

ALDBURY PARISH COUNCIL

PARISH COUNCIL MEETING Held in Aldbury Memorial Hall Monday 6th July 2026 at 8pm

MINUTES

Present: Cllr Webb (Chair), Cllr Warren (Vice Chair), Cllr McCarthy, Cllr Brooks and Cllr Houghton

In Attendance: Gosia Turczyn – Aldbury Parish Clerk

26/074

Apologies

To receive and accept apologies for absence.

The Council received and accepted apologies sent by Cllrs de la Bedoyere, White and Paterson and County Cllr Symington.

26/075

Declaration of Interests

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

Cllr Webb declared a non-pecuniary interest in 26/01470/FHA Proposed replacement of conservatory roof to slate. Woodcote Beechwood Drive Aldbury Tring Hertfordshire HP23 5SB planning application as he is a neighbouring resident. Cllrs Webb and Houghton declared a non-pecuniary interest in agenda item 26/080, Sport and Recreation Survey, as they are members of the Recreation Ground Working Group.

b) To receive written requests for dispensations for declarable interests.

None.

c) To grant any requests for dispensation as appropriate.

None.

26/076

Public Matters

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

None.

26/077

Minutes

To confirm the Minutes of Aldbury Parish Council Meeting held on 1st June 2026 as an accurate record of proceedings.

Resolved, proposed by Cllr McCarthy and seconded by Cllr Warren, that the minutes were true and accurate records of proceedings and were to be duly signed by the Chair.

26/078

Reports to the Council.

a) Warden's report – appendix 1

To note the report and approve expenditure if required.

The Council noted that the hedges in the Iron Room garden require cutting back and this will be actioned in early autumn.

b) Clerk's report; items for information only – appendix 2

- The Council noted that the approved mileage rate for cars and vans has increased to 55p per mile for the first 10,000 business miles, and that this will be reflected in the Clerk's monthly travel expenses.

- The Clerk advised that an application for a grant has been submitted to The National Lottery Community Fund, and that the Council expects to receive a decision within the next 13 weeks.
 - The Council noted that the Clerk will be on annual leave on 27 July and from 13 to 31 August.
- c) Hertfordshire police – report from PCSO.
 The following crime figures for June 2026 were noted:
- Residential Burglary – Toms Hill: Offenders attempted to gain entry to a property by breaking the chain and kicking the main door. No entry was gained and nothing was stolen.
 - Non-Residential Burglary – New Ground Road: Offenders have broken into a shed on multiple occasions and stolen power tools.
 - Theft of Motor Vehicle – Train Station: A vehicle was stolen from the train station.
 - Theft from Motor Vehicle – Moneybury Hill, Ashridge: An offender broke a vehicle window and searched the vehicle; nothing was taken.
 - Theft from Motor Vehicles (x3) – Over the Border, Pitstone Hill car park: Offenders broke into vehicles and stole power tools valued at approximately £4,000, along with personal belongings.

A resident, who is also an allotment holder, reported an incident of anti-social behaviour at the allotments, where a group of teenagers removed chairs from individual plots.

26/079 Planning Matters and Consultations – to consider comments on the following:

a) Application(s) received:

- 26/01470/FHA Proposed replacement of conservatory roof to slate. Woodcote Beechwood Drive Aldbury Tring Hertfordshire HP23 5SB No comment.
- 26/01430/FHA Single storey storage structure. Greenbanks Toms Hill Road Aldbury Tring Hertfordshire HP23 5SA No comment.

- b) 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 in the Meetings tab.
 None received.

c) Decision(s) issued by Dacorum Borough Council:

- 26/00599/LBC The Coach House, 2 Stocks Farm Barns, Stocks Road, Aldbury, Tring, Hertfordshire, HP23 5RX – GRANTED
- 26/00970/LBC Laundry Cottage, 28 Malting Lane, Aldbury, Tring, Hertfordshire, HP23 5RH - GRANTED

d) Dacorum Borough Council Planning Performance

To note the Government's decision to designate the authority in relation to major planning application decisions, following an assessment of recent planning appeal performance. The designation relates to decisions made by the Council between April 2023 and March 2025 and subsequent appeal decisions up to the end of 2025. DBC has been given a designation

notice by the Ministry of Housing, Communities and Local Government after two years of poor-quality decision making.

