

ALDBURY PARISH COUNCIL

PARISH COUNCIL ANNUAL MEETING

Held in Aldbury Memorial Hall

Monday 11th May 2026 at 8pm

MINUTES

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

In Attendance: Gosia Turczyn – Aldbury Parish Clerk and four members of the public

26/045 Election of Chair

To elect a Chair for the year 2026/27 and sign Declaration of Acceptance of Office.

Resolved, proposed by Cllr McCarthy and seconded by Cllr White to elect Cllr Webb as Chair to the Council, unanimous decision. He duly signed Declaration of Acceptance of Office.

26/046 Election of Vice Chair

Resolved, proposed by Cllr Webb and seconded by Cllr McCarthy to elect Cllr Warren as Vice Chair, unanimous decision.

26/047 Apologies

To receive and accept apologies for absence.

The Council received and accepted apologies sent by Cllr de la Bedoyere.

26/048 Declaration of Interests and update of Register of Members' Interests

- a) To receive declarations of interest from Councillors on items on the agenda.
Cllrs Paterson, White and Brooks declared an interest in allotments as tenants.
- b) To receive written requests for dispensations for declarable interests.
None.
- c) To grant any requests for dispensation as appropriate.
None.
- d) To confirm accuracy of Register of Pecuniary Interests.
Members had confirmed the accuracy.

26/049 Public Matters

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

1. Members of the public raised ongoing concerns regarding cyclists riding at speed on public footpaths, creating a safety risk for pedestrians. Complaints had previously been raised with County Councillor Symington, Dacorum Borough Council and the local MP concerning the condition of Rights of Way (ROW). Residents highlighted that

many footpaths lack adequate signage, while existing signage and fencing are damaged and have not been reinstated despite reports being made.

Members of the public suggested that the installation of metal kissing gates at the principal access points to Footpath no 4 (by Bridleway no 9) may help deter cyclists from using the public footpath unlawfully. The Council requested that attendees submit a formal proposal for consideration at the June meeting and agreed to seek advice and agreement from HCC Highways.

2. A member of the public raised queries about the management of the allotments, as he was unclear about who to contact with questions regarding the allotments. He said that the recent allotment water supply survey had been distributed too late for people to respond and that he was disappointed the project had gone ahead without input from plot holders, particularly regarding the proposed locations of the water troughs. Cllr Paterson agreed with this comment and added that the Council had recognised the need to improve the water supply around a year earlier. He further stated that the project was still a work in progress and that several areas still required clearing and levelling which will require time and rainfall to settle the soil. Cllr Brooks added that there was still some restoration work to be completed. A member of the public further stated that the Council should consider access for elderly tenants who use mobility scooters to collect water from the troughs. Cllr Paterson said that he would contact the tenant directly to discuss a solution to improve accessibility. The Council acknowledged that, going forward, all consultations with stakeholders will be carried out well in advance to ensure proper planning and engagement.

26/050

Minutes

To confirm the Minutes of Aldbury Parish Council Meeting held on 13th April 2026 as an accurate record of proceedings.

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

26/051

Meeting Dates – appendix 1

To agree meeting dates for 2027.

Resolved, unanimous decision.

26/052

Reports to the Council.

a) Warden's report – appendix 2

To note the report and approve expenditure if required.

The report was noted. The Clerk will contact Clayton Rae at DBC to follow up on all outstanding matters, including the damaged timber kissing gate (FP58) near the Greening Farm bridleway.

b) Clerk's report; items for information only – appendix 3

The Clerk reported that she had liaised with both the grass-cutting contractor and the resident who had previously raised concerns regarding the use of machinery. The contractor confirmed that the grass on that strip will be cut using a hand strimmer.

c) Hertfordshire police – report from PCSO.

No report was received. The Clerk will contact the PCSO to request whether additional patrols could be arranged in Aldbury on Sundays, when the village experiences a high volume of cyclists.

26/053

Appointment of Representatives on Committees and Working Groups – Appendix 4

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

a) Staff Committee

- (i) To elect a Chair

Resolved, proposed by Cllr Brooks seconded by Cllr Houghton to elect Cllr Webb as a Chair of the staff committee.

(ii) To elect a Vice Chair

Resolved, proposed by Cllr Warren seconded by Cllr Webb to elect Cllr Houghton as a Vice Chair of the staff committee.

(iii) To agree membership and terms of reference

Resolved, proposed by Cllr Webb seconded by Cllr Brooks.

b) Finance working group

To agree membership and terms of reference.

Resolved, proposed by Cllr Webb and seconded by Cllr White, it was also resolved for Cllr de la Bedoyere to be the third member.

c) Aldbury Sports Club working group

To agree membership, terms of reference and Sports & Recreation resident survey. Resolved, proposed by Cllr Brooks, seconded by Cllr Warren and agreed unanimously.

Cllr Webb updated the Council on the recent meeting with the Aldbury Sports Club and reported that the club's finances are no longer sustainable. He added that the club appears to recognise that changes to its overall governance arrangements are required. A follow-up meeting will be scheduled once responses to the survey have been reviewed.

d) Ashridge Estate Committee liaison

To appoint a representative.

It was resolved unanimously to appoint Cllr Brooks as the APC representative on the Ashridge Estate Committee.

