



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 3rd July, 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

Present: Cllrs A. McCann, G. Robinson N. Edwards P. Gellatly, and S. Bevan.

Borough Cllr Newson

Borough and County Cllr Hughes

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

138/23 **Apologies for absence**
Cllr Dennis

139/23 **Declarations of interest:**
None received.

140/23 **Minutes of the meeting held on Monday 6th March and 6th June; Annex 1**
March minutes agreed as a correct record of the meeting. The June minutes have not yet been approved, so these will be circulated for approval at September meeting.

141/23 **Actions Update; Annex 2**

142/23 **Brief Report from Borough Councillors**

a) *Introduction from new councillors*

New Borough Cllr Danielle Newson was welcomed to the PC.

b) *North Street update*

Cllr Newson updated that the North Street development is going to be appealed against the refusal decision from the planning committee. GBC are planning to continue to amend the planning application in hopes that it will be approved at appeal. The issue of affordable housing within this development is being looked into by GBC.

c) *Tyting Farm*

An application for the creation of a habitat bank at Tyting Farm has been approved.

This site will help with offsetting carbon emissions through biodiversity credits.

d) *Police and crime panel*

Cllr Newson sits on the Police and Crime Panel at GBC. They had a meeting recently regarding unauthorised encampments, and the powers of the council in regards to moving people on.

143/23 **Brief report from County Councillors**

County Cllr Hughes updated on the following:

- a) *Flooding updates; Westonfields, Brook Hill and August Lane, and Shophouse Lane*
Flooding works at Brook Hill and August Lane have allocated from Cllr Hughes's budget. Flooding works at Westonfields has already started. The budget for Shophouse Lane flooding works is still to be approved. Cllr McCann advised that the pipe under the road at Shophouse Lane that was blocked has now been cleared.
- b) *Blackheath Lane*
GBC are going to clear the mud from this area soon.
- c) *Footpath closures at Winterfold*
There has been an application recently circulated for filming in this area, under planning application reference 23/P/00072. This will include a 200ft wall, a felling license for the site, and a permanent material change in the use of the land. Cllr Hughes contacted the Countryside Access team who knew nothing of this. Cllr McCann has been in discussions with the landowner about the closures, and the agreement reached was that the closures should not happen to the same extent in the future. This application is dated February 2023 so Cllr Hughes is going to investigate if this is a duplicate of a previous application.
- d) *Albury Sawmills*
Cllr Hughes advised that the enforcement team have not accepted that the building is neither in the correct position, nor of the agreed dimensions. This item is of low priority to enforcement. Cllr Hughes is going to write to the enforcement officer about this. Cllr Edwards informed that there has been hard surfacing laid on the site which there is no permission for. Cllr Gellatly clarified that this could be for the turning area on the site, which they do already have permission for. Cllr McCann asked other cllrs what position APC have on this. The PC will revisit this after enforcement have made their decision.
- e) *Newlands Corner*
There has been complaints raised about the hedges that have been planted in Newlands Corner to protect the Yew Trees there. Enforcement are looking into this.

144/23 **Matters arising**

Nothing to report.

145/23 **Clerks matters arising**

- a) *Nomination for co-option of 3 councillors to Corporate Governance and Standards Committee*
The PC looked at the personal statement from all four nominees. Cllr Bevan proposed Cllrs Osborn, Tompkins, and Wolfenden. Seconded by Cllr Robinson. All in favour.
- b) *Local Government Pension Scheme*
The Clerk informed that the all parish councils in the area are pooled for the LGPS and the PC's contribution would be 17.7% of salary. The PC have agreed to backdate the pension payments from when the Clerk started. The Clerk will confirm this figure with the PC. The PC have agreed to enrol in the scheme.
- c) *Payroll software options quotes*
The options were Bright Pay, Xero Pay, and 12Pay, which were £69 per year, £19 per month (for the first 6 months then £33 per month), and £89 per year, respectively. The Clerk advised that Bright Pay looks to be the best option. Cllr Bevan proposed Bright Pay. Seconded by Cllr McCann. All in favour.
- d) *Request from resident in regards to scattering ashes*
The Clerk has been in discussion with the resident and Albury Estate. The Estate have approved the ashes being scattered and a bench put on the Riverside Meadow area. The Clerk will see if the resident would like to donate a bench for this area. Cllr Edwards to send the Clerk some pictures and a quote for a low-maintenance bench.

146/23 **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 and Crime reports*

Cllr Gellatly asked Cllr Newson if she can help with the PC's ongoing issue of getting more in depth information regarding crime in the parish. Cllr Newson informed that this is an issue throughout the borough, and she will look into this further. The Clerk will send Cllr Newson the report that Cllr Dennis's council used to be given in Elmbridge.

Committee reports:

147/23 **Highways, Byways, and Traffic: Cllr Robinson**

Deferred until Cllr Dennis is back.