This was noted.

26/080 Sport and Recreation Survey

To discuss responses to the survey conducted by Aldbury Parish Council and Aldbury Sports Club.

Cllr Webb reported that progress is being made through collaboration with the Sports Club on potential improvements to the Recreation Ground and the wider activities that would benefit the community. The Recreation Ground Working Group will meet on 14 July to review and analyse the survey results in detail. The survey received a positive level of response, providing useful feedback on how the facilities could be improved. The results indicated that the Recreation Ground is currently underused, with the Pavilion identified as a key area of concern. Responses highlighted the need for improvements to this important village asset.

26/081 Play Areas

To note the RoSPA reports and consider any actions arising from the annual inspection.

The Council noted the reports and agreed that the Clerk would meet with a contractor to review all items identified as medium risk and requiring remedial work, and to obtain a quotation for the necessary repairs.

26/082 Tree Survey

To approve a quote of £320 for a tree survey.

Resolved, proposed by Cllr Warren and seconded by Cllr Webb to approve the above.

26/083 Footpaths, Highways and Bridleways

To receive a response from Dacorum BC to the proposal to install kissing gates at both ends of FP4 to improve pedestrian safety.

The Council received a detailed response from the Countryside Access Officer at Dacorum Borough Council and, after considering the implications, especially the liability aspect, agreed not to proceed with the proposal. The Clerk will compile a response to the residents who submitted the proposal, outlining the Council's position and the advice received from Dacorum Borough Council.

26/084 Internal Controls – Governance, Policies and Procedures

To review and approve the following documents:

a) Complaints Procedure

Resolved, proposed by Cllr Warren and seconded by Cllr Brooks.

26/085 Financial Matters

a) To review and note the accounts including bank reconciliation, bank statement and monthly budget report.

The accounts were noted and approved. The mid-year budget vs actual report will be reviewed at the September meeting.

b) To note receipt of income including VAT reclaim.

Income received in June 2026:

CCLA Investment – Interest £145.94

Tennis Club - £20.00

VAT Return - £4,719.06

- c) To pass resolution to authorise schedule of payments.

Resolved, proposed by Cllr Webb and seconded by Cllr Warren to authorise the schedule of payments listed below:

BACS/DD/SO presented for payment at the meeting on 6 July 2026:

PAYEE	DESCRIPTION	AMOUNT including VAT where applicable
M Turczyn (Clerk)	Salary and HCC Pension contributions – June (Salary paid on 26.06.2026)	£1,439.17
HMRC Cumbernauld	Clerk's PAYE/NI June	£184.28
Bidwells	Recreation Ground rent	£250.00
RoSPA	Playgrounds annual inspection (paid on 04.06.2026)	£223.20
Lamps and Tubes Illuminations Ltd	Installation of 2 heritage lights on Maltings Lane, conversion to LED.	£3,196.30
Keith Simkin	Parish warden hours	£496.00
AJG Insurance	Cyber Package (paid on 24.06.2026)	£477.44
N Power (DD)	Streetlights power (paid on 19.06.2026)	£118.83
M W Agri Ltd (SO)	Grass cutting (paid on 25.06.2026)	£595.70
M Turczyn	Clerk's mileage expenses	£35.20

26/086 Meeting close: 20:42

Next Parish Council meeting will be held on 3rd August 2026 at 8 pm.

