



# 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 6<sup>th</sup> October, 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, N. Edwards, P. Gellatly, and A. McCann

134/25 **Open Forum**

135/25 **Apologies for absence**

Received from Cllr G. Robinson

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

Hughes

136/25 **Declarations of interest:**

None received.

137/25 **Minutes of the meetings held on Monday 1<sup>st</sup> September; *Annex 1***

The minutes of the meeting were signed and approved as a correct record of the meeting.

138/25 **Brief from Borough Councillors**

139/25 **Brief from County Councillors**

140/25 **Action List; *Annex 3***

a) *Update on the new email system*

Cllr Bevan updated that the new email system is now active. The current contract with Microsoft runs until December, so there is a buffer period in case there are any issues.

141/25 **Clerks matters arising**

a) *Clerk's salary adjustment due to back pay*

The Clerk advised that the pay scales for 2025/6 have now been approved and she has a net back pay of £364.49. All in favour.

b) *Election of Vice-Chair*

Cllr Bevan asked for any volunteers for Vice-Chair. Cllr Baker proposed himself. Cllr Edwards seconded. All in favour.

c) *Nominations for Cllr to be responsible for Communications*

Cllr Bevan advised that due to Cllr Dennis' retirement from Council, the communications portfolio will need to be taken over. Cllr Bevan

expressed interest in moving towards more online based communications to the parish, with options for hard copies for those who need it. Discussion of this deferred until the next meeting.

- d) *Proposal for the purchase of a new PC for the Clerk for up to £390*  
Cllr Bevan proposed to purchase a new laptop for the Clerk, as her current one is not suitable for purpose. Cllr Baker seconded. All in favour.

Committee reports:

142/25 **Highways, Byways, Traffic, Open Spaces and Maintenance**

- a) *Warren Ditch CAPEX Works*  
Cllr Edwards updated that SCC are to undertake improvement works next year, including installation of a large silt trap under their Capital Expenditure budget. The Albury Estate will budget for clearing the downstream section of the ditch post-April 2026. Cllrs McCann and Edwards to liaise with SCC and the Albury Estate to clarify future responsibility.  
Cllrs Bevan and Gellatly noted the improve of the Council confirming that we are not responsible for this. Cllr McCann will follow up with SCC regarding agreed actions. **NE**
- b) *Allotments*  
All plots are currently rented. The left-hand path is satisfactory, but the bottom section is overgrown. **NE**  
Cllr Edwards met with Clovers and obtained quotes: **CJ**
- £340 for initial clearance
  - £65 per spray (2-3 times per year)
  - £110 per cut (3-4 times per year)
- Cllr Edwards proposed to enforce stricter maintenance obligations for tenants. The Clerk will issue updated guidance and revise the agreements for 2026/7 to reflect this. Cllr Edwards proposed proceeding with quoted costs at the next meeting.
- c) *Upgrowth on the Green*  
Cllr Gellatly advised of reports he's received regarding upgrowth on the green. Cllr Edwards advised that this will be addressed during cutting. Cllr McCann will discuss this with the Farley Green Community Group. **AM**
- d) *BOAT – Shere Bridge to Rail Lane*  
Residents raised concerns over 4 x 4 motorbike use here. Due to BOAT designation (since 1970s) restrictions are limited. Residents exploring reclassification to a byway.
- e) *Shophouse Lane closure*  
Scheduled for drainage works. This will be for up to 5 days, but likely no more than 2. It will be from 9:30-15:30. Cllr McCann to confirm exact dates. **AM**

143/25 **Planning; Cllr Gellatly**

- a) *Extension Request*  
Cllr Gellatly requested that the Clerk ask for an extension to comment on a planning application.

144/25 **Environmental project; Cllr McCann**

- a) *Network Rail*  
Noise mitigation project has now been completed. The site now hosts a national landscape noise system. **CJ**
- b) *Community Engagement at Farley Green*  
There is now over 45 volunteers across 7 sub-groups.
- c) *Surrey Police Cadets*

The Clerk advised of an environmental programme regarding Surrey Police Cadets. Cllr Newson has asked if the Council have any areas that can be looked after by the cadets in the Parish. The Clerk will confirm further details. **CJ**

145/25 **Neighbourhood Plan**

a) *Update*

The NP is currently awaiting response from AECOM. The final draft has been completed, and a formal vote will be required in due course. No further payments are due to the consultant. The item will be removed from the standing agenda.

146/25 **Finance and Village Hall; Cllr Bevan**

a) *Bank reconciliation end of October; Annex 3*

Signed and approved against the October bank statement.

b) *Invoice list end of October; Annex 4*

Signed and approved against the October bank statement.

c) *Bank statement end of October; Annex 5*

d) *Update on the budget process*

The budget is due to be approved at the December meeting. Two budgets will be prepared due to the uncertainty around Village Hall costs. A finance meeting will be scheduled before the November Council meeting.

e) *Village Hall*

The Council has been asked again to confirm whether they are going to renew the lease on the Village Hall and Memorial Library. Despite the plans made at the beginning of the year, the subsequent experience has shown that the cost of operating the buildings was going to be significantly higher and less predictable than expected. This, together with the additional non-discretionary maintenance responsibilities encountered this year – in particular for the drainage on Farley Green – would mean that any further ongoing commitment would put the financial liability of the Council in doubt. It was thus, very reluctantly, decided that the lease could not be signed. Cllr Bevan to inform the Albury Estate. Cllr Bevan proposed, Cllr Baker seconded. All in favour.

Cllr Bevan updated that the cleaner and handyman for the hall are still off on long-term sick. They are receiving Statutory Sick Pay, which expires in November.

147/25 **Councillor's business: for noting or including on a future agenda**

a) *Vehicle Activated Signs*

Council will confirm insurance coverage of the two loaned VAS's.

148/25 **New Correspondence**

Nothing received.

149/25 **Dates of next meetings:**

Full Council: 3<sup>rd</sup> November, 1<sup>st</sup> December

Planning: 20<sup>th</sup> October, 10<sup>th</sup> November

Meeting closed: 20:37

Dated this: 8<sup>th</sup> October, 2025

*Signed: CJ Bishop-Wright*

