



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 14th May 2018 at 7.30pm
In the **Memorial Library** for the transaction of the under mentioned business.



Present: Cllrs J Brockwell, S Dennis, G Robinson, J Rowland, S Scott
County Cllr K Taylor
Borough Cllr R Billington

In attendance: The Clerk, Mrs J Cadman

56/18 **Election of Chair:** Cllr Scott, Proposed by Cllr Robinson, Seconded by Cllr Rowland, all in favour. Cllr Dennis proposed a vote of thanks to Cllr Scott for all his work over the last year.

57 /18 **Apologies for absence:** were received from Cllrs Hogben and Webb.

57/18 **Declarations of interest:** *Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter*

None were made.

58/18 **Election of Vice Chair:** Cllr Robinson, Proposed by Cllr Yeoman, Seconded by Cllr Dennis, all in favour.

59/18 **appointment of committee chairs and members**
policy and resources: Chairs of committees

Highways and Byways: the following changes were proposed and agreed:

The portfolio will be divided into two:

Outdoor maintenance, including allotments: Chair: Cllr Yeoman, Proposed by Cllr Dennis, Seconded by Cllr Rowland, all in favour. Committee members: Cllrs Brockwell and Robinson

Highways, Byways and traffic: Chair: Cllr Brockwell, Proposed by Cllr Yeoman, Seconded by Cllr Rowland, all in favour. Committee members: Cllrs Rowland and Dennis.

Planning and Environment (inc. landfill and IGas): Chair: Cllr Dennis, Proposed by Cllr Robinson, Seconded by Cllr Yeoman, all in favour. All members of Council are members of the Planning Committee.

Communications and Marketing: a new committee. The vacant position on Council will be used to seek someone to undertake this role.

Finance: Chair: Cllr Brockwell

Village Hall: Chair: Cllr Rowland. Proposed by Cllr Dennis, Seconded by Cllr Yeoman, all in favour. Cllr Rowland will look after fabric, but is not able to commit to responding to emergencies, as he is away from the village on work commitments.

60/18 **Dates of meetings:** due to the changes in committees, the Clerk will produce a new schedule of meetings, to be approved at the June full Council meeting.

61/18 **Minutes of the Meeting held Monday 9th April 2018:**

Cllr Dennis tabled the following amendments, which were accepted and signing of the minutes deferred to the June meeting.

51/18: *Local Plan*: In a letter to GBC, the Planning Inspector who is handling the Hearing into the Guildford Local Plan has stated the following: 'I understand that the HMW authorities intend to work together to address future shortfalls, but meanwhile there is a present need and it needs to be addressed now. In Waverley the allowance that was included in the HMA was 83dpa. This figure would have to be adjusted in the case of Guildford to allow for differing plan periods. I invite the Council to produce a paper to demonstrate how unmet housing need in the HMA will be included.' The Hearing is due to commence in June. GBC has robustly said it will not take the shortfall. It is not known yet if this would impact Albury Parish if GBC has to adhere to this.

46/18: *website*: Cllr Dennis wished thanks to be recorded to Julia McClung, who had worked over the bank holiday weekend to finish the updates to the website.

47/18: *Traffic Calming*: Cllr Hogben's Motion had not been seconded in accordance with the Council's Standing Orders and therefore could not be allowed. This would be removed from the minutes of that meeting and deferred to the June meeting. The Parish Clerk confirmed that a meeting had taken place between herself, Cllr Hogben and the Monitoring Officer at GBC but she was unable to provide minutes of the meeting or confirm its content. Cllrs asked the Clerk to obtain written confirmation from the Monitoring Officer explaining his advice given, and to circulate this before the Motion is tabled again, such that members can make an informed decision.

45/18: two parties had viewed the fishing tackle shop, not one as minuted.

62/18 **Matters Arising**

- a) *Fishing Tackle shop*: a response was awaited from the people who had viewed the shop.
- b) *Allotments*: Cllr Robinson reported that the top end of the allotments are in good shape, the bottom end is overgrown. He had shown a prospective allotmentee the site, and she would take a half plot. Another person had expressed an interest.
- c) *Recreation ground*: Cllr Rowland tabled two alternatives. Members agreed on the climbing equipment quotation from Home Counties Play Ltd, subject to delivery time and clarity on what was provided within the purchase price of £9,900. The Clerk noted that it was proposed that the equipment was placed on the current bark, which is inadequate, expensive to maintain, and which will need new edging.
- d) *Commemorating WW1*: Members **agreed** that the Council should purchase three WWI soldier silhouettes at £100 each, to include fixtures, fittings and delivery, and place one at each end of the village and one on Farley Green. Cllr Robinson will organize this.
- e) *Climbing equipment at Playground*: this has been removed and the area made good pending further plans.

63/18 **Chairman and Clerks Matters arising**

- a) *New parish council year*: members were asked to consider the Council's priorities for the coming year. The following were agreed:
 - Policies and procedures to be reviewed
 - Improve marketing and communications
 - Progress the Neighbourhood Plan
 - Progress the parish maintenance programme
 - Support the youth of the village.
- b) *Defibrillator at Newlands Corner*: deferred to June meeting. The Clerk was advised that the defibrillator at Westonfields appears to be malfunctioning and will investigate.