ALDBURY PARISH COUNCIL WARDENS UPDATE: JULY 2026

AREA	ALLOTMENTS & MILLENNIUM ORCHARD
TO CHECK	Fencing & gates, benches, trees, hedges & shrubs, grass height, signs, footpaths, housekeeping, ground conditions
INSPECTION DATES	03/07, 10/07, 17/07, 24/07
ISSUES TO REPORT	A visual inspection of the Allotments and Orchard was undertaken. The following was noted. - Public footpaths were well waymarked, providing stable pedestrian access, while orchard pathways were clearly defined. Grass cutting was completed in accordance with the mowing contract. - Benches were seen in fair condition, with weathering evident. Replacement may be needed in the next few years. - Signage across the site remained clear and easy to read. - The allotments continued to demonstrate good standards of housekeeping. - All access gates were found secure and operated as intended. - The orchard trees appeared in good health with fruit growing. According to the British Apples & Pears Growers Association, growers are expecting an excellent plum season this year, together with a good-quality apple harvest. - Concerns have recently been raised by some visitors regarding the presence of Ragwort due to its toxicity to donkeys. Outstanding Items ❖ DBC has yet to address the outstanding defects affecting the public footpaths..

AREA	PLAYGROUNDS
TO CHECK	Equipment, Safety Information, Fencing & Gates, Benches, Trees, Grass height, General ground conditions, Empty litter bin.
INSPECTION DATES	03/07, 10/07, 17/07, 24/07 Tring Station 26/07
ISSUES TO REPORT	Both playgrounds were visually Inspected. The following was observed: - Play equipment was found to be in satisfactory condition with no additional defects identified. Outstanding items are detailed below. - Ownership signage was in place and prominent at both playgrounds. - Grounds maintenance has been completed in accordance with the required mowing specification across both sites. - Vegetation at Tring Station Playground, particularly near play equipment, has become overgrown and needs cutting back – See Photo 1. - The litter bin at Aldbury Playground was emptied on a weekly basis. - Fencing and gates were in reasonable condition and fully operational. - Trees were visually inspected, with no obvious defects identified. - Safety surfacing remained level. No significant defects were observed. Outstanding Items ❖ Repair gaps between the rubber safety tiles beneath the swings to remove trip hazards. ❖ Replace playground signage to align with current best practice standards. ❖ Level and repair areas of rutting adjacent to the two-seat bird rocker. ❖ Replace the worn timber bench. The Clerk met with a contractor and is awaiting a quote for the above items.

	❖ Remove brambles and nettles from the perimeter fencing at Aldbury Playground. ❖ Repair or replace defective components of the Log World bridge.
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AREA	RECREATION GROUND
TO CHECK	Tennis court, Basketball area, Pavilion, Fencing, Benches/seats, Logs, Trees & vegetation, Hedges, Grass height, car park, Litter & dog waste bins, Footpaths.
INSPECTION DATES	03/07, 10/07, 17/07, 24/07
ISSUES TO REPORT	A visual inspection of the Recreation Ground and associated assets was undertaken, and the following findings were recorded: - Grassed areas were maintained to the specified standard. - Footpaths were well waymarked and remained accessible and unobstructed. - The car park was in good order, with parking bays clearly delineated and log barriers securely in place. - The tennis court was in good condition, with distinct line markings and a surface free from moss. - All seating inspected was in a satisfactory, usable condition. - Litter bins were emptied on a weekly schedule by DBC. - No apparent defects were observed in the tree stock. A formal tree survey is understood to be in the process of being arranged. - APC and the Sports Club have conducted a survey, with findings currently under consideration. Outstanding items ❖ Remove graffiti from the external wall of the sports pavilion. ❖ Establish cause of the raised section on the tennis court and determine repairs, as necessary.

AREA	VILLAGE GREEN(S) & POND
TO CHECK	Benches, Trees, Pond, Grass height, Stocks, Litter Bins, Notice board.
INSPECTION DATES	03/07, 10/07, 17/07, 24/07
ISSUES TO REPORT	A visual inspection of the village greens, pond, surrounding areas, and associated assets was undertaken, with the following observations recorded: - All seating inspected was in satisfactory condition. - The grass sward had been cut to the expected maintenance standard. - Litter bins were serviced weekly by DBC. - Weekly litter picking was conducted across the village greens and pond surround. - The tree stock appeared healthy, with no visible signs of damage or defect. - A single timber bollard had been displaced. All other bollards were in place – see Photo 2. - Pond water levels were below normal. Both the Inlets and outlets were unobstructed. Ducklings are thriving at present! - The notice board contained current information, presented in a neat and clear manner. - Inconsiderate drivers from time-to-time park around the pond during restricted periods, obstructing access for the local bus service, necessitating the driver to undertake a tricky reverse into the bus stop bay from Toms Hill – see Photos 3 & 4.