148/23 **Outdoor maintenance and open spaces: Cllr Edwards**

a) *Meeting update*

Cllr Edwards has now updated his maintenance list from the sub-committee meeting. Cllr Edwards has found a contractor to do the guttering works on the memorial library. He now has quotes for almost every part of the works that need to be done, and they are all lower than previous quotes currently. It has not been possible to get 3 quotes for each bit of work. Cllr Edwards will summarise all the costs and present them at either the September meeting, or a planning committee meeting ahead of then if completed. The contractor has confirmed that they will remove all waste.

149/23 **Planning and environment: Cllr Gellatly**

a) *Update*

The minutes have been circulated from the last planning committee meeting. Cllr Gellatly will send the clerk the letter of objection soon for her to submit. Cllr Gellatly updated on the items removed from the enforcement list.

150/23 **Village Hall: Cllr Bevan**

a) *Handover*

Cllr Bevan has now completed his handover with previous cllr Mr Brockwell.

b) *Outstanding debts*

Cllr Bevan suggested that we now collect all money upfront for booking for the village hall, other than regular bookers whom the PC have different agreements with.

c) *Recent booking issue*

The Clerk informed that a booking had been made for the village hall by a group who had previously caused some damage. The Clerk and Cllr Bevan agreed to ask for the money for the booking upfront, and also for a £100 deposit for the hall. After the booking, the Clerk contacted the cleaner to see if the hall was left in a mess again, and the cleaner made another complaint about the group. The cleaner informed the Clerk that they took 4 hours to clean the hall. The booker did send a video to the Clerk where it looks clean and tidy. The Clerk will discuss further with the booker and the cleaner. If it is the case that the hall was left in that state, the PC has decided to keep the whole deposit from the booker and give this to the cleaner for the additional work, minus any costs to cover damage.

151/23 **Allotments: Cllr Robinson**

Nothing to report.

152/23 **Communications: Cllr Dennis**

a) *Albury Matters*

Cllr Bevan read out an update from Cllr Dennis. In order to produce Albury Matters, it will have to be delivered printed to Mr Pearson by 13th July. Cllr Dennis suggested that we wait until September to produce this as there is too small a timeframe now. If Angel Gailbraith has joined the council by then, Cllr Dennis will suggest she takes over communications as she previously showed an interest in this.

153/23 **Environmental projects: Cllr McCann**

a) *Climate Impact on Parish Councils*

Cllr McCann updated that a draft playbook for climate impact of parish councils coming from Zero Carbon Guildford soon. Cllr McCann also advised that there will be some training available from Carbon Literacy. Cllr McCann will share with all cllrs when available.

b) *EV Charging Points*

Cllr McCann also advised there has been a proposal for some EV Charging Points in a car park in Shere.

154/23 **Neighbourhood Plan: Cllr Dennis**

a) *Update*

Cllr Bevan read out a note from Cllr Dennis. Cllr Dennis has heard back from SALC in regards to advice around Intellectual Property from O'Neill Homer. The advice was that the contract does not identify IP, therefore there should be no problem in taking the current draft to a new consultant. Cllr Dennis is proposing to go ahead with James Garside as the new planning consultant and end the contract with O'Neill Homer. Cllr Dennis is keen to get the plan finished as soon as possible, as a labour government would advocate for building and developing on Green Belt, so the NP will protect the parish. Cllr Dennis is going to ask for the schedule of work from the new consultant, and a quote for the price. The PC has already earmarked some funds to support the NP in the instance that we are not eligible for any grants. Cllr McCann noted that the risk of not getting a grant means that the PC will front the whole cost of the NP. Cllr Gellatly also noted that if we don't go ahead, we may be at risk of further development around the parish. Cllr Robinson proposed. All in favour.

155/23 **Finance**

The following to be approved and signed, where necessary:

a) Bank reconciliation; *Annex 3*

b) Payments and receipts; *Annex 4*

c) Cashbook report; *Annex 5*

d) Audit review

Internal audit report circulated and approved.

e) Bank statement

f) Invoice list; *Annex 6*

156/23 **Councillor's business: for noting or including on a future agenda**

a) *Ditches*

Cllr Edwards advised Cllr Hughes that we have been clearing some ditches that we should be getting reimbursed by GBC for. The ditch is on our land, however GBC have tried to divert the sand coming down from Ride Lane into the ditch so that it doesn't go onto the road. Cllr Hughes is going to see if the PC can claim for reimbursement here.

b) *Mowing*

Cllr Gellatly advised of mowing and strimming that needs to be completed around the parish. Cllr Gellatly has already forwarded a list. Cllr Hughes is going to collate and forward to SCC.

c) *Property at Shophouse Lane*

Works that are currently going on at Resmore have meant that the verge opposite the property has been destroyed. The Clerk will contact the landowners to make sure that they are aware they need to mend this once the works have completed.

157/23 **New Correspondence**

158/23 **Dates of meetings**

Full council: 4th September, 2nd October

Planning: 17th July, 7th August

Meeting closed: 21:04

Dated this:

*Signed: CJ Bishop-Wright
Parish Clerk*