



# 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 13<sup>th</sup> May, 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:** The Clerk, Cj Bishop-Wright

**In attendance:** A. McCann, N. Edwards, P. Gellatly, S. Bevan, and S. Dennis

**Member of public:** Mr. Greg Baker and Mr John Brockwell (arrived 20:35)

**Apologies for absence:** Cllr G. Robinson

Borough Cllr D. Newson and County and Borough Cllr R. Hughes

#### **Open Forum**

Mr G Baker is interested in becoming a cllr, so attended the meeting.

#### 087/24 **Election of Chair**

Cllr Gellatly proposed Cllr Bevan as Chair. Cllr Dennis seconded. All in favour.

#### 088/24 **Election of Vice-Chair**

Cllr Bevan proposed Cllr Dennis as Vice-Chair. Cllr Edwards seconded. All in favour.

#### 089/24 **Declarations of interest:**

#### 090/24 **Minutes of the meeting held on Monday 19<sup>th</sup> February and 8<sup>th</sup> April; Annex 1**

Minutes of the February meeting were approved as a correct record of the meeting. April minutes to be approved at next meeting.

#### 091/24 **Appointing committees**

- a) *Highways and Byways*
- b) *Maintenance and Open Spaces*
- c) *Finance and Village Hall*
- d) *Planning and Environment*
- e) *Communications*
- f) *Allotments*

Council decided to dissolve allotments and communications committees. Council decided to merge maintenance and open spaces and highways and byways committee. Council decided a new Working Group for traffic calming measures. Cllr Bevan proposed Cllr Edwards to continue to chair maintenance and open spaces, and pick up highways and byways also. Cllr Dennis seconded. All in favour.

**CJ**

Cllr Dennis proposed Cllr Bevan to chair finance and village hall. Cllr Gellatly seconded. All in favour.

Cllr Dennis proposed Cllr Gellatly to continue to chair planning and environment. Cllr Bevan seconded. All in favour.

092/24 **Appointing representatives to other bodies**

a) *Surrey Association of Local Councils*

Cllr Bevan to stand as APC representative for SALC.

Cllr Bevan.

b) *North Downs Lines*

Clerk to find out whether this representative has to be a cllr, and if not to ask community for any interest for this.

**CJ**

093/24 **Actions Update; Annex 2**

a) *Village Hall*

The review of the village hall is currently taking place. Council have a lease on the village hall which expires in December 2025, so any decisions of whether to renew the lease will happen at this stage. Clerk to confirm termination period and how long a new lease will be.

**CJ**

b) *Bins at amenity area*

Cllr McCann raised concerns of residents regarding the overflowing bin at the riverside amenity area by the village hall. The bin here has been filled with dog waste, so is unable to be emptied by the caretaker. Clerk has reported this to the GBC Dog Fouling Team and to the Borough Cllr will no avail. Clerk to report this to environmental health. After the bin has been emptied, Council are looking to replace the bin with a dual landfill and dog waste bin, and have this put on the new GBC bin emptying schedule. Cllr Dennis asked the Clerk to contact Cllr Hughes about the costs of the new emptying schedule.

**CJ  
BH**

c) *Santa fir footpath*

The Clerk and Cllr McCann have been trying to contact landowners around Footpath 227 which is currently blocked. Clerk has already reported this to Countryside Access with no response. Cllr McCann has not heard back from the landowners. Clerk to escalate this to SCC.

**CJ**

094/24 **Brief Report from Borough Councillors**

Nothing to report.

095/24 **Brief report from County Councillors**

Nothing to report.

096/24 **Matters arising**

a) *Memorial library clock*

The clock in the memorial library is broken, and the caretaker has replaced this clock with a spare that they had. The cost of repairing this clock was last quoted at around £500. Cllr Bevan to look into repairs of the clock.

**CJ  
SB**

097/24 **Clerks matters arising**

a) *Review of Standing Orders; Annex 3*

Approved.

b) *Review of Financial Regulations; Annex 4*

Amendments to new NALC model financial regulations:

- S4 – first budget draft presented at November meeting. Final to be approved at December meeting.

- 5.6 – council generally invited specific firms. Council agreed to keep open invitation for business over £30,000.

- 5.8 – council agreed to require 3 quotes for payments/purchases over £3,000.

- 5.9 – council agreed to accept online prices as quotes between £5,000 and £30,000.

