (floor space) and 17 (approved plans) attached to planning permission 23/00253/FUL.

**25/065 Minutes**

To confirm the Minutes of Aldbury Parish Council Meeting held on 7th April 2025 as an accurate record of proceedings.

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr Warren that the minutes were a true and accurate record of proceedings and were to be duly signed by the Vice Chair.

**25/066 Meeting Dates** – appendix 1

 To agree meeting dates for 2026.

 Resolved, unanimously agreed.

**25/067 Reports to the Council.**

1. Warden’s report – appendix 2

To note the report and approve expenditure if required.

The Clerk will obtain quotes for tree work and pothole repairs at the Recreation Ground. Cllr Warren confirmed that no work is needed on the tree in the Iron Room garden. The Council also discussed housekeeping at the allotments and agreed to postpone this discussion until the next meeting.

1. Clerk’s report; items for information only – appendix 3

The Council noted the correspondence received and will draft a response.

The Council agreed to the filming on the 24th May and for a small donation.

1. Hertfordshire police – report from PCSO.

The crimes reported in April were as follows:

“Residential Burglary- Toms hill Road - the victims house alarm has been activated, which has woken the occupants up. The victim has looked out the rear window to see unknown suspects breaking into his shed in the rear of the garden. The shed has an alarm fitted, which is connected to the main house. The is activated when people step inside the shed, the victim has run out, however suspects had left

Criminal Damage- Stocks Road - offenders have slashed a tyre, while the vehicle was parked on the victim’s drive.

Stoneycroft - the rear driver's side window has been smashed by unknown means; nothing appears to have been taken from the vehicle.

Theft from Motor Vehicle - Ashridge Park - The victim left their vehicle parked in a car park at the rural location. Offender has attended and stolen both the front and rear number plates by means and object unknown.

Theft of Motor Vehicle- Tring Railway Station - Victim has parked their vehicle at the location locked and secured. Victim has returned to find that his vehicle has been stolen”.

**25/068** **Appointment of Representatives on Committees and Working Groups** – Appendix4

To agree standing committees and working groups, including membership and election of Chair or lead:

1. Staff Committee

To elect a Chair

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr White to elect Cllr Webb as a Chair of the Staff Committee.

To elect a Vice Chair

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr White to elect Cllr de la Bedoyere as a Vice Chair of the Staff Committee.

To agree membership and terms of reference.

Resolved, to approve the Terms of Reference and for Cllr Houghton to be the third member of the Staff Committee, PROPOSED BY Cllr Warren and SECONDED BY Cllr White.

1. Finance working group.

To agree membership and terms of reference.

It was agreed for Cllrs Webb, Warren, White and the Clerk to be members of the Finance working group. The terms of reference were agreed, PROPOSED BY Cllr Warren and SECONDED BY Cllr McCarthy.

1. Aldbury Sports Club working group.

To agree membership and terms of reference.

Deferred until next meeting.

1. Ashridge Estate Committee liaison

To appoint a representative

Cllr Brooks was appointed APC representative on the Ashridge Estate Committee.

**25/069** **Aldbury Parish responsibilities** – Appendix 5

 To review and agree individual and geographical area of responsibility on the Council.

 The Council agreed the following:

1. IT Support – Cllrs de la Bedoyere and White. Cllr White will contact Cllr de la Bedoyere regarding Office 365 credentials. The Council agreed to review the IT Continuity Plan and Security at the next meeting.
2. Aldbury Allotments – Cllr Paterson and the clerk – general administration/allotment’s inspection
3. Footpaths and Highways – Cllrs Webb, White and Brooks
4. Tring Station Playground – Cllr Warren
5. Aldbury Playground - clerk
6. Tennis Court administration – clerk
7. Pond – Cllrs Webb, Warren and de la Bedoyere
8. Community Litter Pick – Cllr Houghton

 Planning – geographical area of responsibility:

1. Tring Station – Cllrs McCarthy and Warren
2. Stocks Rd – Cllr White
3. Aldbury Village Green and Station Rd –Cllr Brooks
4. Stonecroft – Cllr Paterson
5. Toms Hill, Toms Hill Close and Beechwood Drive – Cllr de la Bedoyere
6. Trooper Rd and Newground Rd – Cllr Webb
7. Malting Lane – Cllr Houghton

**25/070 Planning Matters and Consultations – to consider comments on the following:**

1. **Application(s) received:**
* 25/00722/ROC Greenings Farm, Stocks Road, Aldbury, Tring, Hertfordshire, HP23 5RX Removal of condition 12 (basement) and variation of condition 14 (floor space) and 17 (approved plans) attached to planning permission 23/00253/FUL – No comment
* 25/00855/MFA Creation of interim car park with 134 parking spaces and change of use to create additional seasonal overflow car parking area to accommodate up to 372 cars, both at Meadleys Meadow. Proposed timber knee rail along Monument Drive. Surface repairs, line marking, signage and pay and display machines at Barracks Square and Visitor Centre car parking areas. The Council had decided not to raise any objections. However, they have requested that DBC impose a condition stating that no parking charges should be introduced at Meadleys Meadow or the Monument parking areas until the other planned gateway sites in the National Trust plan are operational. This measure would aim to mitigate the impact on Aldbury.
* 25/00952/TCA Work to tree. 3 Malting Lane Aldbury Tring Hertfordshire HP23 5RH No comment.
* 25/00960/FUL Demolition of residential and commercial buildings and construction of detached dwelling with associated garage, parking and landscaping. Setherwood Yard Stocks Road Aldbury Tring Hertfordshire No objection
1. **To consider and approve any Parish Council responses to any planning**

**applications received during the period after which the agenda was**

**published. Those applications will be added in the Clerk’s report and can be found on** [**www.aldburyparish.org.uk**](http://www.aldburyparish.org.uk) **in the Meetings tab.**

None.

