



# 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 4<sup>th</sup> March, 2024 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

**Present:** Cllrs A. McCann, P. Gellatly, and S. Dennis

Borough and County Cllr R. Hughes

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

Members of the public: Mr John Brockwell and Mr David Lees

#### **Apologies for absence**

Cllrs G. Robinson, N. Edwards, and S. Bevan

Borough Cllr D. Newson

In the Chair's absence, Cllr Dennis stood as Chair.

#### 044/24 **Open Forum**

A member of the public, David Lees, from Westonfields, attended the meeting to raise concerns regarding the maintenance of Tupper's Alley. He highlighted that the recent clearing of Tupper's Alley has removed all vegetation, which means that when it grows back it will be mostly weeds and nettles. He has been maintaining the alley himself and trying to regenerate the vegetation whilst clearing the path. Mr Lees suggested that an embankment should be built between the ditch and the path to raise the level, so that the path continually drains, hopefully assisting with persistent flooding issues at Westonfields. He also advised that the footpath here needs scraping. Cllr Dennis suggested that he discuss this further with County Cllr Hughes and Cllr Edwards. Clerk to put them in touch.

#### 045/24 **Declarations of interest:**

None.

#### 046/24 **Minutes of the meeting held on Monday 4<sup>th</sup> December and 19<sup>th</sup> February; Annex 1**

December minutes agreed as a correct record of the meeting. Amendments for the February meeting to be circulated.

#### 047/24 **Actions Update; Annex 2**

a) *Flooding*

- Cllr Hughes advised that the resurfacing of Shophouse Lane is due to take place in the coming financial year. Mr Brockwell raised that the ditches from Shere Bridge to Little London need to be dug out. Cllr Hughes to look into this. **NE BH**
- Mr Lees also raised concerns of the maintenance of the ditch at Church Lane, as the contractor who has been clearing the paths around the parish has been dumping the waste in the ditch as a temporary measure until the ditch is cleared (likely by the end of the month). Cllr Dennis advised that this is very temporary and will be cleared in days as the Parish Council are currently making arrangements with the Albury Estate for proper disposal of the waste.
- b) *Bakery Mews*  
Cllr Hughes advised that cross hatching is still being considered at the junction of Bakery Mews and The Street but temporary measures would be too expensive.
- c) *Westonfields broadband issue*  
Clerk to ask Cllr Robinson to send over information about uprooting cement at Westonfields. **CJ**
- d) *Bins for recreation ground*  
Clerk is still working on replacement bins. Mr Brockwell to send over the manufacturer previously used.
- e) *Jubilee photo*  
Mr Brockwell to measure the space for the picture to ensure it will fit well with the previous jubilee picture. **JB CJ**
- f) *Speed review*  
Cllr Bevan to put the VAS back up for 6/8 weeks to get more information for the NP, before sending off for repair. **SB**
- g) *Defibrillators*  
Clerk advised that she has had approval that Council can use s106 monies for installation of new defibrillators and heated cabinets. We can also use s106 monies for new benches in the amenity area. **CJ**
- h) *Farley Green tree replacement*  
Clerk advised that the replacement tree has been agreed by vote to be an Indian Bean Tree. Cllr Gellatly advised of some potential mild toxicity issues with the seeds of this tree. Toxicity report vary. Council will monitor the tree. Cllr Edwards to organise purchase and plating. **NE**
- i) *ML repairs* **NE**  
Cllr Edwards has agreed with the Albury Estate that we can use plastic cast-iron effect as a replacement for the guttering, which will then be painted in the Estate green, and will have to be repainted every 5 years. Mr Brockwell advised that Brett Martin are the main manufacturer for this. Clerk to pass this to Cllr Edwards.
- j) *Seeding Farley Green*  
Cllr Edwards has completed this.
- k) *No parking signs* **CJ NE**  
Clerk advised that these have been purchased and are to be erected. Mr Brockwell advised that one of the signs should be put by Farley Hall. Clerk to advise Cllr Edwards.
- l) *Footpaths*  
Cllr Dennis asked Council if there are any other suggestions for footpaths to be cleared. Mr Brockwell commented that it is not the Council's responsibility, but GBC or SCC's. Council have decided to act, as this maintenance has not been done for a long period. Council will continue to try to reclaim the cost from SCC and GBC.
- m) *Santa Fir*  
Clerk contacted the Willinghurst Estate to ask to replace fence on footpath 227 at Santa Fir, but they advised that the footpath has not yet been cleared so they are unable to do so. Cllr McCann is in discussions with the landowner.
- n) *Village Hall sign* **NE**  
To be fixed. Cllr Edwards has collected the replacement post from Cllr Gellatly.
- o) *Albury Matters* **ALL**  
Any suggestions to send to Cllr Dennis as soon as possible with a view to publication end of March.