26/054

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
2. Aldbury Allotments – Cllr Paterson, Cllr Brooks and the clerk – general administration/allotment inspection
3. Footpaths and Highways – Cllrs Webb, White and Brooks
4. Tring Station Playground – Cllr Warren
5. Aldbury Playground -the clerk
6. Tennis Court administration – the clerk
7. Pond –The pond working group
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. Stoneycroft – 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

26/055 Planning Matters and Consultations – to consider comments on the following:

a) Application(s) received:

- 26/00970/LBC Replace existing 1st floor rear window with new double glazed timber window, lowering its sill height. Addition of a new black painted steel balustrade into our garden. Laundry Cottage 28 Malting Lane Aldbury Tring Hertfordshire HP23 5RH 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.

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

None.

d) Land East of Tring, known as Marshcroft (Allocation reference: Tr03)

The Council have submitted a note on their position in relation to the proposed allocation Tr03 Land East of Tring following the recent decision on the Planning Application for this site. The document DBC/ED59: Council's position on Policy Tr03 Land east of Tring is available in the examination documents via the link

<https://letstalk.dacorum.gov.uk/examination-documents>. Responses to be submitted by 5 pm 13th May 2026.

26/056 Aldbury Parish Council Insurance Policy

To approve the insurance renewal with Clear Councils, underwritten by Ecclesiastical Insurance Office plc, at a cost of £779.45 (inclusive of Insurance Premium Tax and Administration Fee).

Resolved, proposed by Cllr Webb and seconded by Cllr Houghton to approve the above, unanimous decision. The Clerk will obtain a renewal quotation for cyber security insurance for consideration at the June meeting ahead of the renewal date on 10 June.

26/057 Internal Controls – Governance, Policies and Procedures – Appendix 6

To review and approve the following documents:

- a) Code of Conduct
- b) Standing Orders
- c) Financial Regulations
- d) Financial Management and Risk Assessment

Resolved, proposed by Cllr Warren and seconded by Cllr McCarthy to approve all the above documents.

26/058 Allotments and Open Spaces

a) To receive a verbal update from Cllr Paterson on the water supply upgrade project.

Cllr Paterson reported that over the bank holiday weekend, a group including council members completed improvement works at the allotments. This included installing four new water troughs, adding two pipes, relocating two troughs to improve water access, fitting a new stopcock, and removing part of an old water system. They also cleared an overgrown, uncultivated plot.

He said feedback from allotment users was mostly positive. The Council thanked all that worked on the project for a job well done. It was noted that the project has gone over

budget, with final costs to be confirmed at the June meeting once all invoices have been received by the Clerk.

- b) To agree the location and approve an expenditure for a sign at the allotments.
Resolved, proposed by Cllr Webb and seconded by Cllr Warren, to approve expenditure of up to £200 for a sign. The wording is to include “Caution: Children” and “No Unauthorised Vehicular Access.”
- c) To approve £262 on anti-graffiti paint to paint the Pavillion wall.
Resolved, proposed by Cllr Webb seconded by Cllr White, unanimously agreed.
- d) To approve an expenditure for a tennis court sign.
Resolved, proposed by Cllr Houghton and seconded by Cllr Brooks, to approve expenditure of up to £200. The decision was unanimously agreed. Cllr Houghton will agree the wording of the sign with the Clerk.

26/059

Aldbury Street Lights

To discuss outstanding matters and approve expenditure if required.

Resolved, proposed by Cllr Webb and seconded by Cllr Houghton to progress to phase 2 and approve an expenditure up to £3,500. The decision was unanimously agreed.

26/060

20mph Scheme for Aldbury

To note that HCC Highways is currently undertaking a consultation on the proposed 20mph zone for the village. Residents are encouraged to review the proposal and submit their responses as part of the consultation process.

26/061

Financial Matters and Audit – appendix 7

- a) 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 Chair.
- b) To note receipt of income including the Precept and Grants.
Income received in April 2026:
- CCLA Investment – Interest £143.95
 - Tennis Club - £20
 - Allotment rent – new tenant (50% discount as tenancy taken after March) - £15
 - Dacorum Borough Council Precept - £35,638.23
 - Dacorum Borough Council Concurrent Services Grant - £7,066.26
 - Dacorum Borough Council Warden Grant - £590.52
- c) To pass resolution to authorise schedule of payments.
Resolved, proposed by Cllr Webb and seconded by Cllr Warren to approve the schedule of payments listed below:

BACS/DD/SO presented for payment at the meeting on 11 May 2026:

PAYEE	DESCRIPTION	AMOUNT including VAT where applicable
M Turczyn (Clerk)	Salary and HCC Pension contributions – April (Salary paid on 27.04.2026)	£1,533.33
HMRC Cumbernauld	Clerk’s PAYE/NI April	£184.28
McVeigh Parker	Allotment water project materials	£816.88
McVeigh Parker	Allotment water project 4 troughs and 4 service boxes (paid on 27.04.2026)	£792.10

HAPTC	Internal Audit 2025-26 fee	£360.64
Npower (DD)	Street light power (paid on 23.04.2026)	£174.79
Npower (DD)	Street light power	£142.55
Cllr James Paterson	Reimbursement for materials / allotment water project	£90.48
Mickey Boyce	Operator – trench excavation / allotment water project (Paid by Cllr James Paterson on work completion, reimbursement to Cllr Paterson)	£300.00
Berkhamsted Plant and Tool Hire	JCB digger 1 week hire / allotment water project (paid on 24.04.2026)	£330.00
Luke Mabbett	Work to allotment hedges and trees (paid on 27.04.2026)	£625.00
Anglo Dutch	Payroll provider (paid on 27.04.2026)	£72.00
M Turczyn	Clerk's mileage expenses	£43.20

