



# 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 2<sup>nd</sup> October, 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.*

At the beginning of the meeting, a resident Gareth Howell presented concerns from himself and on behalf of Baker's Mews residents regarding the deteriorating safety and increased congestion in the village centre. Several key issues were discussed, including a reduction in visibility at the junction near the Mews, leading to near-miss incidents and a recent bicycle accident. The root cause appeared to be the lack of enforcement of 'no parking' areas and highway markings. Photo evidence was shared, illustrating the problem of vans and 4x4 vehicles consistently parking in the designated 'no parking' zones. These vehicles were primarily associated with shoppers, the shop owner, and pub-goers. Cyclists were particularly affected by this situation, facing significant safety hazards due to impaired visibility. Previous accidents had involved lorries parked in the area, and efforts to schedule van deliveries before 7:30am, were hindered by traffic congestion. Residents proposed allowing free parking in the nearby car park, suggesting the introduction of hatching and bollards in the 'no parking' area. The idea of installing a speed table at the junction was also raised. It was agreed to continue discussions in the Highways and Byways section of the meeting. The Clerk will provide the details of the County Cllr to the resident.

## MINUTES

### Open Forum

**Present:** A. McCann, G. Robinson, N. Edwards, P. Gellatly, S. Bevan, and S. Dennis.  
Borough Cllr Newson (arrived 19:45).

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

Member of public: Gareth (resident) and Andy Beams (from Mulberry)

182/23

### **Apologies for absence**

Borough and County Cllr Hughes

183/23

### **Declarations of interest:**

- 184/23 **Minutes of the meeting held on 24<sup>th</sup> May (extraordinary meeting); Annex 1**  
Approved as a correct record of the meeting.
- 185/23 **Review of financial report from Mulberry; Annex 2**  
Andy Beams, a representative from Mulberry & Co who have conducted a review of the Council's financial procedure. Andy gave a brief overview of his report, noting the variations in financial processes among town and parish council, and reiterated that all councils have their own processes. He suggested finding out if the council's current bank will offer dual authentication for an additional layer of security. Cllr Dennis asked Andy if the PC are able to keep Mr Brockwell as an independent person assisting with the PC's finances. Andy advised that this is fine.
- 186/23 **Actions Update; Annex 3**  
All actions on list are on the agenda. Most actions are for Cllr Hughes, so are deferred until next meeting. The Clerk updated that Countryside Access are looking into Santa Fir footpath blockage.
- 187/23 **Brief Report from Borough Councillors**
- a) *Finance*  
Cllr Newson advised that GBC are going to send an email to all PCs shortly to advise of whether the Local Council Tax Support Scheme grant is to be paid out to PCs for 2024/5. She also advised that GBC will likely not be issued a s114 notice (spending freeze).
  - b) *Enforcement*  
Cllr Newson advised that she's received a letter from GBC enforcement advising of a new enforcement item being added for Winterfold, as there is a fort remaining at the site from recent filming.
- 188/23 **Brief report from County Councillors**  
No notes left in absence.
- 189/23 **Matters arising**  
Nothing to report.
- 190/23 **Clerks matters arising**
- a) *Farley Green Tree plaque invoice*  
The Clerk advised that the resident responsible for purchasing and maintaining the tree on Farley Green is only willing to contribute £100 towards the cost of the plaque, due to her having to maintain the tree herself without assistance from other residents. She would also like to continue to maintain the tree, and in return for doing so she has requested a reimbursement of £25 per year for one year, to cover water costs. Cllr Bevan suggested to see if we can cover the rest of the invoice for the plaque from s106 monies.
  - b) *Request from resident to dedicate a bench at the amenity area*  
A resident has contacted the Clerk to ask if we would dedicate a plaque on one of the amenity area benches for her late father. The PC agreed that if she would like to purchase a plaque, it can be put onto one of the benches. The PC are looking to replace the current bench and picnic table due to damage.
- 191/23 **Police matters**
- a) *Link to crime statistics* - <https://www.police.uk/your-area/surrey-police/albury-shalford-compton-holy-trinity-shere-gomshall-peaslake-and-farley-green/>
- Committee reports:
- 192/23 **Highways, Byways, and Traffic: Cllr Robinson**
- a) VAS

Cllr Bevan advised that the standby battery for the VAS has died. He is looking into replacing this currently.

b) *Issues with junction at News and The Street*

Cllr Bevan referred back to the resident's request made at the beginning of the meeting. Cllr Dennis advised that she would support some sort of traffic calming measure here, but that we will have to discuss with the county cllr in the first instance, and then agree what to about this.