1. **Decision(s) issued by Dacorum Borough Council:**
* 25/00475/FHA Greenings Farm, Stocks Road, Aldbury, Tring, Hertfordshire, HP23 5RX Alterations to and single storey garden room extension to rear of car shelter GRANTED
* 25/00553/LBC 1 Stocks Road, Aldbury, Tring, Hertfordshire, HP23 5RT Remove internal remnant chimney stack at ground floor level. REFUSED
1. **Land East of Tring, known as Marshcroft (Allocation reference: Tr03)**

Marshcroft site has now been included in Dacorum Borough Council’s New Local Plan to 2041. The Plan is in the final stages before adoption and has been submitted for public examination to the Secretary of State for Housing, Communities & Local Government.

The project website [www.marshcroft-tring.co.uk](http://www.marshcroft-tring.co.uk)

**25/071 Aldbury Parish Council Insurance Policy**

To approve the insurance renewal with Clear Councils, underwritten by Ecclesiastical Insurance Office plc, at a cost of £746.28 (inclusive of Insurance Premium Tax and Administration Fee).

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr White.

The Council discussed obtaining cyber security insurance to cover the risk of financial liability in the event of a security or data breach and it was agreed to get quotes and further information for discussion at the next meeting.

**25/072** **Internal Controls – Governance, Policies and Procedures** –Appendix 6

To review and approve the following documents:

1. Code of Conduct
2. Standing Orders
3. Financial Regulations
4. Financial Management and Risk Assessment

Resolved, PROPOSED BY Cllr Warren SECONDED BY Cllr McCarthy to approve documents a,b,c,d.

1. Publication Scheme – deferred to the next meeting.

**25/073 Allotments** – item request received from Cllr Paterson

 To approve and adopt a new Conditions of Hire and Tenancy Agreement.

 Deferred to the next meeting.

**25/074 Financial Matters and Audit** – appendix 7

1. To review and note the accounts including bank reconciliation, bank statement.

The accounts were noted and agreed and were to be duly signed by the Vice Chair.

1. To note receipt of income including the Precept and Grants.

Income received in April 2025: CCLA Investment – Interest received £134.80

 Allotment rent - £14 (full plot rent 50% discounted as tenancy taken after March), Dacorum BC Precept - £33,425, Dacorum BC – Concurrent Services Grant - £7,066.26, Dacorum BC – Warden Grant - £1,181.03

1. To pass resolution to authorise schedule of payments circulated to Council.

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr Warren to authorise the schedule of payments as listed below:

**BACS/DD/SO presented for payment at the meeting on 12th May 2025:**

|  |  |  |
| --- | --- | --- |
| **PAYEE** | **DESCRIPTION** | **AMOUNT** |
| M Turczyn (Clerk) Salary deducted from total  | Salary (Paid) and HCC Pension contributions – April | £1,492.18 |
| HMRC Cumbernauld | Clerk’s PAYE April | £166.05 |
| MW Agri Ltd (SO) | Grass cutting in the parish | £572.80 |
| Anglo Dutch | Payroll provider (quarterly invoice) | £64.80 |
| The Complete Tennis Court Service (Paid and deducted from the total) | High Pressure deep clean -tennis court | £558.00 |
| Clear Insurance Management Ltd | PC Insurance Renewal | £746.28 |
| Greenbarnes Ltd | Tring Station Noticeboard  | £2,212.72 |
| HAPTC | Internal Audit 2024-25 | £360.64 |
| M Turczyn | Clerk’s mileage expenses | £43.20 |

**Total: £4,498.63**

1. To note that the VAT reclaim had been submitted to HMRC for the period of 1st April 2024 – 31st March 2025 for the amount of £1,853.72.

Noted.

1. To receive and note the Internal Auditors’ Report for 2024-25 and any recommendations arising.

The Council had received and noted the report and will send a formal response after reviewing the recommendations.

1. To approve the final accounts for Year Ended 31st March 2025.

Approved, PROPOSED BY Cllr White and SECONDED BY Cllr Warren.

1. To approve AGAR Section 1 Annual Governance Statement 2024-25.

Resolved, PROPOSED BY Cllr White and SECOBNDED BY Cllr McCarthy. The Section 1 Annual Governance Statement was duly signed by the Vice Chair.

1. To approve AGAR Section 2 Accounting Statements 2024-25.

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr White. The Section 2 Accounting Statements form was duly signed by the Vice Chair.

1. To approve the Explanation of Variances 2024-25.

Resolved, PROPOSED BY Cllr Warren and SECONDED BY Cllr McCarthy.

1. To approve the dates for the Period for the Exercise of Public Rights to be commencing on Tuesday 3rd June 2025 and ending on Monday 14th July 2025 and to confirm the date the Notice is to be published on the Council’s website and noticeboards.

Resolved, PROPOSED BY Cllr White and SECONDED BY Cllr McCarthy.

1. To note that all required documents will be submitted to the external auditor and published on the Council’s website and noticeboards – actioned by the Clerk.

Noted.

 **25/075 Meeting close**: 21:34

**Next Parish Council meeting will be held on 2nd June 2025 at 8 pm.**