- d) To receive and note the Internal Auditors' Report for 2025-26 and any recommendations arising.
The Council received and noted the report and will send a formal response after reviewing the recommendations.
- e) To approve the final accounts for Year Ended 31st March 2026.
Resolved, proposed by Cllr Warren and seconded by Cllr Brooks to approve the above.
- f) To approve AGAR Section 1 Annual Governance Statement 2025-26.
Resolved, proposed by Cllr Webb and seconded by Cllr Warren to approve the above, unanimous decision.
- g) To approve AGAR Section 2 Accounting Statements 2025-26.
Resolved, proposed by Cllr Webb and seconded by Cllr Warren to approve the above, unanimous decision.
- h) To approve the Explanation of Variances 2025-26.
Resolved, proposed by Cllr White and seconded by Cllr Webb to approve the above, unanimous decision.
- i) To approve the dates for the Period for the Exercise of Public Rights to be commencing on Wednesday 3rd June and ending on Tuesday 14th July 2026 and to confirm the date the Notice is to be published on the Council's website and noticeboards.
Resolved, proposed by Cllr Brooks and seconded by Cllr Paterson to approve the above. The notice will be published on 13th May 2026.
- j) 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.
This was noted.

26/062 Meeting close. 21: 42.

Next Parish Council meeting will be held on 1st June 2026 at 8 pm.

ALDBURY PARISH COUNCIL WARDENS UPDATE: MAY 2026

AREA	ALLOTMENTS & MILLENNIUM ORCHARD
TO CHECK	Fencing & gates, benches, trees, hedges & shrubs, grass height, signs, footpaths, housekeeping, ground conditions
INSPECTION DATES	08/05, 15/05, 22/05
ISSUES TO REPORT	<p>The Allotments and Orchard were visually inspected, with the following observed:</p> <ul style="list-style-type: none"> - Footpaths were waymarked and provide a firm and stable surface. - Benches remain in good condition, with minor weathering evident to timber components. - Signage is clear and legible, although some areas require updating. Please refer to previous updates. - Overall allotment housekeeping standards remain good. - The irrigation system upgrade has now been completed. - Pathways in the Orchard require clearer definition to create a neat and visually distinct appearance. - Gates found secure and fully operational apart from the Toms Hill entrance (see below). <p>Outstanding Items</p> <ul style="list-style-type: none"> ❖ A six-metre section of donkey paddock fencing requires strengthening. CLERK WILL ASK THE TENANT TO RESTATE THE FENCE POSTS.

AREA	PLAYGROUNDS
TO CHECK	Equipment, Safety Information, Fencing & Gates, Benches, Trees, Grass height, General ground conditions, Empty litter bin.
INSPECTION DATES	08/05, 15/05, 22/05 Tring Station 24/05
ISSUES TO REPORT	<p>Both playgrounds were visually inspected, with the following noted:</p> <ul style="list-style-type: none"> - Play equipment was in satisfactory condition, with no additional defects noted. - Ownership signage was visible at both playgrounds. - Grounds maintenance at Tring Station playground met specification requirements. Grass at Aldbury Playground will require cutting soon. - The litter bin continued to be emptied weekly. - Three decayed fence panels at Tring Station playground were replaced with new panels and posts – See Photo 1. <p>Outstanding Items</p> <ul style="list-style-type: none"> ❖ Repair gaps between swing-area rubber tiles to reduce trip hazards. ❖ Update playground signage to current standards. ❖ Fill and level rutting near the two-seat bird rocker. ❖ Replace the decayed bench seat. ❖ Cut back brambles and nettles at the Aldbury playground fencing. ❖ Repair or replace worn Log World bridge components. COUNCIL TO ACTION AFTER RoSPA REPORT

AREA	RECREATION GROUND
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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	08/05, 15/05, 22/05
ISSUES TO REPORT	<p>The Recreation Ground and associated assets were visually checked, with the following findings recorded:</p> <ul style="list-style-type: none"> - Grass cutting met the required standard, and footpaths remained clearly waymarked. - The car park was in good order, with parking bays and log barriers intact and the hedge in reasonable order. - The tennis court surface remained sound and moss-free, with no significant fencing defects. - Seating remained serviceable, with minor weathering evident. - Litter levels were low, supported by weekly collection and twice-weekly bin maintenance by DBC. No discarded dog waste bags found this month. - Perimeter trees showed no visible defects - The basketball surface is unsuitable for play. APC may wish to undertake a risk assessment to determine if future action is needed. - Levelling and reseeding of the football goalmouths should be conducted before September as part of routine pitch maintenance.

AREA	VILLAGE GREEN(S) & POND
TO CHECK	Benches, Trees, Pond, Grass height, Stocks, Litter Bins, Notice board.
INSPECTION DATES	08/05, 15/05, 22/05
ISSUES TO REPORT	<p>The village greens, pond, surrounding areas, and associated assets were inspected, with the following noted:</p> <ul style="list-style-type: none"> - Timber benches were seen in satisfactory condition. - Grassed areas conformed with the specified mowing standards. - Litter bins were serviced weekly by DBC. - Weekly litter picking was conducted across the village green and pond site. Litter levels were low. - All trees seemed healthy. Metal circular seating appeared in good condition. - Wooden bollards around the pond were in place. - Pond water levels were low. Inlets and outlets were free from obstruction. - Information on the notice board was neatly displayed, relevant and up to date.

