



# ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

**PARISH OF ALBURY**  
**NOTICE OF PARISH COUNCIL MEETING**  
**Local Government Act 1972**



Minutes of the **Annual Meeting** of Albury Parish Council held on **Monday 14<sup>th</sup> May 2012 at 7.30pm**

In the **Memorial Library** for the transaction of the under mentioned business.

**Present:** Cllr N Wenman (in the chair), Cllrs J Brockwell, P Gellatly, A Kerslake, K Kinnes, G Robinson, P von Radowitz  
Borough Cllrs R Billington and D Wright  
County Cllr K Taylor  
PCSO Paul Hyde  
4 members of the public

**In attendance:** The Clerk, Mrs J Cadman

- 90/12 Election of Chairman:** Cllr Wenman, PROPOSED by Cllr Brockwell, SECONDED by Cllr Robinson, with all in favour. There were no other nominations. Cllr Wenman signed the Declaration of Acceptance of Office
- 91/12 Apologies for absence:** were received from Cllr R Hogben
- 92/12 Declarations of interest:** none were made
- 93/12 Election of Vice Chairman:** Cllr Brockwell, PROPOSED by Cllr Wenman, SECONDED by Cllr Robinson, with all in favour. There were no other nominations.
- 94/12 Appointment of Committee Chairmen and members:**  
It was **Agreed** that Committee Chairmen would be appointed at the first meeting of each committee. It was **noted** that the Chairman and Vice Chairman of the Council are ex-officio members of all committees. Members were appointed as follows:  
*Policy and Resources:* Chairman and Vice Chairman of the Parish Council, Chairman of each committee  
*Facilities:* Cllrs J Brockwell, P Gellatly, R Hogben, G Robinson and P von Radowitz. These members were PROPOSED by Cllr Gellatly, SECONDED by Cllr Robinson, with all in favour. Cllr von Radowitz agreed to continue as Lead Member for Open Spaces.  
*Planning and Environment (inc. Landfill and Star Energy):* Cllrs J Brockwell, P Gellatly, A Kerslake, G Robinson, P von Radowitz. These members were PROPOSED by Cllr Robinson, SECONDED by Cllr Kerslake, with all in favour. Cllr Robinson agreed to continue as Lead Member for the Environment.  
*Community Development:* Cllrs J Brockwell, P Gellatly, R Hogben, A Kerslake, K Kinnes. These members were PROPOSED by Cllr Kerslake and SECONDED by Cllr Kinnes, with all in favour. Mr Steve Scott, a parishioner, would be seconded to this committee at its first meeting.  
*Village Hall Committee:* Cllrs P Gellatly, R Hogben, K Kinnes, G Robinson, N Wenman. These members were PROPOSED by Cllr Gellatly, SECONDED by Cllr von Radowitz, with all in favour. It was **noted** with appreciation that Cllr Brockwell is heavily involved in the day to day running of the hall.  
*Jubilee (temporary committee):* Cllrs R Hogben, A Kerslake, K Kinnes, G Robinson. This committee will cease to exist after the Jubilee celebrations have finished and all related matters have been completed.
- 95/12 Dates of future meetings:**  
Calendar of meeting dates for the coming year circulated before the meeting and this was **approved**.
- 96/12 Minutes of the meeting held 2<sup>nd</sup> April:** these were approved as a correct record of the meeting and signed by the Chairman.
- 97/12 Matters Arising**  
*73/12: First Aid Volunteers:* a meeting had been arranged with the area co-ordinator for the coming week. It was **agreed** that a proposal to take this forward would be presented to members at the June meeting.

*Memorial Library Clock:* Members received quotation of £435.00 to refurbish and restore the English Fusee dial clock. Cllr Robinson PROPOSED that this quotation be accepted. This was SECONDED by Cllr von Radowitz, with all in favour.

*Surrey Community Action:* had requested to meet with Councillors to present the results of the Housing Survey. It was **agreed** that this presentation should be made simultaneously to the Parish Plan Committee and the Parish Council, probably at the June meeting.

