



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 4th December, 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, N. Edwards, P. Gellatly, S. Bevan, S. Dennis (arrived 19:36)
Borough and County Cllr R. Hughes (arrived 19:51)

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

226/23 **Apologies for absence**

Cllr G. Robinson
Borough Cllr D. Newson

227/23 **Declarations of interest:**

None.

228/23 **Minutes of the meeting held on 15th November; Annex 1**

Cllr Gellatly suggested an amendment to the minutes. The Clerk will recirculate. Cllr Dennis has some amendments to the September and October minutes that have already been approved and signed, so no amendments can be made. Suggested amendments are in cllr's business.

229/23 **Actions Update; Annex 2**

230/23 **Brief Report from Borough Councillors**

Cllr Hughes updated on the following.

a) *Albury Sign on New Road*

The historic church sign has now been repaired.

b) *Re-dressing of the Street*

Cllr Gellatly raised that the re-dressing of The Street was meant to take place on the 27/11. It was then rescheduled to 29/11 but did not go ahead. Only the patching for this has been done. Cllr Hughes will look into this.

c) *Moving cabins Edgeley Park*

Cllr Hughes asked GBC if there were any regulations regarding the transporting of motor homes, as the transportation of motor homes from Edgeley Park has recently caused damage to the area, and roadblocks around Edgeley Park area. GBC have

informed that there are no restrictions for this. Cllr Hughes is going to discuss this with SCC.

d) *Footpath closures at Winterfold during filming*

Cllr Hughes advised that GBC are changing their policy around footpath closures during filming, to ensure that footpaths are only closed when filming is taking place.

e) *Sandpit*

Cllr Hughes is still investigating the potential enforcement issue at the Albury Sandpit.

231/23 **Brief report from County Councillors**

a) *Average speed cameras*

3 of the 4 speed cameras have been put up at the A25/A248 junction and Newlands Corner, with the final to be put up soon. Cllr Hughes has been informed that they do not need to put Average Speed Camera signs up here. Cllr Dennis asked whether we could have any statistics produced from the cameras, so that we can monitor speed and volume of traffic.

232/23 **Matters arising**

Nothing to report.

233/23 **Clerks matters arising**

Nothing to report.

234/23 **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:

235/23 **Highways, Byways, and Traffic: Cllr Robinson**

a) *VAS*

Cllr Bevan will look into the battery issue shortly.

236/23 **Outdoor maintenance and open spaces: Cllr Edwards**

a) *SUEZ/SITA Viewing Platform*

Cllr Dennis and Edwards have devised a list of potential directional and local points to add to the viewing platform noticeboard. Cllr Edwards is waiting for a response from a quote for this, but the list and details to be included on the board will need to be decided first. Cllr Edwards to circulate this again. Cllr Dennis will also circulate some photos of examples of sign format.

b) *Memorial library and maintenance repairs*

The maintenance list has mostly been completed. Cllr Bevan asked Cllr Edwards if the Albury Village sign coming into the village from Chilworth can be added to the list for cleaning. Cllr Edwards also reported that the key for the noticeboards has broken, and the contractor has suggested an update for all the locks as they are quite old. Cllr Edwards also raised with Cllr Hughes that the footpath sign by Vale End has been hit by a car, and is now knocked over. Cllr Hughes to look into this.

c) *No parking signs for FG*

Cllr Edwards has received a quote for 2 no parking signs for £61.74, with additional costs to install alongside other maintenance works. Cllr Dennis suggested that the sign be clear that this is for all vehicles not just cars, as vans are the cause of most of the problem. Cllr Edwards has contacted Edgeley Park about this issue again, who have come back and said that it is GBC's restriction that they cannot have commercial vans there and that their insurance does not cover commercial vans. Edgeley Park are looking to amend their booking system to include a vehicle registration checker, which will warn bookers before completing the booking that they cannot park commercial vehicles at the site.

d) *Posts on the track off Ride Lane*

Cllr Edwards discussed the plan of putting up 12 posts from around the oak tree across the track off Ride Lane to help mitigate the damage caused by large vehicles driving

there. The residents that he spoke with were largely unhappy with this. Cllr Edwards suggested instead to fill 50 metres of the track in. He has checked with local services to ensure they will be happy with this, and all so far have said that they are. Cllr Edwards has also checked that there is space for a 3-point turn outside the 2 properties that are closest to this track. There are also no rights of way on this land [since the meeting 2 residents have claimed they have Right of Way). If we were to use topsoil, the cost of the soil would be £3,000. Cllr Edwards also suggested that we use silt that is dug out when clearing ditches to fill this in, especially as the PC are currently planning to dig out the Warren as SCC have not done so. Cllr Bevan suggested that we advertise this on the website and in the parish mag. Cllr Edwards will get a quote for the works using waste from the Warren, but we would need to cover this with Topsoil as well which will cost around £750.

e) *Poplar tree*

Cllr Edwards has been informed by one of the contractors that a Poplar tree on Farley Green is dying. Cllr Edwards has contacted an arboriculturalist with photos of a fungus growing on the tree. They have informed him that Poplar wood degrades quickly. He has given a quote of £240 + VAT to investigate this issue. Cllr Edwards proposed that we go ahead with this. Cllr Bevan seconded. All in favour.

f) *Christmas trees*

Cllr Edwards is still waiting to hear back from the electrician to run a cable from the memorial library so that we can plug in the lights to decorate the tree. Cllr Bevan will look for some solar lights previously purchased, however, these may not work too efficiently at this time of year. Cllr Dennis suggested that we buy some outdoor battery-operated lights for the tree. Cllr Edwards to look for and purchase up to his allowance of £200.

237/23 ***Planning and environment: Cllr Gellatly***

Nothing to report.