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	08/05, 15/05, 22/05
ISSUES TO REPORT	<p>Highways, public footpaths, assets, and ditches were visually inspected, and the following observations were noted:</p> <ul style="list-style-type: none"> - Streetlights visually checked on 17 May: all seen operational. - Routine litter collection completed along Station Road, Stocks Road, New Ground Road, Malting Lane, Stonycroft, and Toms Hill to FP15. - Vegetation encroachment observed within the ditch south of Stonycroft. - Two large potholes near The Lodge, New Ground Road, reported to HCC (Ref: 102002066515) – see Photos 2 & 3.

Outstanding Items (DBC/HCC)

- ❖ Replace decayed Toms Hill nameplate (DBC 895084).
- ❖ Reinstate FP63 Hitchins Field waymarker (DBC).
- ❖ Reinstall FP68 kissing gates (Stonycroft–former Isolation Hospital) (DBC).
- ❖ Clear blocked drains: Stocks Road (102001527199), Stocks Garden Cottages (102001945376), and opposite church/telephone exchange (102001932923).
- ❖ Pothole repairs: Stonycroft (102001933985) and Station Road near FP50 (102002028257).
- ❖ Reinstate timber safety bollard opposite school entrance (102001996976).
- ❖ Reinstate road markings on Toms Hill/Kiln Road post-resurfacing.

PHOTOGRAPHS



1



2



3

Clerk's Report & Correspondence – APC Meeting on 1 June 2026

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

- PKF Littlejohn (external auditor) confirmed that AGAR documents were received and logged.
- The Clerk's LGPS employer contribution for April was incorrectly calculated at 21.5% and should have been 17.50%. This will be corrected through the payroll in the June pay run. Moving forward the employer contribution will be calculated at 17.50%.
- Colin Chambers is due to provide a quote for tree survey. This will be added to the July agenda.
- [The HAPTC Year 2025 2026](#)
[HAPTC AGM 14 July 10am Zoom Agenda](#)

Open to all HAPTC *member* Councillors, Clerks and staff.

Essential: please RSVP to nikki@haptc.org.uk if you would like to attend.

Guest Speaker:

Chris Bennett, County Archivist, Hertfordshire Archives and Local Studies (HALS):
Plans for forthcoming move, what this means for Parish, Town and Community Councils and what you should be doing with your records

[HAPTC Executive Committee Nomination Form](#)

Councillors! Join the team so your council can have a say on how the association is run!

Hertfordshire police – report from PCSO

The Clerk invited the PCSO to the June meeting and received the response below on 28th May:

“Hello Gosia

I hope you are well too, I won't be attending as I am on a rest day, but I have asked a couple of my colleagues, and they have said they will, permitting nothing major is occurring on the day. I will be sending the crime figures this Saturday”.

Correspondence received:

- Enquiries about available allotment plots.
- Town and Parish LGR Update virtual event on Thursday 4th June at 6 pm – 7:30 pm. Link to Teams and agenda circulated to members.

Introduction

In association with monitoring of the system of internal control set out in 'The Policy Statement of Internal Control' and the annual review of effectiveness of internal control, under statutory requirement the council must also review the effectiveness of the internal audit and auditor each financial year.

The Account and Audit Regulations 2015 require councils to ensure that an effective system of internal control and audit is in place and is annually reviewed to enable the council to positively answer all assertions in the AGAR (Annual Governance and Accountability Return).

Assertion 6 on the AGAR – INTERNAL AUDIT

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Assertion 7 on the AGAR – REPORTS FROM AUDITORS

We took appropriate action on all matters raised in reports from the internal and external auditor. Please note that there were no matters for action arising in the external auditor's report.

The Clerk reviewed recommendations made by the internal auditor and the following actions were undertaken/will be implemented:

Point G – *“The Council should ensure it continues to investigate meeting its obligations to HMRC with regards to its warden as mentioned in previous IA reporting and continues to access HMRC gateway to keep close checks of its HMRC PAYE and NI contributions”.*

Clerk/Council actions – The Clerk has sent the warden a self- employed agreement for 2026-27. The Clerk will obtain an access to HMRC gateway in due course.

Point O – *“I recommend that all councils regularly carry out a website screening to check that the website is compliant with current accessibility requirements. I have attached the guidance for the latest guidelines (WCAG 2.2) and a webpage checker to help you. Councils Accessibility Statements should be updated to reflect any findings, any ratifications and dates of check”.*

Clerk/Council actions – The Council had a website audit and WCAG remedial work was carried out in April 2026 by the website hosting company TEEC Ltd. The Clerk will review and updates the Council's Accessibility Statement, and this will be added to the July agenda for Council's approval.

