

**MINUTES OF THE MEETING OF TRING TOWN COUNCIL HELD IN THE
VICTORIA HALL, AKEMAN STREET, TRING, HERTS HP23 6AA ON MONDAY
19th JUNE 2023 AT 7.30 p.m.**

Councillors:	N. Nutkins (Chairman)	Present
	J. Mottershead	Apologies given
	P. Hearn	Present
	B. Patterson	Present
	P. de Koning	Present
	R. Farrow	Present
	P. Reynolds	Present
	C. Weston	Present
	S. Wilkie	Present
	C. Blair	Present
	C. Nutkins	Present
	C. Noxon	Apologies given

Also Present:

Mrs L Housden, Town Clerk
Ms C Murray, Deputy Town Clerk
4 Members of the public

21461. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Noxon (Prior engagement), Cllr Mottershead (Prior engagement).

RESOLVED: Proposed Cllr Wilkie. Seconded Cllr Weston. To accept the apologies for the reasons given. Unanimously agreed.

21462. **TO MAKE DECLARATIONS OF INTEREST**

Cllr Patterson declared an interest due to sitting on the Dacorum Borough Council Development Management Committee and will not participate in decisions that have been considered by Tring Town Council at the Dacorum Borough Council meetings.

Cllr Weston declared an interest due as she will be sitting on the next Dacorum Borough Council Development Management Committee as a substitute and will not participate in decisions that have been considered by Tring Town Council at the Dacorum Borough Council meetings

Cllr Nutkins was the Town Council representative on the Justice & Peace Group so would not vote on Item 21481 regarding Fairtrade.

21463. **TO CONFIRM THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 15th MAY 2023**

RESOLVED: Proposed Cllr Hearn. Seconded Cllr de Koning. To accept the Minutes and for the Mayor to sign them. Unanimously agreed.

21464. **MATTERS OF REPORT FROM THE MINUTES**

- Nothing to Report

21465. **TO RECEIVE SUCH COMMUNICATIONS AS THE TOWN MAYOR
MAY DESIRE TO LAY BEFORE THE MEETING OF THE COUNCIL**

The Mayor reported that he had attended:

- Funeral for ex Mayor (1978-79) Janet Collings
- Setting up of the Dinosaur Event
- Opening of Great Big Green Week
- Dacorum Talking Newspaper AGM

The Clerk reported:

- Dacorum Borough Council received a planning application (23/01254/OUT) for the construction of up to 320 dwellings, a primary school, a local centre, a rural enterprise hub, mobility hub and associated works at the land that was formerly Marsworth Airfield on the 1st June 2023. There is also a concurrent application being dealt with by Buckinghamshire Council (23/01594/AOP).

This application falls under Tring Rural parish council. This Town Council has chosen to comment on previous applications concerning this land but the decision has been made not to do so this time.

If any residents contact Councillors regarding the application they should be encouraged to make representations to both authorities (Dacorum Borough Council & Buckinghamshire Council) and they may also want to contact Tring Rural Parish Council.

- The dinosaurs came to Tring on Thursday the 1st & Friday 2nd June and this event was financially supported by the Town Council. It has been reported back that 2500 people visited over the two days - and 600 visited the museum. The shops also had a good couple of days of increased trade. One mother told Tring Together that she was very relieved that the event was free as she was facing an expensive week finding things to do with her family.

Tring Together have sent thanks in particular to the deputy clerk, the Town Warden & his assistant for all of their help with the event. Also thanks were given to the Council for their contribution towards the costs. If the Council are minded to support something similar in 2024, they'd be delighted to make it happen

- Lidl have contacted the Council with an updated briefing notice which has been circulated, just for information.

- The Town Council has been copied into correspondence from a resident requesting that the fair at Pound Meadow isn't allowed to stay longer than the period that it is open for. As it is DBC land, whilst the email has been acknowledged, it has been left with DBC to respond.
- A resident has copied the Town Council into an email sent to the Woodland Trust regarding her concerns as to litter and fire damage by what she assumes to be a group of young people at a particular site at Tring Park. This has been reported to the police and Hertfordshire Youth service.
- The Deputy Clerk reported on how successful the First Great Big Green Week in Tring had been.

21466. **PUBLIC PARTICIPATION:**

- A resident spoke in objection to planning application 23/01256/FUL (85, Beaconsfield Road).
- A director of the farmers market gave thanks to the Town Warden and his assistant for making the Farmers Market move to Church Square run smoothly.

