



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

PARISH OF ALBURY

NOTICE OF PARISH COUNCIL MEETING

Local Government Act 1972

The minutes of Albury Parish Council meeting held on

Monday 15th May, 2023 at 19:30 in the village hall

for the transaction of the under mentioned business.

There will be an informal question time of up to fifteen minutes during which members of the public, who live or work in the Parish, may ask questions relevant to the work of the Council. The Council meeting will start immediately following public question time or at 7.45pm, whichever is the earlier.

MINUTES

Open Forum

Member of the public attending: Grahame Robinson, Angela Galbraith

Present: Cllrs A. McCann, N. Edwards P. Gellatly, and S. Dennis.
Borough and County Cllr Hughes

In attendance: The Clerk, Ms. C. Bishop-Wright

093/23

Election of Chairman

Cllr Dennis proposed Cllr Bevan as Chair. Seconded by Cllr Gellatly. Cllr Gellatly proposed Cllr Dennis as Vice-Chair. Seconded by Cllr Edwards. No objections.

As this was the first meeting in May following an election, the meeting commenced by following the agenda items set out in Standing Orders and followed on with the circulated agenda.

1. Co-option

Co-option of Grahame Robinson to Council. Proposed by Cllr Dennis. Seconded by Cllr Gellatly. All in favour.

2. Acceptance of office

All signed and handed to the Clerk.

3. Minutes

April Council meeting minutes were approved as a correct record. The March minutes will be re-circulated by the Clerk for sign off at the June meeting.

CJ

4. Minutes of the last of a committee

Not applicable.

5. Recommendations made by committee

None received.

6. *Terms of reference*
None to change.
7. *Appointment of member to existing committees*
Chairs of committees as follows:
Planning – Cllr Gellatly to continue.
Village hall – Cllr Bevan to take over, with Cllr Gellatly assisting if necessary.
Maintenance and Open Spaces – Cllr Edwards to take over with assistance from all cllrs as necessary.
Highways and byways – Cllr Robinson to takeover. Cllr Dennis and Gellatly to assist if necessary.
Communications – Cllr Dennis to continue.
Allotments – Cllr Robinson to continue.
Environmental projects – Cllr McCann to continue.
Finance – to be discussed at extraordinary meeting on 24th May. Previous Cllr, John Brockwell, has offered to continue to work alongside the Clerk for any assistance she requires with finance. All approved.
Members of committees:
All cllrs to be members of all committees by default.
8. *New committees*
None received.
9. *Standing orders and financial regulations*
Cllr Gellatly made one typo amendment. All in approval.
10. *Review of legal arrangements*
All leases up for approval in December 2024.
11. *Representation on or work with external bodies*
Not applicable.
12. *General power of competence*
As the Parish Council do not have 2/3 of their seats with elected members, the Parish Council does not qualify for the general power of competence at this time.
Will review in next election year.
13. *Assets*
No changes received.
14. *Insurance*
The insurance policies are up for renewal in September 2024.
15. *Subscriptions*
The Parish Council has 3 main subscription that are Surrey Hills Society, SALC, and Parish Online. No changes suggested.
16. *Complaints procedure*
No changes received.
17. *Freedom of information*
Recently reviewed.
18. *Press/media*
No changes here.

19. *Employment policies and procedures*
No changes here.

20. *Expenditure*
Financial documents reviewed and approved – payment/receipts for 2022/23.

21. *Meeting schedule*
To be circulated by the Clerk and approved at May 24th Extraordinary Council meeting. **CJ**

To discuss the handover from retiring councillors, an extraordinary meeting has been called for Wednesday 24th May at 19:30 in the village hall.

The meeting returned to the circulated agenda.

094/23 **Apologies for absence**
Cllr Bevan
Borough Cllr Newson

095/23 **Declarations of interest:**
None received.

096/23 **Minutes of the meeting held on Monday 6th March and 3rd April; Annex 1**
April accepted. March to be amended and re-circulated.

097/23 **Actions Update; Annex 2**

098/23 **Brief Report from Borough Councillors**

a) *Introduction from new councillors*

Cllr Hughes is now the PC's Borough Cllr and County Cllr. The other Borough Cllr elected was Danielle Newson.

Cllr Hughes informed that Council to meet for first time next week.

b) *Local plan*

County Cllr Hughes informed that the local plan review and update has cost £3 million and further £1.5 million is budgeted.

c) *Planning*

GBC's planning department may have decision-making powers stripped. Due to a backlog caused by staffing difficulties, recent decision-making has been rushed, which has led to numerous mistakes being made. Cllr Gellatly asked whether Cllr Hughes will be sitting on the planning committee, as the PC has not had a cllr sit on the committee for some time. Cllr Hughes is not, but is sitting on licensing and chairing another which he will confirm at a later date. **BH**

d) *Edgeley Park*

Cllr Hughes is planning a meeting with Tom Horwood in regards to this. Edgeley have applied for a certificate of lawfulness to move some of the sites around the Park. **BH**

099/23 **Brief report from County Councillors**

a) *Woodhill Sandpit/Sawmills update*

Cllr Hughes has written to the executive director of planning at GBC as there is some confusion as to whether the planning application is lawful. Cllr Hughes wants to clarify whether there was an amendment to the planning application of the barn, as the height was amended after approval. **BH**

b) *Westonfields flooding update*

Cllr Hughes to chase. **BH**

c) *Brook Hill and August Lane*

Approved ditching works.

d) *Blackheath Lane*

Cllr Hughes is struggling to get approval to resurface this road. He will update at the next meeting. **BH**

- e) *Shophouse Lane flooding at The House*
Cllr Hughes informed that this is being investigated.