AREA	HIGHWAY'S, PUBLIC FOOTPATHS & DITCHES
TO CHECK	Surfaces, Pedestrian routes, Signage, Drainage, Grit bins, Litter, Street lamps, Bollards, kissing gates, Notice board (Tring Station)
INSPECTION DATES	03/07, 10/07, 17/07, 24/07
ISSUES TO REPORT	Highways, public footpaths, assets, and ditches were visually inspected, with the following observations recorded: - Street lighting was visually checked on 26 July. The fault affecting the streetlight outside 31 Trooper Road (C.68) has been rectified, upgraded to a LED lamp (HCC Ref. No. 102002118029). New street lanterns have also been installed in Malting Lane- see Photo 5. No other defects were identified within the village street lighting network. - Regular litter collection was undertaken on a rolling schedule covering Station Road, Stocks Road, New Ground Road, Malting Lane, Stonycroft, and Toms Hill to FP15. - DBC responded promptly to remove fly-tipped material from Beggars Lane (Ref. FT-2387). Unfortunately, a further incident of fly-tipping at Church Farm was later highlighted on social media. - The deteriorating road surface on Station Road on the stretch between Church Farm and Northfield Road was again reported to HCC (Ref. No. 102002135157). This follows concerns voiced by a cycling group – see Photo 6. - A 30-metre section of carriageway between Beechwood Drive and Toms Hill Close has been surfaced again by HCC – see Photo 7. Outstanding Items (DBC/HCC) ❖ Replace the decayed Toms Hill nameplate (DBC Ref. 895084). ❖ Reinstate the FP63 waymarker at Hitchins Field and the kissing gates on FP68 between Stonycroft and the former Isolation Hospital (DBC). ❖ Clear blocked drains on Stocks Road (102001527199), at Stocks Garden Cottages (102001945376), and opposite the church/telephone exchange (102001932923). ❖ Repair potholes on Stonycroft (102001933985) and Station Road near FP50 (102002028257). ❖ Reinstate the timber safety bollard opposite the school entrance (102001996976) ❖ Reinstate road markings on Toms Hill (to Kiln Road junction) following resurfacing.

PHOTOGRAPHS



1



2



3



4



5



6



7

Clerk's Report & Correspondence – APC Meeting on 3 August 2026

Matters for information and actions from previous meeting(s):

Members are invited to attend a Town and Parish Council LGR Update via Teams on Thursday 24 September 5:30 – 6:30 pm.

Hertfordshire police – report from PCSO

No report was received.

Correspondence received:

- A complaint was received regarding the noise made by the grass contractor's team in the early hours of the morning while unloading and loading machinery near the pond before carrying out grass cutting at the Recreation Ground. The complaint was passed on to the contractor, but no follow-up response has been received.
- A complaint was received from a resident of Stocks Road regarding excessive noise and alleged anti-social behaviour by users of the tennis court. The Clerk responded to the resident's email.
- A further complaint was received from the same resident of Stocks Road regarding household bins not being moved promptly after waste collection. The Clerk responded to the resident's email.

Date: 20 June 2026



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RE: Decision on Local Government Reorganisation in Hertfordshire

Thank you for your support and engagement during the preparation of Hertfordshire's Local Government Reorganisation proposals. Your insight, participation and constructive feedback played an important role in shaping the proposal.

I am writing to inform you that the Government has now set out its decision regarding the future structure of local government in Hertfordshire. The Government's preferred model is for 4 unitary councils to be established across the county.

This means that from 1 April 2028 new authorities will take over responsibility for delivering the services currently provided by the county council and the district and borough councils in that area.