64/18 **General Data Protection Regulations**

- a) *Data Protection Policy*:
Members approved the Council's Data Protection Policy

Proposed by Cllr Brockwell, Seconded by Cllr Robinson, all in favour.

b) *Privacy Policy:*

Members approved the Council's Privacy Policy

Proposed by Cllr Brockwell, Seconded by Cllr Robinson, all in favour

c) *Standing Orders:*

Members approved the Council's Standing Orders, amended to reflect the GDPR.

Proposed by Cllr Brockwell, Seconded by Cllr Robinson, all in favour

d) *Data Protection Officer:*

Members approved the proposals set out by Guildford Borough Council.

Proposed by Cllr Robinson, Seconded by Cllr Dennis, all in favour.

65/18 **Police matters**

Statistics for the month of March are as follows: 1 vehicle crime in the Street; 5 crimes in Trodds lane: 2 criminal damage, 2 public order and 1 burglary; 1 anti-social behavior in Guildford Lane; 1 anti-social behavior on Shere Road.

66/18 **Open Forum:** *members of the public are welcome to attend and to ask questions or make representations*

Borough Cllr:

- Cllr Billington advised that he was no longer a member of the Parks and Recreation Committee at GBC as he has been appointed deputy Mayor.
- In response to a question from Cllr Dennis, Cllr Billington undertook to investigate regarding Edgeley Park's licence and advise if it will be extended to include the Sun Club area and what changes can be made to it to restrict permanent dwelling.

County Cllr:

- Cllr Taylor advised that each County Cllr now had an allowance of #7,500 for the whole of their ward. He would use his as appropriate.
- Cllr Brockwell asked Cllr Taylor to ensure that Highways did not include Blackheath Lane in its schedule for resurfacing, as this would be a waste of scarce resources.
- Cllr Brockwell advised Cllr Taylor that a snowplough belonging to SCC had sat at Home Farm for two years without being used and had clearly not been serviced.
- Cllr Taylor advised that the County's winter gritting programme had been reviewed, and Albury had not lost any roads on the programme.
- New Road/Sherbourne Closure: Cllr Brockwell requested a sign to advise motorists that Brook Lane is unsuitable for a diversion.

67/18 **Committee reports:** *Highways, Byways and Open Spaces*

Cllr Scott reported as follows:

- the ditch at Edgeley Park had been cleared and this seems to have been successful in stopping the flooding on that corner.
- The BOAT at Ride Lane had been closed to traffic.

68/18 **Committee reports:** *Community Development*

No report had been received.

69/18 **Committee reports:** *Village Hall:*

Thanks were recorded to Cllr Brockwell for all his work on the hall.

Cllr Brockwell reported that the library kitchen had been inspected by GBC, who had given a good report. They had now agreed that it was not necessary for all Coffee Morning cake makers to have their kitchens inspected.

70/18 **Committee reports:** *Planning and Environment*

Cllr Dennis requested that the Clerk resumes attendance at Planning meetings.

71/18 **Neighbourhood Plan**

Cllr Dennis reported as follows:

- The last six months had been spent assessing the viability a Neighbourhood Plan (NP) reviewing the plans of other parishes.
- A meeting had been held with GBC to understand the process.
- A Co-ordinator had been appointed to liaise with the public, produce and manage the website and manage administration for the project.
- The NP had been launched at the Annual Assembly.
- A consultant had been appointed, a meeting held with him and he had been shown the parish.
- An application had been submitted for a government grant.
- Leaflets have been distributed around the parish advertising an Open Event at the village hall on May 22nd. Banners will be erected to publicise this.
- It is hoped to complete the Plan by December 2019.
- Cllr Brockwell advised the meeting of costs to date.
- Cllr Dennis asked the Clerk to circulate the minutes of the recent NP Steering Group meetings to all members and advised that these could also be found on the NP website.

72/18 **Finance**

- Financial regulations:* members reviewed and agreed the Council's current financial regulations. Proposed by Cllr Brockwell, Seconded by Cllr Robinson, all in favour
- Draft Management report to 31st March:* members reviewed and agreed the management report.
- Cheque lists for March and April 2017":* members noted the final spend for March at £5796 and for April at £4134.58 and this was agreed.
- Internal Audit:* this will take place on 18th May.

73/18 **Councillors business:** *for noting or including on a future agenda*

Traffic Calming: The Local Committee (LC) allocation of £10,000 was originally for the Bus Stop platform and subsequently changed with agreement of the Parish Council to be spent on the original enlargement of the traffic island opposite the PO and village gateways. The funds were administered by SCC and it was reported to the June 2014 LC meeting that £6800 had been spent to date. Cllr Brockwell recollected that the balance was drawn down to pay for planters, posts etc through Surrey Hills ANOB. The LC allocation was £25000 was approved at the March 2015 LC meeting, was held by SCC and expended on the extension of the traffic island opposite the PO further towards the PO, the narrowing of the highway at each end of the village and the widening of the pavement adjacent to Albury House. At no time was APC or Surrey Hills ANOB involved in the spending of the LC allocation. Cllr Brockwell was satisfied that little or no funds exist to be spent on further traffic calming

74/18 **New Correspondence**

Letters of thanks for grants have been received from Surrey Air Ambulance and Friends of the Hurtwood.

75/18 **Open Forum**

76/18 **Dates of meetings**

Agreement deferred to June meeting.
 Planning: 4th June, 7pm

The meeting closed at 9.55pm