21467. **PLANNING APPLICATION:**

The Council considered planning applications that had been referred by Dacorum Borough Council for observation of this authority. It was decided to request the Local Planning Authority to take the following comments into consideration when determining the under-mentioned applications.

PLAN REF. NO.

23/01256/FUL	Demolition of one existing bungalow and construction of two semi detached dwellings and associated external works. 85 Beaconsfield Road Tring Hertfordshire HP23 4DW.
	Proposed Cllr Weston. Seconded Cllr Farrow. 7 in favour, 3 against to make the following comment:
	The Council recommended NO OBJECTION to this application.
23/01222/ROC	Variation of condition 7 (permitted development rights) attached to planning permission 4/0195/92 (Change of use from agricultural buildings to 11 residential units with alterations to access.) 15 Home Farm Park Road Tring Hertfordshire HP23 6QU.

Proposed Cllr Wilkie, Seconded Cllr N. Nutkins.
Unanimously agreed to make the following comment:

The Council recommended **REFUSAL** of this application as they are in agreement with the conservation officer's comments i.e from a heritage perspective, reinstating permitted development rights would be harmful to the undesignated heritage asset.

23/01276/TCA

Fell Tree. 45 Albert Street Tring Hertfordshire HP23 6AU.

Proposed Cllr Hearn, Seconded Cllr Wilkie. Unanimously agreed to make the following comment:

The Council recommended **NO OBJECTION** to this application subject to the views of the tree officer.

23/01221/TPO

Works to tree T. 9 Okeford Drive Tring Hertfordshire HP23 4EQ.

Proposed Cllr N. Nutkins, Seconded Cllr Patterson.
Unanimously agreed to make the following comment:

The Council recommended **NO OBJECTION** to this application subject to the views of the tree officer.

23/01271/FHA

Demolition of existing conservatory and replacement with single-storey rear extension. 1 Marshcroft Cottages Marshcroft Lane Tring Hertfordshire HP23 5QN.

Proposed Cllr Wilkie, Cllr N. Nutkins. Unanimously agreed to make the following comment:

The Council recommended **NO OBJECTION** to this application.

23/01296/TPO

Works to trees. Heron House 18 Eggleton Drive Tring Hertfordshire HP23 5AJ.

Proposed Cllr Wilkie, Seconded Cllr de Koning.
Unanimously agreed to make the following comment:

The Council recommended **NO OBJECTION** to this application subject to the views of the tree officer. NB: It is important that this application is looked at by the tree officer.

23/01328/TCA

Tree works. 29 Western Road Tring Hertfordshire HP23 4BQ.

Proposed Cllr Wilkie, Seconded Cllr Hearn. Unanimously agreed to make the following comment:

The Council recommended **NO OBJECTION** to this application subject to the views of the tree officer.

23/01364/TPO

Works to trees. 2 Mortimer Hill Tring Hertfordshire HP23 5JT.

Proposed Cllr Wilkie, Seconded Cllr N. Nutkins.
Unanimously agreed to make the following comment:

The Council recommended **NO OBJECTION** to this application subject to the views of the tree officer.

23/01289/FHA

First floor side extension over existing garage/utility room.18 Fields End Tring Hertfordshire HP23 5ER.

Proposed Cllr Wilkie, Seconded Cllr Hear. Unanimously agreed to make the following comment:

The Council recommended **NO OBJECTION** to this application.

23/01374/FHA Demolition of existing rear conservatory to be replaced with single storey rear extension. 51 Carrington Place Tring Hertfordshire HP23 5LA

Proposed Cllr Hearn, Seconded Cllr Reynolds.
Unanimously agreed to make the following comment:

The Council recommended **NO OBJECTION** to this application.

LIST OF DECISIONS BY DACORUM BOROUGH COUNCIL IN RESPECT OF RECENT PLANNING APPLICATIONS

The Council noted the decisions by Dacorum Borough Council, which were circulated.

RESOLVED: Proposed Cllr Weston. Seconded Cllr Wilkie. To note the planning decisions received. Unanimously agreed.

21468. **TEMPORARY TRAFFIC REGULATION ORDERS**

Details of the following Temporary Traffic Regulation Orders were considered:

- (i) TRO22614 The Hertfordshire (Temporary Closing of Charles Street, Tring during a 'Residents Street Party') Order 2023.
- (ii) TRO22634 The Hertfordshire (Temporary Closing of Various Roads in Tring during the 'Tring Carnival Day - High Street Parade') Order 2023

RESOLVED: Proposed Cllr Wilkie, Seconded Cllr Hearn. To note the Temporary Traffic Regulation Orders received. Unanimously agreed.