#### **98/12 Clerk's Matters Arising**

- a) *Green spaces, open spaces and outdoor recreation:* GBC had requested assistance in compiling a comprehensive picture of open space facilities in the parish, as part of preparing an evidence base to inform the new Local Plan. Cllr von Radowitz would meet with the Clerk to take this forward.
- b) *Love where you live* GBC had requested nominations for areas on or near a road in the parish which would benefit from litter picking, sweeping, weed clearance or small amounts of cutting back. Cllr Brockwell and Cllr von Radowitz would meet with the Clerk to compile a list.
- c) *Website:* the work on re-building the website was almost complete, and the Clerk and Mrs Robinson would meet with Mr Thompson when it was, in order to start the handover and updating process.

#### **99/12 Provision of places at Tillingbourne School for local children:**

This item was deferred to **101/12** to allow a member of the public to speak.

#### **100/12 Police matters:**

The Chairman welcomed PCSO Paul Hyde to the meeting. It was noted that he was not given a car to carry out his duties, which seemed ridiculous in a rural parish. The Clerk would write to Gavin Stevens, the Chief Superintendent, to convey the Council's concern about this, copying the letter to Borough and County Cllrs.

PCSO Paul Hyde reported as follows:

1. *Olympic Cycle Race:* PCSO Hyde advised that his Sergeant wished to attend a Parish Council meeting to talk about the policing of the cycle race. The Clerk said that she had been in touch, but it had not yet been possible to organise a date.
2. *Shed break-ins:* 4 sheds had been broken into in Peaslake in a week, and items such as lawnmowers and chain saws taken. These break-ins had all happened at night. It was intended to put leaflets in the Post Office about this crime outbreak, and also something in the Parish Magazine.
3. *Countywatch:* PCSO Hyde mentioned this initiative, which both Cllr Gellatly and Cllr von Radowitz confirmed that they made use of, and had Countrywatch signs on their properties. Members receive e-mail updates on a regular basis, advising them of crimes and relevant matters. Cllr Wenman suggested that they consider a piece in *Albury Matters*.

**101/12 Open Forum:** *members of the public are welcome to attend and to ask questions or make representations*  
*Provision of Places at Tillingbourne School:* Mr Andi McCann had attended the meeting to ask for the Council's support in his appeal against the school allocation for his daughter and to explain the impact that SCC's Admissions Policy is having on children in the area. Using the 'as the crow flies' yardstick means that children are having to travel up to 50 minutes at each end of the school day. He lives at the outskirts of Albury Parish, in Shophouse Lane and his daughter currently attends Chilworth Infant School. They had requested that she go on to Tillingbourne with her peers, but this was refused and she was allocated a school where she will be the only one from her class. She is the only child in Albury who has suffered from this policy this year, there are 8 children in Peaslake and Shere who have received the same treatment. Cllr Taylor advised that birth rates had risen across Surrey since 2002 and last year there had been 20% more children entering the education system than the year before. As a result, extra classes had been agreed across the borough and 83% of children were being given their first preference. This is high by national standards and is improving year on year. However, there is no evidence that there is a need to put an extra class into Tillingbourne school. Cllr Kinnes pointed out that the class size at Tillingbourne was 34 the previous year.  
Cllr Wright advised that Shere Parish Council had supported parents' appeals against school allocation, and

he and Cllr Billington had also given their support.

Cllr Wenman acknowledged that the general issue of schooling should be addressed by the Parish Plan and was glad that Mr McCann is on the Parish Plan committee, with specific remit for schooling.

Members **agreed** that the McCann's appeal should be supported. The Clerk would liaise with Mr McCann over details.