The new unitary authorities will be:

North West Hertfordshire - serving the communities of the existing Dacorum Borough Council and St Albans City & District Council

South West Hertfordshire - serving the communities of the existing Hertsmere Borough Council, Three Rivers District Council and Watford Borough Council

Central Hertfordshire - serving the communities of the existing North Herts Council (minus five district council wards), Stevenage Borough Council and Welwyn Hatfield Borough Council (minus the Northaw & Cuffley borough council ward)

Eastern Hertfordshire - serving the communities of the existing Broxbourne Borough Council and East Herts District Council, plus the Northaw & Cuffley borough council ward from the existing Welwyn Hatfield Borough Council area and Royston Heath, Royston Palace, Royston Meridian, Ermine, Weston and Sandon district council wards from North Herts Council.

Further information on the new Unitaries for Hertfordshire can be found here - [Local Government Reorganisation | Shaping Hertfordshire's Future](#)

This marks a significant step forward in the reorganisation process and provides a clear framework on which the next phase of planning can proceed.

I understand that change of this scale may raise questions, particularly around continuity and service delivery. I want to reassure you that maintaining high-quality services for residents, businesses, and communities remains the Council's priority. Robust transition plans are already in

development across the county to ensure that services continue without disruption throughout this period.

Equally important is ensuring that the future arrangements reflect the needs and aspirations of our communities and partners. There will be meaningful opportunities for you to help shape how the new authorities are designed and how they operate. Your continued involvement will be vital in ensuring that the new structures deliver effective, responsive and locally accountable services.

Over the coming months, there will be further updates and opportunities to engage as more detailed proposals are developed. I encourage you to continue sharing your views and expertise as we move into this next stage.

Thank you once again for your constructive engagement to date and for your ongoing commitment to Hertfordshire's future.

Yours sincerely

Darren Welsh

Chief Executive, Dacorum Borough Council



**Bank Reconciliation Statement as at 30/07/2026
for Cashbook 1 - Unity Trust A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust A/C	30/07/2026		41,679.64
			41,679.64
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			41,679.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			41,679.64
		Balance per Cash Book is :-	41,679.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Receipts & Payments by Budget Heading 30/07/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Income							
1076 Precept	35,638	35,638	(0)			100.0%	
1080 Interest Received	572	1,150	578			49.8%	
General Income :- Receipts	36,211	36,788	577			98.4%	0
Net Receipts	36,211	36,788	577				
200 Precept Expenses							
4000 Clerk's Salary	4,662	14,997	10,335		10,335	31.1%	
4002 Clerk's WFH Allowance	96	288	192		192	33.3%	
4005 PAYE/NI/HMRC (EE & ER)	719	1,978	1,259		1,259	36.4%	
4010 Pension (EE & ER)	1,222	3,564	2,342		2,342	34.3%	
4055 Payroll Provider	60	300	240		240	20.0%	
4060 Staff Training	0	50	50		50	0.0%	
4065 Councillor Training	0	100	100		100	0.0%	
4070 Stationery	202	50	(152)		(152)	404.0%	
4075 IT Support	864	900	36		36	96.0%	
4080 Website	0	100	100		100	0.0%	
4085 Expenses	136	600	464		464	22.7%	
4090 Audit Fees	361	600	239		239	60.1%	
4095 Bank Charges	21	84	63		63	25.0%	
4100 Room Hire	0	300	300		300	0.0%	
4105 Insurance	1,261	1,261	0		0	100.0%	
4110 Subscriptions	622	660	38		38	94.3%	
4130 Playground Inspection	186	200	14		14	93.0%	
4145 Street Light Power	513	1,900	1,387		1,387	27.0%	
4150 Street Light Maintenance	2,739	0	(2,739)		(2,739)	0.0%	2,739
Precept Expenses :- Indirect Payments	13,664	27,932	14,268	0	14,268	48.9%	2,739
Net Payments	(13,664)	(27,932)	(14,268)				
6000 plus Transfer from EMR	2,739	0	(2,739)				
Movement to/(from) Gen Reserve	(10,924)	(27,932)	(17,008)				
300 Special Projects							
4200 Sinking Fund Playground	0	1,000	1,000		1,000	0.0%	
4210 Sinking Fund Pond	0	1,000	1,000		1,000	0.0%	
4270 Trees	625	1,000	375		375	62.5%	
4275 Allotment Maintenance	809	2,000	1,191		1,191	40.5%	
Special Projects :- Indirect Payments	1,434	5,000	3,566	0	3,566	28.7%	0
Net Payments	(1,434)	(5,000)	(3,566)				