- p) *Parish meeting* CJ  
 Cllr Dennis suggested 29<sup>th</sup> April instead of 15<sup>th</sup> to give everyone more time to organise. All agreed. Clerk will contact the following to ask if they'd like to speak at the meeting: Albury Estate, Albury History Society, Albury Produce Association, and Albury Churches; Cllr Hughes and Cllr Newson to talk about SCC and GBC, respectively; Cllr Dennis will talk about the Neighbourhood Plan; and Cllr McCann about "getting involved in green projects". Cllr Bevan will do the Chair's annual round up. No one to speak more than 5-10 minutes.. Clerk to organise refreshments and advertisement in Parish News which will have to be inserted by 14<sup>th</sup> March.
- q) *Memorial Library* CJ  
 Mr Brockwell commented that the Council are not responsible for painting the outside of the Memorial Library or Village Hall, including window frames and doors. Clerk to pass this onto Cllr Edwards.
- 048/24 **Brief Report from Borough Councillors**
- a) *Update*  
 Cllr Hughes gave an update on GBC's financial situation. The Budget Task Group has passed the budget in February. An investigation is ongoing into the Housing Revenue Account. Most of the major GBC projects are in difficulty.
- 049/24 **Brief report from County Councillors**
- a) *Update*  
 Cllr Hughes advised that SCC have strong reserves going into the next financial year. They are looking to increase spending on highways. He also discussed the increasing issue of potholes after the winter weather. These are difficult to get replaced, as it is in some cases SCC's responsibility, but in others it is Countryside Access.
- 050/24 **Matters arising**  
 Nothing to report.
- 051/24 **Clerks matters arising**
- a) *CILCA training* CJ  
 Clerk would like to start the CILCA training shortly. The cost for this is £400 for the course and £365 for the support from Mulberry through the course, which is strongly recommended. Clerk to circulate more information on the training. Cllr Dennis proposed. Cllr McCann seconded. All in favour.
- b) *Village Hall heating* CJ  
SB  
 Clerk advised of persistent heating issues in the village hall. The issue seems to be the timer on the thermostat, which is reset after a power cut. Clerk to ask Cllr Bevan to check the timer after power cuts, to ensure its correct. Clerk to look into whether a replacement thermostat is required.
- c) *Pension* CJ  
 Clerk advised the total backdated pension to be paid at the end of this month will be £3,953.49. The total over the next financial year will be £3,42.72 (presuming usually NALC salary increases).
- d) *Westonfields tree* CJ  
 Clerk has been contacted by a resident of Westonfields to report an overgrown potentially dangerous tree hanging into their garden, from neighbouring land. Clerk to circulate the photos to identify landowner.
- 052/24 **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:
- 053/24 **Highways, Byways, and Traffic: Cllr Robinson**  
 Nothing to report.

- 054/24 **Outdoor maintenance and open spaces: Cllr Edwards**
- a) *Ditch at Church Lane*  
See 047/24 (a)
  - b) *Replacement tree at Farley Green*  
Clerk to ask for a note to be put in the parish mag about the replacement tree and the date and time of the Parish Meeting. CJ
- 055/24 **Planning and environment: Cllr Gellatly**
- a) *Update*  
All cllrs have received information from Albury Estate about a proposal from a third party to put 'Eco Lodges' on part of the Estate land. Council do not have much information on the location of these currently, but don't have enough information to formally respond. Cllr Gellatly advised GBC may put conditions on any planning application made, so it is best to wait for this before discussing in full. Cllr Dennis raised the issue of renters potentially using these for permanent residency. Cllr Dennis advised that the NP would create a Land Uses Policy, so this will be applicable to these lodges if NP is agreed before installation. Clerk to request more information on this. CJ
- 056/24 **Village Hall: Cllr Bevan**
- a) *Health and Safety information folder*  
Clerk advised of a minor incident in the Village Hall. Clerk suggested that we have an accident book and emergency folder there and in the Memorial Library. All agreed. Clerk to make a folder. CJ
- 057/24 **Allotments: Cllr Robinson**
- a) *Strimming and spraying*  
Clerk to contact Paul Yeoman to strim and spray allotments. CJ
- 058/24 **Communications: Cllr Dennis**
- a) *Update*  
Hopefully, Albury Matters will go out in the April edition of the Parish Magazine.
- 059/24 **Environmental projects: Cllr McCann**
- a) *Update*  
Cllr McCann advised that there is not much community environmental action in Albury, but there is more in surrounding parishes. Will continue to update on any further projects. Cllr Dennis confirmed that any activity should form part of the Neighbourhood Plan as recommendation and at present it does not. She asked Cllr McCann to add this.
- 060/24 **Neighbourhood Plan: Cllr Dennis**
- a) *Update*  
Cllr Dennis advised the NP Steering Group are hoping to start doing community engagement at the end of April or the start of May. The Housing Needs Survey report will come back in around 2/3 months, but Cllr Dennis will try to get raw data earlier than this, so that Council can use as much of our NP grant as possible before end of March.
- 061/24 **Finance; moved to start of meeting as Mr Brockwell assisting**
- The following to be approved and signed, where necessary:
- a) *Bank reconciliation; Annex 5*
  - b) *Invoice list; Annex 6*
  - c) *Payments and receipts; Annex 7*  
Deferred until next meeting. Council will review payments and receipts report 1 month later, to give the Clerk and Mr Brockwell enough time to review. This is because it cannot be prepared until the month-end bank statement has been received and there is often not enough time for it to be done before Council meetings at the start of each month. This will now be the normal pattern every month. CJ
  - d) *Bank statement; Annex 8*

e) *Update*

Mr Brockwell raised that the Monday café, which is taking place in the Memorial Library from 10:00-13:00 every Monday, is not in the booking system. Clerk to action. He also raised that s137 grants agreed to be given to SALV, Friends of the Hurtwood, Albury Parish Churches, and Surrey Air Ambulance, need to be paid before end of financial year. Mr Brockwell has also requested the remaining £2,500 from the Council for Broadband 4 Surrey Hills to be paid before the end of the financial year. All agreed. Clerk to discuss with Cllr Robinson to organise replacement of kissing gate at Black House.

062/24 **Councillor's business:** *for noting or including on a future agenda*

a) *New Road*

Cllr Gellatly asked Cllr Hughes to look at the condition of the western edge of New Road in the February meeting, but this was not minutes.

063/24 **New Correspondence**

064/24 **Dates of meetings**

Full council: 8<sup>th</sup> April, 29<sup>th</sup> April (parish meeting), 13<sup>th</sup> May  
Planning: 11<sup>th</sup> March, 8<sup>th</sup> April

Meeting closed: 21:27

*Dated this:*

*Signed: CJ Bishop-Wright  
Parish Clerk*