Review of effectiveness of internal audit

Expected Standard	Evidence of achievement	Is this standard achieved
Scope of internal audit	Scope of audit work was set out in Terms of Reference took into account risk management process and wider internal control. Terms of Reference define audit responsibilities in relation to fraud – Hertfordshire Internal Audit Service was appointed for the 2025/2026 internal audit on 7 July 2025 Minute ref 25/103 c	Yes
Independence	The auditor has direct access to the RFO. Reports are made in own name to management. The auditor does not hold any other role within the council	The 2025/26 audit was carried out by a new auditor
Competence	No evidence that internal work has not been carried out ethically, with integrity and objectivity. The internal auditor is familiar with governance processes and accounting regulations for parish councils as she is also a Clerk/RFO.	Yes
Relationships	Clerk/RFO and councillors are consulted on the internal audit plan and on the scope of each audit. Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud/corruption matters. The responsibilities for council members are understood and training is carried out as necessary.	Yes- Clerk and the majority of councillors have attended training. Newly elected councillors were provided with training.
Audit Planning and Reporting	The audit is a feature of a wider plan with regards to internal control. Policy and procedural reviews and monthly reports form a part of the internal control.	The audit plan is incorporated within the Policy Statement of Internal Control. The review of Internal Control is due in March 2027.

		A rolling programme of policy, governance and procedures is being undertaken by the clerk and the Council to ensure that the policies and procedures adopted are current.
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's governance assurance needs.	Yes- The Council approved the Terms of Reference (letter of engagement)
Understanding the whole organisation; its needs and objectives	The annual review demonstrates how audit work will provide assurance in relation to the council's annual governance statement	Yes
Be seen as a prompt for improvement	Supportive role of audit and the auditors' recommendations enables the council to positively develop and maintain a high standard of governance	Yes – Copy of the internal audit report was circulated to members upon receipt, and the council have implemented/ will implement recommendations where deemed necessary
Be forward looking	When identifying risks changes on national agenda are considered. Internal audit maintains awareness of the new developments in the services, risk management and corporate governance	Yes – clerk receives regular updates from advisory services regarding changes to procedural templates or regulations. New councillors have attended relevant training and the clerk is CiLCA qualified
Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks rather than solely rely on auditors' recommendations	Yes – the council has a robust risk assessments in place and identify the need to mitigate risks when undertaking new projects.

Reviewed by the Clerk/RFO and recommended for adoption by the Council

**ALDBURY PARISH COUNCIL
RISK ASSESSMENT OF PHYSICAL ASSESTS**

Asset	Hazard	Who might be at risk	Existing Controls	Risk Rating L-low M-medium H-high T-tolerable	Action required to reduce risk	By Whom / date
Recreation Ground						
The grounds	Slips, trips due to divots / wear	All users	Grass cut regularly to specification height. Weekly warden review of condition.	L	Request confirmation of risk assessment of Pavilion and goal posts by Sports Club	Clerk / within 6 months
	Illegal encampment / fly tipping	All users, Council	Barrier (tree logs) preventing access from carpark to field.	M		
	Broken glass / debris / rubbish due to anti-social behaviour	All users	Regular litter pick by Warden.	L		
Car Park	Slips and trips Car crime Moving cars Careless parking Obstruction of view entering / exiting carpark	All users	Surface condition reviewed regularly. Crime prevention signs. Parking area and grounds demarked by logs. Hedge cut annually in November.	L L L L	Crime sign is old. Consider requesting new signage from HCC.	Clerk / within 6 months

Asset	Hazard	Who might be at risk	Existing Controls	Risk Rating L-low M-medium H-high T-tolerable	Action required to reduce risk	By Whom / date
Basketball hoop / hardstanding	Slips and trips Falling hoop / post	All users	Surface condition reviewed regularly by the warden. Condition of hoop/ post reviewed regularly by the warden.	M	Basketball court weed sprayed; surface is in poor condition and will require resurfacing when funds allow	Warden on a weekly basis/ clerk every 6 months
Tennis Court	Slips, trips, falls Fencing / gate damaged Overhanging vegetation	All users	Surface and fencing condition reviewed regularly. Surface cleaned as required. Mowing contractor weeds / sprays as required. Vegetation cut back as required. Also refer tree condition report.	L L	Council to add signate on the gate	Warden on a weekly basis/clerk every 6 months
Lamp Posts						
19 street lamps / posts. Refer attached location plan	Object fall from height Electrical hazard	General public	Condition of lamp posts reviewed regularly. Signs of damage reported to HCC. Survey carried out by HCC in January 2025	L	Warden to report broken lamps to HCC as required. Some lamp units were replaced with a new heritage lamps in 2026.	
Benches (wooden and wrought iron) and Picnic Table						

Asset	Hazard	Who might be at risk	Existing Controls	Risk Rating L-low M-medium H-high T-tolerable	Action required to reduce risk	By Whom / date
Refer Asset Register for location	Splinters, injury from broken parts including rotting wood and corrosion	General public	Condition reviewed regularly by the warden	L		Warden on a weekly basis/ clerk every 6 months
Litter Bins						
Refer Asset Register for location	Injury from damaged bin Contaminated waste	General public Warden Children	Condition reviewed and reported regularly. Warden to ensure appropriate PPE is worn & equipment used. Lid on bin in children's playground.	L		Warden on a weekly basis
Village Green						
The green	Slips, trips, falls Vehicle movement and parking on edge of green	General public	Grass cut regularly to specification height. Posts erected to discourage parking on green and around the pond but at times can be knocked by vehicles. Signage in place but old and barely legible.	L M	Parking restrictions were implemented in Spring 2025. Council also considers adding more parking at the Recreation Ground. New signage.	Council / within 6 months

