



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 12th May, 2025 at 19:30 in the memorial library

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: Cllrs. G. Baker, S. Bevan, S. Dennis, N. Edwards, P. Gellatly, and A. McCann

Borough and County Cllr Hughes

Members of the public: Cat Halter (Climate Change Lead, SCC) and Niamh Ryan (Climate Change Officer, SCC)

070/25 **Apologies for absence**

Received from Cllr G. Robinson
and Borough Cllr D. Newson

070/25 **Open Forum**

Surrey County Council Climate Team attended the meeting to discuss parish councils' powers and responsibilities in addressing the climate crisis. They emphasised strong public support for climate action, with 68% of residents considering it a priority, and highlighted the financial benefits of initiatives such as home retrofits, estimated to save £18m annually across Surrey. The team outline two key ways for parishes to take action – developing and implementing Climate and Nature Plans (example: Limpsfield and Woldingham, focusing on wildlife corridors, air quality, and retrofitting projects) and utilising Neighbourhood Plans by promoting low carbon-building objectives in them.

Cllr Hughes arrived.

Niamh introduced an upcoming peer-to-peer network to help parishes share expertise and learn from each other. Direct support for developing climate plans will be available until the end of summer.

071/25 **Declarations of interest:**

Cllr Edwards declared a minor interest in the Farley Green pipe replacement item, as a resident of the area. He confirmed no financial or personal benefit from the proposed works.

072/25 **Election of Chair and Vice-Chair**

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

Cllr Bevan proposed Cllr Dennis for Vice-Chair. Cllr Gellatly seconded. All in favour.

073/25 Minutes of the meetings held on Monday 7th April and 28th April; Annexes 1 & 2

The minutes of 7th April were approved and signed as a correct record of the meeting. The minutes of 28th April were deferred until next meeting.

074/25 Review of delegation arrangements to committees, sub-committees, staff, and other local authorities; Annex 3

The existing committee structure – Allotments, Highways, Open Spaces, Maintenance, Planning, Village, Finance, and Neighbourhood Plan (Steering Group) - was reviewed and approved.

075/25 Review of the terms of reference for committees; Annex 4

The Clerk confirmed that all committee terms of reference, including for the newly proposed Complaints Committee, have been consolidated into a single document. Approved.

076/25 Appointment of members to existing committees

The automatic membership of all councillors to all committees was confirmed.

077/25 Appointment of any new committees in accordance with Standing Order 4

A new Complaints Committee was established in accordance with the new Complaints Procedure.

078/25 Review and adoption of appropriate Standing Orders and Financial Regulations; Annexes 5 & 6

Standing Orders were updated to comply with new procurement laws, primarily affecting contracts exceeding £1,000 and with gender-neutral language.

Financial Regulations were updated accordingly. Cllr Bevan noted that the Financial Regulations requires independent review and proposed to have quarterly meetings of the Finance Committee to review a quarterly report. The Clerk to update the Regulations to reflect this.

079/25 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses

The Council's only arrangements of this kind are with the Albury Estate, whom the Council is currently discussing the renewal of the lease for the Village Hall and Memorial Library with. This will be reviewed after 5 years.

080/25 Review of representation or work with external bodies and arrangements for reporting back

The Chairman will remain as the representative for the Surrey Association of Local Councils and the Clerk will remain the representative for the North Downs Line.

081/25 Review of inventory of land and other assets including buildings and office equipment; Annex 7

This was deferred until the next meeting to allow the Clerk and the Chairman to review the register.

**CJ
SB**

082/25 Confirmation of arrangements for insurance cover in respect of all insurable risks

The Council signed a 3-year contract with the insurance company in October 2026, so this will be reviewed next year for best price.

- 083/25 **Review of the Council's subscriptions to other bodies; Annex 8**
The Council's current subscriptions are: Surrey Hills Society (£30/year), Surrey ALC (£390/year), and Parish Online (£50/year). The Clerk will review the Surrey Hills Society to see if the Council should continue with this.
- 084/25 **Review of the Council's complaints procedure; Annex 9**
Deferred to the next meeting to allow cllrs to review latest amendments. The Clerk will create a complaints form and complaints communications template for circulation before the next meeting. **CJ**
- 085/25 **Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation; Annex 10-21**
All policies were approved except the Data Protection Policy, which was deferred for further review. The Clerk will create a data register for Council to track data, rectification, and erasure. **CJ**
- 086/25 **Review of the Council's s137 grants; Annex 22**
The Council decided to contact previous recipients and request formal applications so the Council can make a decision at the next meeting. Clerk to draft a template for this. **CJ**
- 087/25 **Approval of the schedule for ordinary meetings of the Council up to and including the next annual meeting of the Council; Annex 23**
The schedule for council meetings for the next year was reviewed and approved. The Clerk and Chairman to introduce calendar invites.
- 088/25 **Brief from Borough Councillors**
a) *Freedom of Information Request*
Cllr Hughes updated that he's still pursuing a FOI request with the Borough Council.
b) *Edgeley Park*
Cllrs Hughes and McCann updated on a meeting they had with the new owner of Edgeley Park. The owner explained that he's looking at introducing a coffee shop and a pizza facility and looking at opening the site to the public to use the amenities. They have proposed to hold a community meeting to connect with the community on the work he's doing going forward.
- 089/25 **Brief from County Councillors**
a) *20mph proposal*
Cllr Huges has formally submitted a proposal to reduce the speed limit on The Street to 20mph.
b) *Brook Hill September closure*
Network Rail have committed to repairing the damage caused by diversion routes after the recent Book Hill Level Crossing closure and will remediate after the September closure in case any further damage is caused. Cllr McCann updated that they have also consulted the community on the material and colour of the new fence at the level crossing.
c) *Shere Reorganisation*
Cllr Hughes advised that consultation is now open for the reorganisation of Shere Parish to introduce a separate Parish Council for Peaslake. This will be on the next agenda.
- 090/25 **Action List; Annex 24**
a) *Planting of village troughs*