Detailed Receipts & Payments by Budget Heading 30/07/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Concurrent Services							
1100 Concurrent Services	7,066	7,066	(0)			100.0%	
1110 Village Warden Grant	591	591	0			99.9%	
1130 Allotment Rent	79	1,650	1,571			4.8%	
1140 Tennis Club	80	100	20			80.0%	
1150 Sports Club Rent	0	1,900	1,900			0.0%	
1180 Wayleave	0	40	40			0.0%	
Concurrent Services :- Receipts	7,816	11,347	3,531			68.9%	0
4300 Grants (S137)	500	700	200		200	71.4%	
4305 Churchyard	0	600	600		600	0.0%	
4310 Open Spaces Grass	1,967	6,100	4,133		4,133	32.2%	
4315 Open Spaces	630	900	270		270	70.0%	
4320 Rec & Allotment Rent	925	1,850	925		925	50.0%	
4325 Playground Maintenance	0	500	500		500	0.0%	
4330 Village Warden	496	2,000	1,504		1,504	24.8%	
4335 Pond	0	250	250		250	0.0%	
4340 Parish Grants (s133)	0	1,400	1,400		1,400	0.0%	
Concurrent Services :- Indirect Payments	4,518	14,300	9,782	0	9,782	31.6%	0
Net Receipts over Payments	3,298	(2,953)	(6,251)				
999 VAT Data							
115 VAT on Receipts	4,719	0	(4,719)			0.0%	
VAT Data :- Receipts	4,719	0	(4,719)				0
515 VAT on Payments	1,663	0	(1,663)		(1,663)	0.0%	
VAT Data :- Indirect Payments	1,663	0	(1,663)	0	(1,663)		0
Net Receipts over Payments	3,056	0	(3,056)				
Grand Totals:- Receipts	48,745	48,135	(610)			101.3%	
Payments	21,278	47,232	25,954	0	25,954	45.1%	
Net Receipts over Payments	27,467	903	(26,564)				
plus Transfer from EMR	2,739	0	(2,739)				
Movement to/(from) Gen Reserve	30,206	903	(29,303)				

Aldbury Parish Council

Summary Receipts and Payments for Year Ended 30th July 2026

Last Year Ended 31st March 2026		Current Year Ended 30th July 2026
Operating Income		
36,617.21	General Income	36,210.50
24,893.79	Concurrent Services	7,815.78
1,853.72	VAT Data	4,719.06
63,364.72	Total Receipts	48,745.34
Running Costs		
39,625.80	Precept Expenses	13,663.64
9,022.50	Special Projects	1,434.16
18,456.38	Concurrent Services	4,517.59
4,719.06	VAT Data	1,662.88
71,823.74	Total Payments	21,278.27
Receipts and Payments Summary		
69,943.07	Opening Balance	61,484.05
63,364.72	Add Total Receipts(As Above)	48,745.34
133,307.79		110,229.39
71,823.74	Less Total Payments(As Above)	21,278.27
61,484.05	Closing Balance	88,951.12
These cumulative funds are represented by:		
16,212.57	Unity Trust A/C	41,679.64
45,271.48	CCLA Investment Managment Ltd	45,271.48
61,484.05		86,951.12
Reserve Balances are represented by:		
-8,459.02	Current Year Fund	27,467.07
39,680.35	General Reserves	28,960.55
1,180.81	EMR - Playground Project	1,180.81
1,000.00	EMR - Parish Paths	1,000.00
20,446.91	EMR Community Projects	17,707.69
3,000.00	EMR - Playground Sinking Fund	4,000.00
2,825.00	EMR - Pond Sinking Fund	3,825.00
1,000.00	EMR - Streetlight Sinking Fund	1,000.00
150.00	EMR - Allotment deposit	150.00
660.00	EMR - Tree Maintenance Sinking	1,660.00
61,484.05		86,951.12