100/23 **Matters arising**

- a) *Review of annual meeting*
Cllr McCann suggested that there be some changes to the format of the annual meeting. To be discussed at a meeting closer to the date in 2024.

101/23 **Clerks matters arising**

- a) *Coronation celebrations*
The PC offer thanks to Tina Playford for organising the Coronation Lunch on Farley Green. The Clerk will chase the accounts with Tina for an update, to see how fundraising went as the PC had agreed to make a contribution. **CJ**
- b) *Latchmere Properties Bridge*
The Clerk has confirmed the PC's contribution of £250 to the repair of the bridge adjacent to the village hall car park. The Estate will liaise with the Clerk when the date for the repair is confirmed. The Clerk to chase the overhanging tree at the Mill House and tidy up vegetation of overhanging the wall between Tupperts Alley and Albury House. **CJ**
- c) *New councillor recruitment and transition of retiring councillor's activity*
To be discussed at extraordinary meeting.
- d) *Declaration of Acceptance of Office*
As above.
- e) *Standing orders and financial regulations*
As above.
- f) *Authorised person for banking replacement*
To be discussed at extraordinary meeting.
- g) *Register of interests*
All signed and returned to Clerk.
- h) *Financial risk assessment*
Approved subject to any amendments made within 48 hours.
- i) *Finance transition*
To be discussed at extraordinary meeting.
- j) *Councillor's expenses form*
The Clerk has received some but not all of these. The Clerk to chase all on 24th.

102/23 **Police matters**

- a) *Link to crime statistics* - <https://www.police.uk/pu/your-area/surrey-police/albury-shalford-compton-holy-trinity-shere-gomshall-peaslake-and-farley-green/>
- b) *Police liaison*
Cllr Dennis has been discussing the issue of getting more information about crime in the parish. She has been liaising with Neighbourhood Watch who have come back with some possibilities of something more personalised to the parish. New information circulated and put on the website.

Committee reports:

103/23 **Highways, Byways, and Traffic: Cllr Robinson**

- a) *VAS update*
Location of the key outstanding.
- b) *Surrey speed reduction scheme*
Update from Cllr Hughes at next meeting.
- c) *20s Plenty*
The group have been invited to the parish council's June meeting. The meeting with 20s Plenty will start at 7pm in the Village Hall, and all parishioners are invited to hear more about traffic calming in the parish. Clerk will advertise this on parish noticeboards, on the PC website, Facebook, and in the parish magazine.

104/23 **Outdoor maintenance and open spaces: Cllr Edwards**

- a) *Dog fouling*
Cllr Robinson informed that a GBC enforcement officer has been patrolling the recreation ground once a week. The issue with dog fouling in the recreation ground seems to have improved. Cllr Robinson informed that the children are still playing outside of the recreation ground, and he will encourage them to start using it again!
- 105/23 **Planning and environment: Cllr Gellatly**
No objections to all planning applications discussed in the planning meeting beforehand.
- 106/23 **Village Hall: Cllr Bevan**
Nothing received
- 107/23 **Allotments: Cllr Robinson**
a) *Vacancies*
Cllr Robinson advised that there are 9 vacant allotment plots. The Clerk advised that only one agreement had been received and signed; 2 outstanding. Clerk to chase alongside Cllr Robinson. **CJ**
- 108/23 **Communications: Cllr Dennis**
Nothing to report.
- 109/23 **Environmental projects: Cllr McCann**
Cllr McCann advised that the newsletter should to be received by all cllrs soon. Tillingbourne Earth are working with GBC and Zero Carbon Guildford ongoing. Information for Parish Councils r.e. environmental works to be coming out soon.
- 110/23 **Neighbourhood Plan: Cllr Dennis**
a) *Update*
Cllr Dennis updated that the previous consultant for the NP has now retired. Cllr Dennis requested a quote from O'Neill Homer to finish the NP projects. The quote was around £11,000 with no reference to affordable housing. Cllr Dennis has sought another quote with James Garside, who is planning officers who also runs a planning consultancy business. The quote was around £3,600 without affordable housing, and around £7,000 with affordable housing. The Steering Group took a vote and decided to go with the new consultant as the O'Neill Homer quotation now exceeds the level recommended by Locality. Cllr Dennis is reviewing intellectual property. The Clerk has discussed this with SALC. AECOM have come back with the revisions on the design guide for the settlement areas and characteristics. Steering Group are responding with amends. Cllr Dennis is checking with Locality to see if we are eligible for any grants but the govt. have yet to announce what will be available. **CJ SD**
- 111/23 **Finance**
a) Bank reconciliation; *Annex 3*
Approved at £75,875.14.
b) Payments and receipts; *Annex 4*
Approved at £21,376 (payments) and £23,621 (receipts).
c) Cashbook report; *Annex 5*
Approved at £89,217.
d) Annual return report; *Annex 6*
Approved and signed by Chair.
e) Summary of payments and receipts for 2022/23; *Annex 7*
Approved.
f) Earmarked reserves to prepare for audit
Report published for previously approved earmarked reserves.
- 112/23 **Councillor's business: for noting or including on a future agenda**
- 113/23 **New Correspondence**

a) *Ashes*

The Clerk had received a letter from a resident in regards to scattering their ashes on parish owned land. Cllr Dennis advised that they will have to contact the Estate and the environment agency to understand regulations around this. Cllr Dennis suggested that she speak with the Vicar to see if he can assist.

114/23 **Dates of meetings**

Full council: 5th June, 3rd July.

Planning: 5th June, 26th June.

115/23 **Open Forum**

Meeting closed: 21:06

Dated this:

*Signed: CJ Bishop-Wright
Parish Clerk*