- 5.16 – cllrs instructed to make payments where only card is accepted as there is no debit or credit card for council banking. This is to be reimbursed.
- 5.18 – council agreed to keep clerk emergency spending cap at £2,000.
- 5.20 – council agreed to official letter to be provided to payments over £250 where contracts are not in place.
- S9 – n/a as council has no debit/credit card.
- 13.6 – council agreed that VAT return to be done at least twice annually.
- 16.2 – council agreed clerk shall keep an up to date register of assets.

- c) *Meeting schedule for the year 2024-5; Annex 5*  
Meeting schedule to be recirculated with updates from above committee changes, but otherwise approved.
- d) *Approval of Annual Governance and Accountability Return 2023/4; Annex 6*  
AGAR Page 4 signed.
- e) *Approval of Accounting Statements for AGAR; Annex 6*  
AGAR Page 5 signed.
- f) *Review of internal audit report; Annex 7*  
Approved.
- g) *Review of Financial Risk Assessment; Annex 8*  
Approved.

098/24 **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/>*  
Cllr Bevan to discuss with a local resident how to get more information on police matters in the parish.

Committee reports:

099/24 **Highways, Byways, and Traffic: Cllr Robinson**

- a) *VAS*  
The VAS is being returned for repairs soon. No data has been able to be retrieved from the VAS. Cllr Bevan has asked the manufacturer to try to retrieve any data whilst repairing, and if not see if they're able to offer a temporary replacement. **SB**

100/24 **Outdoor maintenance and open spaces: Cllr Edwards**

- a) *Ditch at Church Lane*  
Cllr Edwards has met with the Albury Estate and Mr David Lees regarding the removal of silt from the ditch at Church Lane. Albury Estate have offered to pay for a digger and driver and a tractor and trailer. Cllr Edwards proposed that Council pay for another tractor and trailer to make best use of the digger excavating the ditch. This will be around £350 per day, and will be up to 2 days work. Cllr Bevan seconded. All in favour. **NE**
- b) *Memorial Library repairs*  
Cllr Edwards updated on the memorial library repairs – these should be done by the end of July. Council have made an £800 saving on the scaffolding, as the contractor is able to use a scaffolding tower. **NE**
- c) *Sherbourne Bridge repairs*  
Cllr Edwards advised that the Sherborne Bridge is broken again after another accident. Cllr Edwards suggested that when its repaired, this be replaced with a steel crash barrier to avoid further damage. Cllr Edwards to discuss this with Cllr Hughes. Cllr Dennis suggested that better signage be put here in future to help avoid future accidents. **NE**  
**BH**
- d) *Planters at Village Hall*  
Troughs outside the village hall have now been planted.
- e) *Viewpoint Signage*  
Cllr Edwards advised that the sign for the SUEZ viewing platform should be ready soon. Clerk advised that SUEZ have their own risk assessment for the area, so the Clerk will give Cllr Edwards SUEZ's details so they can organise installation. **NE**  
**CJ**
- f) *Slow down signs at Westonfields*  
Cllr Edwards has sourced 'slow down – children' signs for the entrance to Westonfields. These will be installed soon. **NE**

- g) *Farley Green tree replacement*  
Cllr Edwards advised that the previously agreed Indian Bean Tree to replace the tree removal at Farley Green is no longer available. The contractor has suggested Horn Bean or Liquid Amber to replace, both of which are in stock and relatively disease free. Cllr Edwards to look into quotes for this. NE
- h) *Rec to be updated*  
Cllr Dennis advised that she's been contacting by a resident regarding the pay equipment in Westonfields recreation ground, asking if we can update the equipment for younger children. Council can use s106 monies for this. Cllr Edwards to look into options for this, and look into replacing the safety bark/rubber in the rec also. Mr Baker advised that Wonersh Parish Council have some equipment for younger children. He will pass some pictures to Cllr Edwards, and the Clerk to contact the Wonersh Clerk to find the manufacturer. NE  
CJ

101/24 **Planning and environment: Cllr Gellatly**

- a) *Update*  
Very few planning applications have been received recently – likely due to building material costs. Cllr Gellatly advised that as of 29<sup>th</sup> April 2024, planning enforcement measures can be taken against a property within 10 years of a development without planning permission – previously this was just 4 years.
- b) *Sawmills*  
Cllr Gellatly advised that the barn that was erected at Sawmills has been approved by enforcement. The new application for the excavation of the sandpit has been withdrawn by the landowner. Cllr McCann advised that the landowner circulated a public letter regarding his withdrawal, in that this was done due to community interest and concerns of how this will affect the community. He also highlighted, due to previous complaints of drivers connected to the company, that if there are any issues related to his business, about drivers, to be reported directly to his.
- c) *Edgeley Park*  
Cllr Edwards has been discussing the parking issues related to Edgeley Park with the manager. He was due to attend the meeting this evening, but he has now left the role. Cllr Edwards will meet with the new manager shortly and invite him to our June meeting. Cllr Bevan suggested that Council lay out our position on this topic formally and plan our ideas moving forward on this. NE

102/24 **Village Hall: Cllr Bevan**  
Nothing to report.