#### **102/12 Committee reports: Facilities:**

- a) Cllr Brockwell advised that he and Cllr Hogben had made a list of maintenance items in the parish to be addressed, and these would be actioned with the Facilities committee.
- b) *Farley Green ditch*: Cllr Brockwell advised that the ditch is to be cleaned on the 23<sup>rd</sup> May. A truck has been arranged to take the silt away and SITA have agreed to take it into the landfill site.
- c) *Litter pick on Albury Heath*: Cllr Brockwell hoped to combine this with the *love where you live* Borough Council campaign.
- d) *Recreation Ground: safer surfacing*: members received a quotation from Playground Facilities to restore the safer surfacing under the multi play equipment to the legal level, in the sum of £900.00. Cllr Brockwell PROPOSED that this quotation be accepted, SECONDED by Cllr Gellatly, with all in favour.
- e) *Bin on heath*: A quotation from Glasdon to provide parts for the broken bins had been circulated prior to the meeting. Cllr Brockwell considered that the work could be done in a less expensive way and it was **agreed** that this work should be progressed in the most cost effective fashion, with a total spend limit of £250.00. This was PROPOSED by Cllr Robinson, SECONDED by Cllr Kerslake, with all in favour.
- f) *Section 106 monies*: Cllrs noted that there would be approximately £25,000 in Section 106 money from the Albury Mansion development. The Clerk will arrange a meeting with Mary Anne Prior and Dennis Wheeler to discuss how this could be spent, as current agreements all stipulate that the money should be spent on recreation.

#### **103/12 Committee reports: Community development**

- a) *Village Shop and Post Office*: Cllr Wenman advised that the subject of the future of Albury Post Office is being dealt with by two entities: Royal Mail, and the Post Office. The Royal Mail are responsible for the sorting office and the postmen, the Post Office are responsible for the counter services. As a result of the situation with Mrs Chapman, the contract was terminated by the Post Office, who act as agent for Royal Mail, and a new one will have to be drawn up. Albury Post office receives an income of approximately £30,000 pa, £20,000 of this from the Post Office services and £10,000 for the sorting office. The Post Office are proposing to set-up a new *Post Office Local* which would mean that the core payment would be withdrawn. If the sorting office is moved back to Guildford, as is currently proposed, the £10,000 would also be lost. This will make the village shop commercially unsustainable. As a result of representations from Cllr Wenman as Chairman of the Parish Council, the Post Office had agreed not to take any action at present and Mr Patel would remain as temporary postmaster under the current terms. A decision is now awaited from Royal Mail regarding the sorting office. The Duke of Northumberland has written to the Managing Director of the Post Office and the Chief Executive of Royal Mail. He had also written to Sir Paul Beresford, asking him for his support. Cllr Wenman proposed that the Council meet to discuss the next move once a decision had been received from Royal Mail.
- b) *De-cluttering*: Cllr Wenman was aware that Cllr Hogben wished to finish the de-cluttering campaign and had produced a schedule. Some of the work needed could be done by the Parish Council, others will need a contractor. Cllr Hogben will table a proposed budget at the June meeting.

#### 104/12 Committee reports: Village Hall

- a) *Purchase of tables:* members received a proposal to purchase 4no 915mm x 760mm GOPAK folding tables at a cost not exceeding £300 excl VAT, to replace 2 no tables which are in a bad state of repair. This purchase was PROPOSED by Cllr Wenman, SECONDED by Cllr Kerslake, with all in favour.
- b) *Income for 2011/12:* the total income for the year 2011/12, allowing for receipts banked in 2011 which had been invoiced in 2010/11 and invoices raised in 2011/12 which had not yet been paid, amounted to £8,568, with £150 provision for bad debt. Total expenditure was £12,538, giving a loss in the year of £3,970 against a budgeted loss of £5,190 a considerable improvement on last year.
- c) *Bookings:* these are progressing well.
- d) *Car parking:* Michael Baxter, Albury Estate, had written to residents in the Street, advising them that the first two bays in the car park are for the use of people using the village hall and accessing the businesses, and the last bay, of 10 spaces, can be used by residents on a licensed basis. This scheme will come into force on the 1<sup>st</sup> June. A resident had expressed concern that this would mean more cars on the road, which would cause more accidents, and have the ultimate effect of producing ugly traffic calming measures. Cllr Brockwell stated that SCC took the view that cars parked on the road acted as a traffic calming measure. There was little or no chance of traffic calming measures as these had already been rejected by SCC.  
It was agreed that signage for this parking arrangement should be discussed by the Village Hall Committee, as well as the allocation of a disabled parking space.