- Cllr Bevan advised pausing this due to budget constraints.
- b) *Maintenance funds for the church*
Cllr McCann advised that a draft plan has been reviewed and will be circulated soon. **AM**
- c) *Flooding update around the parish*
Cllr Hughes advised that the Westonfields' drainage improvement works is in his budget for this year.
- d) *Speed Camera information for data analysing*
The Clerk will ask Cllr Newson or Mr Harris from SCC regarding this. **CJ**
- e) *Funding for Village Hall sign*
Cllr Hughes advised that he could cover the cost of this sign in his budget. Cllr Edwards to discuss with Albury Estate to see if they are planning to replace all signage and may cover the cost. If not, the Clerk will request the funds from Cllr Hughes **NE**
BH
CJ
- 091/25 **Clerks matters arising**
Nothing to report.
- Committee reports:
- 092/25 **Highways, Byways, Traffic, Open Spaces and Maintenance**
- a) *Farley Green – Pipe Replacement*
- i) *Proposal to spend up to £3,000 replacing the broken pipe under the drive on the Eastern side*
Cllr McCann proposed. Cllr Gellatly seconded. Cllr Edwards did not vote due to a minor disclosed interest as he lives near the affected area. Cllr Edwards advised that the work will take place in the next 6 weeks. **NE**
- ii) *Discuss possible recovery of the costs*
The Chairman to look into a meeting to discuss this. **SB**
- iii) *Confirm communications to residents*
The Clerk will draft a letter to the residents, which includes a thank you to residents for their patience and their work alongside the Western side of Farley Green. **CJ**
- iv) *Clearing of the ditch on the Western side*
Cllr McCann advised that SCC are completing their works at Ride Lane and Farley Green the week beginning 12th May, and we can enact our contractor to clear the ditch shortly after. Previously approved costs of £1,000 for clearing the ditch were ratified. This falls within the £2,000 budget for this.
- 093/25 **Planning and environment; Cllr Gellatly**
Nothing to report.
- 094/25 **Environmental project; Cllr McCann**
Nothing to report.
- 095/25 **Neighbourhood Plan; Cllr Dennis**
- a) *Proposal to designate Westonfields Recreation ground and Farley Green as Local Green Spaces (LGS) under the NP*
The NP Steering Group consultation highlighted both of these places as important the community, and the Steering Group are requested to include both in the LGS. All in favour of designating Westonfields Recreation Ground due to its importance as a community space. The Council decided to exclude Farley Green due to it being common land already and currently having better benefits and protections. Cllr Dennis also advised that the Strategic Environment Impact Assessment has been sent to scoping to environmental bodies and English Heritage.

096/25 **Finance and Village Hall; Cllr Bevan**

- a) *Proposal to implement the Village Hall cost reduction measures discussed at the meeting of Monday 28th April, 2025*
Cllr Bevan proposed going ahead with this. Cllr Dennis seconded. All **SB**
in favour. Cllr Bevan advised that he has an electrician and a plumber
attending the hall to investigate the various issues this week.
- b) *Bank reconciliation end of April; Annex 25*
- c) *Invoices list end of April; Annex 26*
- d) *Bank statement end of April; Annex 27*
b-d were deferred until the next meeting.
- e) *Village Hall lease approval; Annex 28*
- f) *Memorial Library lease approval; Annex 29*
e-f were deferred to allow the Chairman to discuss further with the **SB**
Landlord.

097/25 **Councillor's business:** *for noting or including on a future agenda*

098/25 **New Correspondence**

099/25 **Dates of next meetings:**
Full Council: 2nd June, 7th July
Planning: 19th May, 9th June

Meeting closed: 21:23

Dated this: 13th May, 2025

Signed: CJ Bishop-Wright

Parish Clerk and RFO