Asset	Hazard	Who might be at risk	Existing Controls	Risk Rating L-low M-medium H-high T-tolerable	Action required to reduce risk	By Whom / date
Signpost	Injury from falling or broken post		Condition reviewed and reported regularly.	L		
Stocks & whipping post	Splinters, injury from broken parts including rotting wood		Signage advising general public not to touch. Condition reviewed regularly.	L		
Pond	Vehicles / pedestrians fall into pond with risk for drowning	General public, particularly children	No signage or barrier preventing access or warning of water / drop.	T	Refer Risk Review of Aldbury Pond for recommendations.	Council to review risk
Trees						
Refer APC August 2023 tree report	Overhead fall of branches	General public	Regular visual inspection. Full tree survey with report carried out every 3 years. Matters arising from the report are actioned by APC where required. Review of tree risk assessment and action plan of tree maintenance adopted.	M	Clerk to ensure future review periods are actioned.	Warden visual inspection / tree survey every 3 years – due in summer 2026
Notice Boards						

Asset	Hazard	Who might be at risk	Existing Controls	Risk Rating L-low M-medium H-high T-tolerable	Action required to reduce risk	By Whom / date
Aldbury Tring Station	Injury from falling board	General public	A new freestanding Aldbury noticeboard fitted in 2023 and reviewed regularly. A new Tring Station notice board fitted in 2025 is wall mounted and reviewed regularly.	L		Warden weekly/ Clerk every month
Children's Play Areas						
Aldbury Tring Station	Injury from defective play Equipment / surface. Slips, trips, falls. Stings, scratches from vegetation and fencing.	General public, mainly children	Play area inspected annually by RoSPA. Regular visual inspection carried out by the parish warden. Grass cut regularly to specification height. Mowing contractor weeds / sprays as required. Hedge is cut when required.	M L		
Allotments						
Allotments	Communal pathways slips trips and falls. Drowning or sickness from water troughs.	General public	Grass cut regularly to specification height. Signage indicates the allotment area is not a public space. Children should be accompanied and supervised at all times. Dogs to be kept on the lead.	L L L	Council to add signage "CAUTION CHILDREN" "NO UNAUTHORISED VEHICUAL ACCESS"	

Asset	Hazard	Who might be at risk	Existing Controls	Risk Rating L-low M-medium H-high T-tolerable	Action required to reduce risk	By Whom / date
	Injury due to collapse of sheds, broken glass or metal		No contaminants or pesticides used. Allotment tenants are to maintain allotments to a high standard as specified in the conditions of hire.			
Orchard	Communal pathways slips trips and falls Injury from tending	General public Volunteers or contractors	Grass cut twice a year to specification height. Refer separate risk assessment for volunteers.	L L	All Contractors required to provide Risk Assessment carried out and before works commence. Clerk sends H&S policy to all contractors.	As needed
Donkey Paddock	Trespass resulting in injury	General public	Fully enclosed – no public access.	L	Clerk will ask the owner to repair the perimeter fence	
Christmas Tree Lights						
Stored in Memorial Hall	Injury from lights and Christmas tree	General public	See task risk assessment for Christmas Tree carried out annually in November.			

Asset	Hazard	Who might be at risk	Existing Controls	Risk Rating L-low M-medium H-high T-tolerable	Action required to reduce risk	By Whom / date
		Christmas tree working party				







Notes:

1. An Asset Register is kept up to date and insurance is held at the appropriate level for all items.
2. Regular reviews as detailed above are undertaken by the Village Warden.
3. The Village Warden monthly report is distributed by the Clerk to Councillors for discussion and action at Parish Council meetings.
4. Risk Assessment to be reviewed annually or whenever an asset is removed or added to the Asset Register.

First adopted May 2021

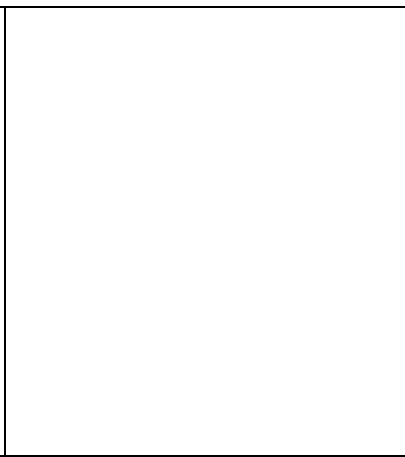
Reviewed: March 2024

Reviewed: May 2026

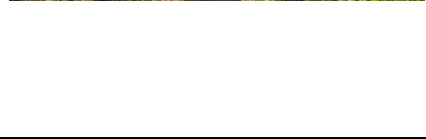
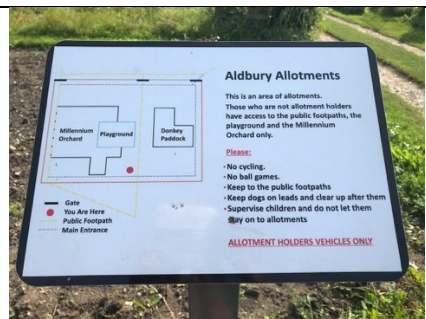
		<p>AWAITING NEW PICTURE</p>	<p>AWAITING NEW PICTURE</p>
<p>Entrance to Recreation Ground</p>	<p>Police sign at Recreation Ground</p>	<p>Wooden logs separating Recreation Ground from parking area</p>	<p>Barrier between car park and recreation ground.</p>
			