21469. **PREMISES LICENCES**

None received.

21470. **PLANNING COMMITTEE**

A copy of the Planning Committee minutes held on 5th June 2023 were circulated ahead of the meeting.

RESOLVED: Proposed Cllr Wilkie, Seconded Cllr Farrow. To receive and note the minutes and decisions made. Unanimously agreed.

21471. **ALLOTMENTS, ENVIRONMENT AND TRANSPORT COMMITTEE**

A copy of the Allotment, Environment & Transport Committee minutes held on 5th June 2023 and a copy of the proposed updated terms of reference were circulated ahead of the meeting.

RESOLVED: Proposed by Cllr N. Nutkins, Seconded Cllr Wilkie. To receive and note the minutes and decisions made and to approve and adopt the updated terms of reference. Unanimously agreed.

21472. **FINANCE & POLICY COMMITTEE / INVESTMENT STRATEGY 23/24**

A copy of the minutes of the Finance & Policy Committee held on 12th June 2023 was circulated ahead of the meeting. It was considered if the recommendation at minute reference 21456 (i), (ii) & (iii) should be implemented.

RESOLVED: Proposed Cllr Farrow. Seconded Cllr de Koning.

(i) To receive and note the minutes and decisions made.

(ii) The Unity Trust bank business current account will be maintained with sufficient funds for day to day transactions. The exact amount will be at the discretion of the Clerk/RFO.

(iii) £500,000 (in addition to the money already in there) be deposited into the existing CCLA Deposit Fund account.

(iv) An instant access savings account with Unity Trust bank be opened with the Clerk/RFO, Mrs L. Housden given sole authority to transfer funds internally from the savings account to the current account. This would hold the balance of the Council monies. The Clerk would also research the feasibility of opening a NatWest 95 days notice account and report back on that at another meeting.

Unanimously agreed.

21473. **OUTSIDE BODIES**

Members gave reports of meetings attended when representing the Council:

- Cllr Wilkie reported regarding Tring Community Centre - the garden has been finished and the children are enjoying it. The manager of the centre sadly recently died. There are now a number of management issues which need resolving, in particular with access to bank accounts.
- Cllr Patterson attended the Arla Liaison meeting. They had a tour of the plant, the largest in the country, and he found it very impressive. The meeting went off smoothly and there was nothing that directly affected Tring.
- Cllr Nutkins attended the Youth Council meeting where maintenance of the skate park, anti-social behaviour, a post box to heaven, and homework club were discussed.
- Cllr Nutkins also attended the Justice & Peace Group. They have raised money for charity, and are asking for the Council's support with the Fairtrade status.

21474. **TRING YOUTH TOWN COUNCIL**

The notes of their May and June 2023 meetings were circulated.

Cllr Nutkins volunteered to attend the July Youth Council meeting.

RESOLVED: Proposed Cllr Wilkie, Seconded Cllr Farrow. To receive the Youth Town Council notes. Unanimously agreed.

21475. **ANNUAL REVIEW OF RISK MANAGEMENT ARRANGEMENTS AND REVIEW OF INTERNAL CONTROL POLICY**

- (i) A report prepared by the Clerk was circulated prior to the meeting outlining the actions taken by the Council to mitigate risk.
- (ii) The internal control policy was circulated for review.

RESOLVED: Proposed Cllr Hearn. Seconded Cllr Farrow.

- (i) To note and approve the systems in place to manage risk
- (ii) To approve and adopt the Internal Control Policy without amendment.

Unanimously agreed.

21476. **TO ACCEPT THE INTERNAL AUDIT REPORT AND THE ACTION TAKEN, AND APPROVE ANY FURTHER ACTION TO BE TAKEN. TO RECEIVE AND NOTE THE ANNUAL INTERNAL AUDIT REPORT OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2023**

The papers relating to this item had been circulated prior to the meeting and recommended for approval by the Finance & Policy working party on 12th June 2023. The Finance & Policy Committee's recommendation to create an Ear-Marked Reserve fund from CiL monies for the Nora Grace Hall was also considered.

RESOLVED: Proposed Cllr Reynolds. Seconded Cllr Farrow.