238/23 ***Village Hall: Cllr Bevan***

Nothing to report.

239/23 ***Allotments: Cllr Robinson***

Nothing to report.

240/23 ***Communications: Cllr Dennis***

Nothing to report.

241/23 ***Environmental projects: Cllr McCann***

Nothing to report.

242/23 ***Neighbourhood Plan: Cllr Dennis***

a) *Update*

Cllr Dennis updated that the Housing Needs Survey is ready to go out on 10th January, 2024. Council agreed to proceed at a cost of circa £600 plus postage, which is in line with the last survey. The New AECOM team will be completing the affordable housing assessment, using data that was collated at the end of October. Cllr Dennis asked the PC if it wanted to include the Recreation Ground in Westonfields for affordable housing suitability assessment. The PC remains against this so the site will not be included.

243/23 ***Finance***

a) *Bank reconciliation; Annex 3*

b) *Payments and receipts; Annex 4*

c) *Cashbook report; Annex 5*

d) *Invoice list; Annex 6*

All the above reports were approved. Bank reconciliation and invoice list were signed.

e) *Precept and budget; Annex 7*

The Clerk presented the precept and budget report for 2024/5. The proposal for the budget was to keep the council tax per parishioner the same, which would result in around a £60 reduction in precept received. Or whether to increase by 5%, which would result in around a £2,000 increase in precept received. As GBC and SCC are struggling financially, there may be more responsibility on the PC to pay for more maintenance around the parish. The PC also decreased the precept received by 4.1% last year. Due to this, the 5% increase was proposed. The PC have some monies in general and earmarked reserves, and also around £3,000 in contingency planning with the 0% council tax increase. Cllr Bevan raised that the Clerk's backdated pension payments will be coming out soon, so this should be calculated into the budget. The Clerk will look into this and any other suggestions raised. The PC will vote on accepting the budget at the January meeting. The proposal for precept needs to be sent to GBC by 12th January.

244/23 **Councillor's business:** *for noting or including on a future agenda*

a) *Coffee van*

Even though the Estate have rejected the idea of having a horse box coffee shop on the VH car park, Cllr Dennis has raised that the business surveys from the NP and the Community Choices project showed that lots of parishioners have said they would like a coffee shop in the Parish. In light of this, Cllr Dennis suggested we go back to the Estate requesting a trial period on one day a week (possibly Saturday) to gauge interests. She noted that in general this would not affect other retail outlets in the village and might help to deliver them more customers.. Cllr Gellatly said this should not be on a Monday morning as there will likely be the café in the ML on Monday mornings. Cllr Dennis and Edwards to draft a letter to the Estate about this.

b) *Cllr Dennis' amendments to minutes*

Due to her absence from the last meeting, Cllr Dennis was unable to comment on the minutes from the September and October meeting, which are now published, of which she had a few amendments. Her comments are as follows:

161/23 – amend first line to “Cllr Dennis ... Neighbourhood Plan consultant's...”

172/23 (b) – amended to “Cllr Dennis raised that Save Surrey Countryside had done some very valuable work on Lichens and Trees at Albury Park and that this had been very valuable and relevant to the recently refused iGas planning application. She noted that there is no information about SSC on the PC's website under Environment Projects and suggested that this is rectified, all agreed. The Clerk will contact Sally Blake and ask her for information about the group and their work that can be put on the PC website.”

175/23 (a) – amend to “Cllr Dennis advised that AECOM have come back with a final draft of the APNP Design Code and hopefully this will be approved soon. Our Planning Consultant has recommended that AECOM are commissioned to do an independent assessment of the sites put forward for affordable housing. In order to do this, we need to apply to Locality which we are doing. If approved, this service will be provided without charge. Cllr Dennis has passed the draft NP to James Garside for review. Having taken legal advice, there are no issues regarding intellectual property. Cllr Dennis has gone back to Albury Estate to confirm some details regarding potential affordable housing sites for the NP. She plans to have community discussions around this as soon as is practical. She advised Council that our Planning Consultant had recommended that we commission an updated Housing Needs Survey, she will investigate costs and timings with Surrey Community Action. The previous survey cost cora £500. Council agreed to proceed.

185/23 – add “With the retirement of Cllr Brockwell who had managed parish council finances with the RFO, Council invited Mr Andy Beams from Mulberry & Co (our internal auditor) to advise them regarding best practice for handling parish council finances. Council agreed to make a decision regarding this under 200/23 Finance (below)”

199/23 – amended to “Cllr Dennis updated that the new grant has been awarded by Locality and the NP Steering Group now has until the end of March 2024 to spend this, any unspent grant money beyond this date will need to be returned. The new consultant

is on board and has reviewed the draft plan. Surrey Community Action have drafted the Housing Needs Questionnaire, which will hopefully happen around January. The finished HNS won't be available until March/April. It will cost around £600 plus return postage. 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. Cllr Dennis will be attending a meeting WB 9th October for this. Cllr Dennis has also put an ad in the parish mag for any further potential sites for affordable housing before the AECOM assessment project begins.

200/23 (h) – amended to “It was agreed that Mr Brockwell will continue his role overseeing APC finances working with the Clerk and that he would be invited to present them at the start of each monthly Council meeting, as he has always done. It was stressed that this is not intended to undermine the valuable work of the RFO, but simply to act as back as, as no one individual is infallible. Mr Brockwell will also be invited to join the monthly finance working group. Proposed by Cllr Bevan. Seconded by Cllr Dennis. All in favour. Cllr Bevan to discuss with Mr Brockwell.”



245/23 **New Correspondence**

246/23 **Dates of meetings**

Full council: 8th January, 5th February
Planning: 18th December, 8th January

Meeting closed: 20:54

Dated this:

*Signed: CJ Bishop-Wright
Parish Clerk*