<p>Tennis Court</p>	<p>Pond edge</p>	<p>Pond verge</p>	<p>Pond verge parking sign</p>



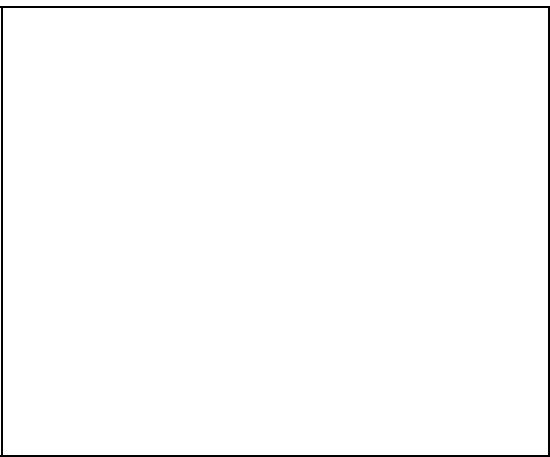
Sticks and sign



Noticeboard



Allotment sign



Playground

ALDBURY PARISH COUNCIL

Footpath Safety Proposal: Physical Barrier Installation

Prepared by: (.....) | Date: 15 May 2026 | Submitted to: Aldbury Parish Council

1. Background & Problem Statement

Cyclists are routinely bypassing designated bridleways and riding at speed downhill on public footpaths in the Aldbury area, placing walkers, dog walkers, and elderly residents at serious risk of injury. The root cause is the deterioration of Rights of Way (ROW) signage that has allowed ambiguity to persist at key entry points to footpath routes.

Signage alone has demonstrably failed. Like a road traffic signal, it functions only with the consent of the observer — and critically, unlike a motorist who risks prosecution for ignoring a red light, a cyclist riding illegally on a footpath faces no meaningful sanction. Physical deterrence is therefore not merely preferable; it is the only intervention that will reliably and consistently prevent the behaviour.

2. Proposed Solution

Installation of two heavy-duty galvanised steel kissing gates at the principal points of Footpath 4 misuse. A kissing gate is the recommended ROW structure for this purpose: it admits pedestrians, pushchairs, and mobility vehicles, but its geometry makes it physically impossible to pass through on a bicycle or horse, eliminating misuse without restricting legitimate access.

Specification: BS5709:2018-compliant galvanised steel kissing gates with self-closing hinges, minimum 1.1m clear width, powder-coated green to minimise visual impact in the landscape. Posts set in concrete. Complementary footpath waymarker signage renewed at both locations.

3. Schedule of Likely Costs

Item	Qty	Unit Cost (ex. VAT)	Total (ex. VAT)
BS5709:2018-compliant galvanised steel kissing gate (supply), inc. posts, fittings & delivery — per unit	2	£620	£1,240
Concrete (Postcrete bags) for post setting — per gate	2	£35	£70
Footpath waymarker finger signs (replacement) — per location	2	£45	£90
Plant & machinery (excavator, and tractor/trailer) — provided free of charge by proposer	2 days	£0	£0
Skilled labour — charged at cost (no mark-up), est. 4 hrs per gate	10 hrs	£30/hr	£300
Contingency (10%)	—	—	£170
TOTAL ESTIMATED COST (ex. VAT)	£1,870		
VAT @ 20%	£374		
TOTAL ESTIMATED COST (inc. VAT)	£2,244		

Note: Gate unit cost is based on current market pricing from specialist ROW suppliers (e.g. Centrewise, Secure-a-Field, First Fence). Final costs subject to confirmation of exact site conditions and supplier quotation. Plant and machinery provided free of charge by the proposer; no hire costs are passed to the Council.

4. Programme & Next Steps

1. Parish Council approves proposal in principle and confirms site locations.
2. Section 147 Highways Act 1980 authorisation obtained from Hertfordshire County Council ROW team (required before any new structure is erected on a public right of way).
3. Supplier quotations confirmed and materials ordered.
4. Installation completed asap following authorisation and material delivery.

Estimated elapsed time from approval to completion: 4–8 weeks (dependent on HCC authorisation timescale).

5. Proposer's Offer

The proposer will supply all necessary plant and machinery free of charge and contribute skilled labour at bare cost — with no profit margin applied. This offer is made in the interests of community safety and reflects 32 years of residence and concern for the wellbeing and maintenance of the Aldbury footpath network. The Council is asked simply to fund the material costs and to pursue the necessary regulatory authorisations promptly.