- (i) To accept the internal audit report.
- (ii) That an Ear-marked Reserves fund is created, as recommended by the internal auditor, for the Nora Grace Hall replacement project. That this be in the sum of £500,000 and will be taken from CiL monies as follows: £5,186.63 from 20/21, £458,641.54 from 21/22 and £36,171.83 from 22/23.
- (ii) To receive and note the signed Annual Internal Audit report 2022/23 of the Annual Governance and Accountability Return for the year ending 31st March 2023 and the internal auditor's explanation for the 'Not Covered' responses.

Unanimously agreed.

21477. **TO RECEIVE AND APPROVE SECTION 1 GOVERNANCE STATEMENTS OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2023**

A report was circulated prior to the meeting with the relevant section of the Joint Panel on Accountability & Governance Practitioners Guidance.

RESOLVED: Proposed Cllr Hearn, Seconded Cllr Farrow. To agree on all the governance statements in, and for the Chairman to sign, Section 1 Governance Statements of the Annual Return Governance & Accountability Return for the year ending 31st March 2023. Unanimously agreed.

21478. **TO RECEIVE AND APPROVE SECTION 2 ACCOUNTING STATEMENTS OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2023**

The papers relating to this item had been circulated prior to the meeting and recommended for approval by the Finance & Policy working party on 12th June 2023.

RESOLVED: Proposed Cllr Farrow. Seconded Cllr Reynolds. To approve, and for the Chairman to sign, Section 2 Accounting Statements of the Annual Return Governance & Accountability Return for the year ending 31st March 2023. Unanimously agreed.

21479. **TO AGREE THE DATES FOR THE PERIOD FOR THE EXERCISE OF THE PUBLIC RIGHTS**

A report recommending the proposed dates had been circulated prior to the meeting.

RESOLVED: Proposed Cllr Hearn, Seconded Cllr Wilkie. To agree the dates for the Period for the Exercise of Public Rights will be Monday 26th June to Friday 4th August 2023. The relevant notice advising of such rights will therefore be displayed on the website and Town Council notice board from Friday 23rd June 2023. Unanimously agreed.

21480. **FINANCIAL MATTERS:**

The Clerk's report briefed Members on (i) the year-end figures for 2022-23 including the reserves position (ii) the figures for month 1 and 2 of this financial year (23/24) (iii) A request to pay outstanding rebates to two past employees and (iii) the schedule of payments.

RESOLVED: Proposed Cllr Weston, Seconded Cllr Hearn

- (i) To note the financial outturn and to approve the unaudited Financial Statements for the year ended 31st March 2023. The Chair and Town Clerk as Responsible Financial Officer to sign and date the balance sheet.
- (ii) To note the financial position for the Financial Year 23/24 to date.
- (iii) To pay the past two employees the outstanding rebates.
- (iv) To approve the Schedule of Payments.

Unanimously agreed.

21481. **FAIRTRADE COMMUNITY STATUS FOR TRING**

A request made by the Justice & Peace Group to assist with their renewal of the Fairtrade Community Status for Tring was considered.

RESOLVED: Proposed Cllr Hearn, Seconded Cllr C. Nutkins. To support Fairtrade and, whenever possible, to serve Fairtrade coffee and tea in its offices, at its meetings and its receptions in The Market House.

It is agreed that signs be put on the table at receptions/meetings that Fairtrade products were served.

11 Cllrs Agreed and 1 abstained.

21482. **USE OF TOWN COUNCIL LAND**

Two requests were considered to use Town Council Land:

- (i) A request by Watford Police to use land owned by the Town Council for youth community service.
- (ii) A request by Espresso Lounge to hire the Old School Yard car park for a coffee and car event.

RESOLVED:

- (i) Proposed Cllr Wilkie, Seconded Cllr de Koning. To agree to the use of the Tring Town Council land for young offenders to carry out community work subject to them having Public Liability Insurance. Unanimously agreed.
- (ii) Proposed Cllr Nutkins, Seconded Cllr Farrow. To agree to use the Old School Yard Car park for a coffee and car event with a charge of £125. Unanimously agreed.

21483. **EXCLUSION OF THE PRESS AND PUBLIC**

A resolution was considered that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded during the following items of the agenda for this meeting because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business.

RESOLVED: Proposed Cllr Hearn, Seconded Cllr Wilkie. To exclude members of the press and public. Unanimously agreed.

21484. **TOWN COUNCIL RENTAL INCOME**

The Council considered if an annual rent increase for the Farmers Market should be implemented this year.

RESOLVED:

Proposed Cllr Weston, Seconded Cllr Hearn. To waive the rent increase for the Farmers Market this year. Unanimously agreed.

The meeting closed at 9pm

Chairman