



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

PARISH OF ALBURY

NOTICE OF PARISH COUNCIL MEETING

Local Government Act 1972

Notice is hereby given of a meeting of Albury Parish Council which will be held on

Wednesday 15th November, 2023 at 19:30 in the village hall

for the transaction of the under mentioned business.

Councillors agree to receive summons of meetings by electronic means.

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.

AGENDA

204/23 **Apologies for absence**

205/23 **Declarations of interest:** *Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.*

206/23 **Minutes of the meeting held on Monday 4th September and 2nd October; Annex 1**

207/23 **Actions Update; Annex 2**

208/23 **Brief report from Borough Councillors**

209/23 **Brief report from County Councillors**

210/23 **Matters arising**

211/23 **Clerks matters arising**

212/23 **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/>*

Committee reports:

213/23 **Highways, Byways, and Traffic: Cllr Robinson**

- a) *Ride Lane*

214/23 **Outdoor maintenance and open spaces: Cllr Edwards**

- a) *Grit bins*
Elect Cllr to take responsibility for filling grit bins
- b) *New maintenance list approval; Annex 3*
- c) *SUEZ/SITA Viewing Platform*

215/23 **Planning and environment: Cllr Gellatly**

216/23 **Village Hall: Cllr Bevan**

- a) *Horse box coffee shop*
- b) *Monday VH café*
Request from resident to restart the Monday café. Request for this to be free of charge – previously ½ price. Also request to update the curtains

217/23 **Allotments: Cllr Robinson**

218/23 **Communications: Cllr Dennis**

219/23 **Environmental projects: Cllr McCann**

220/23 **Neighbourhood Plan: Cllr Dennis**

221/23 **Finance**

The following to be approved and signed, where necessary:

- a) *Bank reconciliation; Annex 4*
- b) *Payments and receipts; Annex 5*
- c) *Cashbook report; Annex 6*
- d) *Bank statement; Annex 7*
- e) *Finance reports from October to be approved; Annex 8*
- f) *Invoice list; Annex 9*
- g) *Clerk's pay analysis and contract review; Annex 10 and 11*

The Clerk has been paid the incorrect amount since the start of her employment in 2022. The Clerk alongside Mr Brockwell and the Chair have analysed the pay and underpayments to both the Clerk and HMRC. There is a document attached with an explanation and a spreadsheet with the analysis. The Clerk is requesting a review of her payments since the start of her employment, and if approved to be repaid £2,881.17 and to pay HMRC £217.28. A review of the Clerk's contract has also been done. The Clerk would like to have a clause included to the contract in regards to yearly pay increases and SCP increases.

222/23 **Councillor's business: for noting or including on a future agenda**

223/23 **New Correspondence**

224/23 **Dates of meetings**

Full council: 4th December, 8th January
Planning: 27th November, 18th December

225/23 **Open Forum**

Dated this 9th November

*Signed: CJ Bishop-Wright
Parish Clerk*