103/24 **Allotments: Cllr Robinson**  
Nothing to report.

104/24 **Communications: Cllr Dennis**

- a) *Albury Matters*  
Spring edition released. Cllr Bevan is now able to send out information to a mailing list.

105/24 **Environmental projects: Cllr McCann**

- a) *Update*  
Cllr McCann advised that there will be some information on new environmental projects available in the next edition of the parish mag.

106/24 **Neighbourhood Plan: Cllr Dennis**

- a) *Update*  
There have now been 2 community NP presentation – the next one is on 18<sup>th</sup> May at 10am. Cllr Dennis advised of some concerns raised around one of the NP sites. There will be more detailed information on the sites publicly available shortly. There will also be a FAQ section for the NP in the next edition of Albury Matters. Cllr McCann advised that some concerns that parishioners are raising come from a lack of understanding of what a Neighbourhood Plan is. Whilst this is difficult to explain

briefly, Cllr McCann asked whether some more information can be provided about NPs in Albury Matters. Cllr Dennis also advised that around £460 of the NP grant was returned unspent. Community consultation for the NP will end on 30<sup>th</sup> June, and then go to the Steering Group to make recommendations and change the plan accordingly.

Mr Brockwell arrived.

107/24 **Finance**

The following to be approved and signed, where necessary:

- a) *Bank reconciliation end of March; Annex 9*  
Approved and signed.
- b) *Bank Reconciliation end of April; Annex 10*  
Not circulated due to issues with accounting software.
- c) *Invoice list end of March; Annex 11*  
Approved.
- d) *Invoice list end of April; Annex 12*  
Not circulated due to issues with accounting software.
- e) *Bank statement end of April; Annex 13*  
Not circulated due to issues with accounting software.
- f) *Payments and receipts end of April; Annex 14*  
Not circulated due to issues with accounting software.
- g) *Update*

Mr Brockwell and the Clerk did an audit of the accounts. Mr Brockwell highlighted the importance of making clear any difference between physical invoices and actual payments in the invoice file. Clerk to check tax and NI payments with HMRC.

108/24 **Councillor's business: for noting or including on a future agenda**

- a) *Retiring of Vicar*  
Cllr McCann advised that the vicar of the churches is soon to be retiring. Cllr McCann suggested to invite the Rector of the Benefice to the next meeting to discuss how Council can support the church through these changes. Cllr Bevan is going to collect some information to say thanks at the retirement party, taking place in the Village Hall on 9<sup>th</sup> June at 1pm.
- b) *Footpath clearing bill*  
Cllr Edwards has passed an invoice from the contractor for clearing the footpaths in the village to the Clerk. Approval received from Cllrs Bevan and McCann. **CJ**

109/24 **New Correspondence**

- a) *Property at Westonfields*  
Cllr Dennis received concerns from a resident of an unused property at Westonfields. **SD**  
This property has been unused for about 5 years, the garden is very overgrown and there have been reported of rats here also. Cllr Dennis to pass this to Cllr Hughes. **BH**
- b) *Framing of jubilee photo*  
Clerk to look into framing of the jubilee photo. **CJ**
- c) *Style at Black House*  
The style at the Black House has collapsed. Cllr Dennis proposed to get a quote from the contractor to repair this. Cllr Edwards seconded. All in favour. Cllr Gellatly to give Cllr Edwards details of landowners for access to the land. **NE**  
**PG**
- d) *Fish and Chip van on FG*  
There is a fish and chip van operating on Farley Green, who does not have permission from Council to be there. Cllr Bevan to pass details onto the Clerk to ensure they're aware that Council accept no liability for this van. Council happy for this business to continue. **CJ**
- e) *Latchmere Properties meeting*  
Cllr Gellatly informed that Council have been invited to a meeting with the Eshelby's who own Latchmere Properties, to discuss the neighbourhood plan and the sites they've put forward for this.

110/24 **Dates of meetings**  
Full council: 3<sup>rd</sup> June, 1<sup>st</sup> July  
Planning: 3<sup>rd</sup> June, 24<sup>th</sup> June

Meeting closed: 21:05

*Dated this:*  
13<sup>th</sup> May

*Signed: CJ Bishop-Wright*  
*Parish Clerk*