Signed : _____ (Chairman) _____ (RFO)

BACS/DD/SO presented for payment at the meeting on 3 August 2026:

PAYEE	DESCRIPTION	AMOUNT including VAT where applicable
M Turczyn (Clerk)	Salary and HCC Pension contributions – July (Salary paid on 29.07.2026)	£1,486.05
HMRC Cumbernauld	Clerk's PAYE/NI July	£184.48
Utopia Signs	3 signs (paid on 29.07.2026)	£84.00
Anglo Dutch Ltd	Payroll provider	£72.00
Hertfordshire County Council	20 mph Public Consultation	£4,510.00
N Power (DD)	Streetlights power (paid on 21.07.2026)	£102.28
M W Agri Ltd (SO)	Grass cutting (paid on 27.07.2026)	£595.70
M Turczyn	Clerk's mileage & expenses	£25.59

Income received in JULY 2026:

- CCLA Investment – Interest £142.49
- Tennis Club - £20.00
- Allotment rent - £15.00

Internal Audit Service - Terms of Reference

Internal Audit Objectives and Responsibilities

The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council using a systems-based approach.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws, and regulations
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity, and corruption
- The integrity and reliability of information, accounts, and data

Accordingly, in the conduct of planned audits Internal Audit may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete Section 4 (Annual Internal Audit Report) of the Annual Governance and Accountability Return (AGAR)
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws, and regulations which could have a significant impact on operations, and determine whether the council is in compliance
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

The Scope of Internal Audit Activity

- There are no limitations on Internal Audit's scope of activities. The scope of Internal Audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.

Independence

The main determinant of the effectiveness of Internal Audit is that it is seen to be independent in its planning and operation. To ensure this, Internal Audit will operate within a framework that allows:

- Unrestricted access to the officers of the council
- Reporting in its own name

- Segregation from the day-to-day operations of the council

Every effort will be made to preserve objectivity by ensuring that all Internal Auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

Rights of Access

Audit visits should take place at a mutually agreed location. There are no limitations on Internal Audit's access to records. Internal Auditors shall have the authority to:

- Access council premises at reasonable times agreed in advance
- Access all assets, records, documents, correspondence, and control systems
- Receive any information and explanation considered necessary concerning any matter under consideration
- Require any employee of the council to account for cash, stores, or any other council asset under his/her control
- Access records belonging to third parties, such as contractors, when required

The Council's Responsibilities

The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and preventing Fraud and Corruption.

The existence of Internal Audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

Bullying & Respect

The Internal Auditor must respect the officers and members of the council, who in turn must respect the Internal Auditor. Members and officers must not bully, intimidate, or coerce the Internal Auditor. Bullying of the Internal Auditor will not be tolerated, and such behaviour may lead to the service being halted and suspended temporarily or withdrawn permanently.

Reporting

The Internal Auditor will formally report the results of audits and the recommendations made to council and will follow up at subsequent Internal Audits to make sure that corrective actions are taken.

This constitutes the formal binding contract between the Council and the Hertfordshire Internal Audit Service.

Approved by:

_____ Parish/Town/Community Council

On (date): _____ Minute reference: _____

For (Delete as applicable): 1 year/3 years

If signing-up for 3 years, please note the fees will be reviewed and confirmed annually

Signed: _____ Position (Clerk/RFO): _____

Internal Audit Service Fees & Charges

Expenditure			
Band	From	To	Council Fee 31 March 2027
1	£0	£15,000	£214.38
2	£15,001	£25,000	£269.51
3	£25,001	£50,000	£330.76
4	£50,001	£100,000	£385.89
5	£100,001	£200,000	£477.77
6	£200,001	£300,000	£569.64
7	£300,001	£400,000	£637.02
8	£400,001	£500,000	£704.40