



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 28th April, 2023 at 19:30 in the village hall

for the transaction of the under mentioned business

1. Attendees

2. Apologies for absence

Maintenance – Cllr Edwards

3. Video of resident attending the April full council meeting to discuss drainage and flooding issues in Farley Green

- Cllr Edwards circulated the video of Mr Moorwood at the full council meeting, but due to technical issues, only a shortened version was available.
- Mr Moorwood then provided a summary of his findings, detailing the ongoing flooding issues affecting Farley Green residents. He explained the issues experienced by Mr and Mrs Massey at Newlands, due to a blocked drainage pipe under the shared driveway of Thatch Cottage, Fairlee, and Merryngs. He stated that pipe is shown as Parish Council responsibility on Land Registry plans and noted a 2016 promise of action from the Parish Council remains unfulfilled.
- Residents urged urgent repairs, citing severe living impacts. Mr Moorwood questioned Council's spending priorities.
- Council reminded residents that it had done extensive work since it had been notified of the flooding issue at the December 2024 council meeting, and this had included quotations for the work required and sought legal opinion on who is responsible for the upkeep of the access to Thatch Cottage, Merryngs, and Fairlee. Residents were reminded that Council must be objective and represent all parishioners and that the quotations received would have serious implications for reserves going forward if they were to be approved. The need to explore all options was therefore imperative. Cllr Dennis drew the meetings attention to a Land Registry document that suggested that Council are not responsible for access roads (including the broken pipe) to properties and that legal advice received in 2016 was relevant only to the responsibility for the ditch and not access which would be determined by Rights of Easement. Council pointed out that it would not be in anyone's interest to pursue this matter through legal representation and courts.

4. Proposal to approve of legal opinion; *Annex 1*

- An easement document, and the wording of it, was reviewed. Council agreed to go back to its solicitor and ask whether this clarifies responsibility for maintenance of access to the properties, including the defective pipe. The Clerk will draft and circulate.

5. Proposal to accept quote of £3,500 for cost of underground pipe; *Annex 2*
 - The decision on the replacement pipe was deferred until 12th May for the Full Council meeting pending receipt of legal opinion on point 4.
 - The Clerk will contact the solicitor regarding further questions and aim to receive a response before the meeting.
 - If the legal advice is received in good time, the Council will hold an informal meeting to discuss the matter ahead of the formal session.
 - Cllr McCann will engage with residents regarding voluntary contribution and report back. If legal opinion was not clear this may be a route that needs to be explored.
 - Cllr Edwards will contact UK Power Networks to obtain an electrical grid map before the works commence, so as to limit the liability of damage.
6. Confirmation of approach regarding the ditch on the east side of Farley Green
As above.
7. Confirmation of communication to residents
Deferred until 12th May.
8. Proposal to accept quote of £1,000 to clear the remaining part of the ditch on the west side of Farley Green; *Annex 3*
 - Cllr McCann proposed.
 - Cllr Gellatly seconded.
 - All in favour.
 - Cllr McCann noted that the cost of this was reduced from £4,000 to £1,000 due to residents clearing ³/₄ of the ditches.
9. Proposal to send note of thanks to the residents at Farley Green
 - All in favour of note of thanks.
 - The Clerk will draft and circulate for approval.
10. Proposal to accept quote of £400 for planting cosmos in the Village planters; *Annex 4*
 - Cllr Edwards proposed planting drought-resistant plants – either lavender or rosemary – instead of cosmos.
 - Cllrs Bevan and Edwards to review the budget to check that these costs would be covered.
 - Total costs including planting and painting the planters will be around £600.

Village Hall – Cllr Bevan

11. Proposal to sign the new 10-year leases for the Village Hall and Memorial Library from the Albury Estate; *Annexes 5 and 6*
 - Cllr Dennis requested to defer until 12th May, pending further quotes.
12. Village Hall Business and Marketing Plan; *Annex 7*

Cllr Bevan presented the current financial projections for the Village Hall and the immediate need to address how it can be made profitable. He proposed various improvements:

 - Cllr Bevan proposed hiring an electrician to formalise the heating system integration with the booking system. He advised that the new system has reduced Council's gas bills.
 - Cllr Bevan advised of a leak in the heating system, which causes problems with the heating, and will obtain plumbing quotes to repair.
 - Cllr Edwards asked for contributions from the Albury Estate to the content of the new

Village Hall sign.

- The Clerk to review local directories and council listings to ensure the Hall is fully listed and searchable.
- Cllr dDnnis suggested that we should review hire costs again and expressed concern regarding the lack of parking for users.
- It may be necessary to review cleaning and maintenance expenditure.

Other Items

13. Review of new draft policies and amended policies to be approved at the Annual Meeting; Annexes 8-19

Cllr Bevan raised some amendments for the policies and procedures:

- Standing Orders – to be updated with gender-neutral language and reviewed alongside new policies to prevent duplication or contradictions.
- Data Protection Policy – requires an update to reflect the Clerk's name.
- Website Accessibility Statement – needs revisions to include relevant technical information.
- Lone Working Policy and Data Protection Policy – should be reworded to accurately reflect the Council's actual processes.

14. Contents and schedule for the Annual Meeting

Schedule for the meeting agreed, and the Clerk will inform the speakers of the schedule. The Clerk to organise refreshments.

Signed: *Cj Bishop-Wright*

Dated: 29th April, 2025