193/23 **Outdoor maintenance and open spaces: Cllr Edwards**

a) *Seeding Farley Green*

b) *Invoices for Memorial library*

Cllr Edwards advised that he has received 5 invoices from Ted Cleaves so far in regards to the repairs. These have all been approved by Neil and will be forwarded to the Clerk for approval. There are some tasks on the invoices that have not been completed yet. Neil has agreed to approve this, and if they are not completed he will take the price of this off future invoices.

c) *Amenity area*

Cllr Edwards advised that we need to replace a bench and the picnic table at the amenity area. Cllr Bevan proposed Neil to look into painting or replacing the cabinets for the noticeboards also. Cllr Edwards advised replacing the Perspex for the cabinets is already on Ted's list, so he will ask to varnish them also.

d) *Matt Highley Invoice*

Cllr Gellatly advised that Matt Highley's invoice is yet to be paid. The Clerk to look into this as soon as possible.

e) *Ditch*

Cllr Robinson reported an issue with the ditch in the Warren, off Church Lane was full of silt and how now been cleared. PC to report this to Cllr Hughes at the next meeting to ensure that this gets on the maintenance list for ditch clearing.

f) *Noticeboard keys*

Cllr Bevan raised that there is just one set of keys for the noticeboards. He is going to get some more cut.

g) *Replacement for the bins*

Some of the latches on the bins in the recreation ground need to be replaced. Clerk to look into replacement.

194/23 **Planning and environment: Cllr Gellatly**

a) *Sandpit*

Cllr McCann updated on the Albury Sandpit application. There were around 500 objections to this application. This has resulted in further discussions within Surrey, and they will soon ask the applicant to give some further details. They will then discuss this, likely next year. There has been reports of a road being built at the Sandpit, and a series of trucks travelling to transfer the materials to the pit. There is discussions at SCC about whether this requires enforcement.

b) *Enforcement lists*

Circulated.

195/23 **Village Hall: Cllr Bevan**

a) *Piano repairs*

The Clerk asked if the PC are happy to go ahead with the quote of £140.80 for the inspection of the keyboard in the Memorial Library, which will be deducted from final invoice. Cllr Bevan proposed to leave this until the review of running costs is completed. All agreed.

b) *Village Hall hiring costs increase*

The Clerk asked if all councillors are happy with the proposed 5% increase across all village hall and memorial library services. All happy with the increase. Cllr Dennis asked if this still makes Albury cheaper than surrounding halls. Cllr Bevan advised that it is. Cllr Bevan proposed. Cllr Dennis seconded. All in favour.

c) *Review of running costs*

Deferred until next meeting. Cllr Bevan and the Clerk will go through a review of all costs, and all outstanding invoices and propose any to write off at the next meeting.

196/23 **Allotments: Cllr Robinson**

Nothing to report.

197/23 **Communications: Cllr Dennis**

Nothing to report.

198/23 **Environmental projects: Cllr McCann**

a) *EV Charging*

No update but still progressing.

b) *Playbook*

This has been published. Cllr McCann to circulate.

199/23 **Neighbourhood Plan: Cllr Dennis**

a) *Update*

Cllr Dennis updated that the new grant has been received and the NP now has until the end of March to spend this. The new consultant is on board and has reviewed the plan. Surrey Community Action have drafted questionnaire for community discussions which will hopefully happen around January. There won't be a new housing survey until March/April, which will cost around £600 for this. The PC will have to approve this closer to the time. The grant does not cover this so this is PC cost. Approval has been received from Locality for a new project with AECOM to review all sites for affordable housing. It is recommended to get an independent body to see if they would recommend any sites – if they're in flood plain or appropriately sited. She will be attending a meeting WB 9<sup>th</sup> October for this. This is all free. We have a list of amendments for the AECOM project, but as we have already had 2 submissions, she is unsure if we can submit more amendments. The next expense for NP will be the consultancy fees. After the survey we can go to community with the sites and do some consultation. She had also put an ad in the parish mag for any further sites for affordable housing.

200/23 **Finance**

Items a-d are not yet available for approval as the statement is yet to be received.

a) Bank reconciliation; *Annex 4*

b) Payments and receipts; *Annex 5*

c) Cashbook report; *Annex 6*

d) Bank statement; *Annex 7*

e) Finance reports from August to be approved; *Annex 8*

f) Invoice list; *Annex 9*

g) Precept proposal; *Annex 10*

h) Finance meetings

Cllr McCann proposed to make the finance committee meetings part of the full council meetings. It has been agreed that Mr Brockwell will review the finances every quarter, and attend a meeting to make a report on this after each review. Cllr Bevan to discuss with Mr Brockwell.

i) External audit

External audit report including certificate and notice of closure circulated to all and approved. Clerk to upload to the website.

201/23 **Councillor's business: for noting or including on a future agenda**

a) *Surveys on Ash Dyeback*

Cllr Bevan has received an ad in regards to surveying Ash Dyeback in the Parish. Cllr Gellatly advised that most of the Ash probably belongs to Estate.

b) *Maintenance list*

Cllr Edwards advised that he is working a new maintenance list. To be presented at the next meeting.

c) *Grit bins*

Cllr Edwards to look at grit bins with Cllr Gellatly.

d) *Dog fouling*

Cllr Dennis asked Cllr Robinson if issues around dog fouling and anti-social behaviour in Westonfields has calmed down. The resident still has a closure notice, and currently lives in FG. Only a temporary closure notice whilst court hearings are going on. Extension until December now.

202/23 **New Correspondence**

203/23 **Dates of meetings**

Full council: 6<sup>th</sup> November, 4<sup>th</sup> December

Planning: 16<sup>th</sup> October, 6<sup>th</sup> November

Meeting closed: 21:02

*Dated this:*

*Signed: CJ Bishop-Wright  
Parish Clerk*