#### 105/12 Planning: Planning applications received and planning applications determined by Guildford Borough Council

**Applications received:** Members to *note* that minutes from planning meetings and responses to GBC are filed in the planning file, tabled at the meeting.

Cllr Gellatly referred to Albury House, whose application for 2 houses on the site had been refused, because a condition on the original permission had stipulated that the area concerned should be for recreational use for the owners of the Albury House conversions. They had now applied for this condition to be removed, and the planning committee had not raised any objections but had pointed out that an area of this size should include 1 unit of affordable housing. If the area was split, this condition would be removed.

#### Finance

- a) *Annual Return:* the internal audit will take place on the 1<sup>st</sup> June and the statement of account and Annual return will be presented to Council for approval at the June meeting.
- b) *Statement of account for year 2011/12:* Cllr Brockwell summarized the income and expenditure for the year, which had resulted in a net under-spend of £8,573.
- c) *Cheque list:* list of cheques raised and invoices approved to 30/4/12 had been circulated prior to the meeting and was noted and approved.

#### 107/12 Star Energy: An application for the proposed LNG site was still awaited. Members **agreed** that this would no longer be a separate agenda item.

#### 108/12 Albury Landfill site: An application had been received for renewal of Gasrec's permissions, the Planning Committee had not objected. The Clerk would arrange a meeting with SITA for June.

#### 109/12 Jubilee celebrations: Everything is going smoothly. The tree planting will take place on the triangle of grass at the entrance to Albury Heath off New Road. The Clerk has undertaken the first risk assessment in accordance with insurance requirements and will complete the final one two weeks before the event.

#### 110/12 Parish Plan: Cllr Brockwell had attended a recent meeting and advised that the questionnaire should go out to the parish in September.

#### 111/12 Councillors business: *for noting or including on a future agenda*

- a) *School posters:* Cllr Kerslake advised that the posters put on bus stops to advertise school events are being taken down. Cllr Brockwell will speak to the village handyman.
- b) *Parking at the top of Westonfields and the junction of Church Lane:* Cllr Kerslake advised that a lot of cars parked on the grass at the junctions. Members discussed this and the problem of where they would be parked if this was not available. **Agenda item:** Facilities committee.

**112/12 New Correspondence**

No new correspondence, other than that dealt with on the agenda, had been received.

**113/12 Open Forum**

- a) *Dog in recreation ground:* Mr Lethbride advised that a dog was frequently let into the recreation ground. As it was not known who it belongs to, it was agreed to monitor this.
- b) *Antique class:* Mrs Goddard complained that the Antique Class left the tables dirty, and they had to be washed before they could be used by the Friendship Club.
- c) *Tour of Britain:* Cllr Taylor advised that this would take place in September and would last for 8 days. The 8<sup>th</sup> leg is from Reigate to Guildford and the proposed route is the A25.
- d) *Planning Department:* Cllr Billington advised that Tim Dawes is happy to meet with members of the Parish Council, and he would arrange a meeting.

**114/12 Dates of meetings:** Were agreed as follows:

Full Council:	11 <sup>th</sup> June, 2 <sup>nd</sup> July, no meeting in August
Facilities:	25 <sup>th</sup> June
Community Development:	23 <sup>rd</sup> July
Planning:	11 <sup>th</sup> June, 2 <sup>nd</sup> July, 23 <sup>rd</sup> July
Village Hall:	to be advised.

There being no further business, the meeting closed at 9.25pm