Detailed Receipts & Payments by Budget Heading 29/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>General Income</u>							
1076 Precept	35,638	35,638	(0)			100.0%	
1080 Interest Received	284	1,150	866			24.7%	
General Income :- Receipts	35,922	36,788	866			97.6%	0
Net Receipts	35,922	36,788	866				
<u>200</u> <u>Precept Expenses</u>							
4000 Clerk's Salary	2,331	14,997	12,666		12,666	15.5%	
4002 Clerk's WFH Allowance	48	288	240		240	16.7%	
4005 PAYE/NI/HMRC (EE & ER)	351	1,978	1,627		1,627	17.7%	
4010 Pension (EE & ER)	676	3,564	2,888		2,888	19.0%	
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	0	50	50		50	0.0%	
4075 IT Support	864	900	36		36	96.0%	
4080 Website	0	100	100		100	0.0%	
4085 Expenses	72	600	528		528	12.0%	
4090 Audit Fees	361	600	239		239	60.1%	
4095 Bank Charges	7	84	77		77	8.3%	
4100 Room Hire	0	300	300		300	0.0%	
4105 Insurance	783	1,261	478		478	62.1%	
4110 Subscriptions	622	660	38		38	94.3%	
4130 Playground Inspection	0	200	200		200	0.0%	
4145 Street Light Power	302	1,900	1,598		1,598	15.9%	
Precept Expenses :- Indirect Payments	6,476	27,932	21,456	0	21,456	23.2%	0
Net Payments	(6,476)	(27,932)	(21,456)				
<u>300</u> <u>Special Projects</u>							
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	2,309	2,000	(309)		(309)	115.5%	
Special Projects :- Indirect Payments	2,934	5,000	2,066	0	2,066	58.7%	0
Net Payments	(2,934)	(5,000)	(2,066)				

Detailed Receipts & Payments by Budget Heading 29/05/2026

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	64	1,650	1,586			3.9%	
1140 Tennis Club	40	100	60			40.0%	
1150 Sports Club Rent	0	1,900	1,900			0.0%	
1180 Wayleave	0	40	40			0.0%	
Concurrent Services :- Receipts	7,761	11,347	3,586			68.4%	0
4300 Grants (S137)	500	700	200		200	71.4%	
4305 Churchyard	0	600	600		600	0.0%	
4310 Open Spaces Grass	974	6,100	5,126		5,126	16.0%	
4315 Open Spaces	0	900	900		900	0.0%	
4320 Rec & Allotment Rent	675	1,850	1,175		1,175	36.5%	
4325 Playground Maintenance	0	500	500		500	0.0%	
4330 Village Warden	0	2,000	2,000		2,000	0.0%	
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	2,149	14,300	12,151	0	12,151	15.0%	0
Net Receipts over Payments	5,612	(2,953)	(8,565)				
999 VAT Data							
515 VAT on Payments	758	0	(758)		(758)	0.0%	
VAT Data :- Indirect Payments	758	0	(758)	0	(758)		0
Net Payments	(758)	0	758				
Grand Totals:- Receipts	43,683	48,135	4,452			90.8%	
Payments	12,317	47,232	34,915	0	34,915	26.1%	
Net Receipts over Payments	31,366	903	(30,463)				
Movement to/(from) Gen Reserve	31,366	903	(30,463)				

Aldbury Parish Council

Summary Receipts and Payments for Year Ended 29th May 2026

Last Year Ended 31st March 2025		Current Year Ended 29th May 2026
	Operating Income	
36,617.21	General Income	35,922.07
24,893.79	Concurrent Services	7,760.78
1,853.72	VAT Data	0.00
<u>63,364.72</u>	Total Receipts	<u>43,682.85</u>
	Running Costs	
39,625.80	Precept Expenses	6,476.42
9,022.50	Special Projects	2,934.16
18,456.38	Concurrent Services	2,148.75
4,719.06	VAT Data	757.87
<u>71,823.74</u>	Total Payments	<u>12,317.20</u>
	Receipts and Payments Summary	
<u>69,943.07</u>	Opening Balance	61,484.05
63,364.72	Add Total Receipts(As Above)	43,682.85
133,307.79		105,166.90
71,823.74	Less Total Payments(As Above)	12,317.20
<u>61,484.05</u>	Closing Balance	92,849.70
	These cumulative funds are represented by:	
16,212.57	Unity Trust A/C	47,578.22
45,271.48	CCLA Investment Management Ltd	45,271.48
<u>61,484.05</u>		<u>92,849.70</u>
	Reserve Balances are represented by:	
-8,459.02	Current Year Fund	31,365.65
39,680.35	General Reserves	31,221.33
1,180.81	EMR - Playground Project	1,180.81
1,000.00	EMR - Parish Paths	1,000.00
20,446.91	EMR Community Projects	20,446.91
3,000.00	EMR - Playground Sinking Fund	3,000.00
2,825.00	EMR - Pond Sinking Fund	2,825.00
1,000.00	EMR - Streetlight Sinking Fund	1,000.00
150.00	EMR - Allotment deposit	150.00
660.00	EMR - Tree Maintenance Sinking	660.00
<u>61,484.05</u>		<u>92,849.70</u>

Signed : _____ (Chairman) _____ (RFO)

BACS/DD/SO presented for payment at the meeting on 1 June 2026:

PAYEE	DESCRIPTION	AMOUNT including VAT where applicable
M Turczyn (Clerk)	Salary and HCC Pension contributions – May (Salary paid on 28.05.2026)	£1,486.05
HMRC Cumbernauld	Clerk's PAYE/NI May	£184.48
RML Tree & Garden Services	Fence works – Tring Station Iron Room	£672.00
Steve Rayner Plumbing & Heating	2 days labour – allotment water supply project	£500.00
Lamps and Tubes Illuminations Ltd	Survey on light in Trooper Rd and power to column 8 in Newground Rd	£75.64
M W Agri Ltd (SO)	Grass cutting	£595.70
M Turczyn	Clerk's mileage expenses	£28.80

Income received in May 2026:

- CCLA Investment – Interest £139.89
- Tennis Club - £20.00
- Allotment rent – £49.00