

ALBURY PARISH COUNCIL

Minutes of the ANNUAL MEETING of Albury Parish Council on Monday
14th May 2007, at 7.30pm, in the Village Hall

Present: Cllr P von Radowitz (in the chair), Cllrs J Brockwell, J Chapman, J Croucher, P Gellatly, R Hogben, D Nicholson, G Robinson, N Wenman
Borough Cllr D Wright
5 members of the public

86/07 ACCEPTANCE OF OFFICE AND DECLARATIONS OF INTEREST were duly completed by all councillors and witnessed by the Clerk.

87/07 ELECTION OF CHAIRMAN

Cllr von Radowitz announced her intention to stand down as Chairman, after a number of years of service.

Cllr Wenman was PROPOSED as Chairman by Cllr Brockwell, SECONDED by Cllr Chapman, all were in favour.

Cllr Wenman called for a vote of thanks for Cllr von Radowitz for the enormous amount of hard work she had put into the role of Chairman. He hoped he would be able to rely on her experience over the months to come. Cllr von Radowitz gave him her support. Cllr Wenman commented that although he had chaired many committees over the years, he had never been a parish councillor, and would be dependent on the Clerk and other councillors for their knowledge.

Cllr Wenman congratulated the Members for being elected to the Council, this being the first election in Albury for many years. The turn out had been tremendous, at nearly 53% of the electorate, which was far above the average turn out for local elections. This demonstrated that there was an interest in Albury for local affairs, and gave the Council a mandate for the future.

88/07 ADOPTION OF THE REVISED CODE OF CONDUCT

Members passed a resolution to adopted the Model Code of Conduct, including paragraph 12(2). This resolution was PROPOSED by Cllr von Radowitz, SECONDED by Cllr Robinson, with all in favour. (*This gives members with a prejudicial interest the same rights as members of the public to speak to a meeting on the issue and then leave before the main discussion and vote.*)

89/07 APOLOGIES FOR ABSENCE

Were received from Cllr David Davis.

90/07 DECLARATIONS OF INTEREST

- 1) Councillors were reminded that they must register an interest in any items on the agenda for this meeting, where appropriate, at the beginning of the meeting.
- 2) Councillors were further reminded that they must ensure that their register of interests is kept up to date and the Clerk advised of changes and additions.

91/07 ELECTION OF VICE CHAIRMAN

Cllr Grahame Robinson: proposed by Cllr Croucher, seconded by Cllr Von Radowitz.

Cllr John Brockwell, proposed by Cllr Gellatly, seconded by Cllr Chapman.

A vote was taken, in which Cllr Brockwell received 5 votes, Cllr Robinson 3 votes. Cllr Brockwell was duly elected vice-chairman.

92/07 APPOINTMENT OF COMMITTEE MEMBERS AND CHAIMEN *

Cllr Wenman believed that the Committees would benefit from re-structuring to better reflect current issues. He would discuss this with the Clerk and a discussion document would be issued for the June meeting. For the present, the committees would be elected as specified on the agenda.

- a) **Planning: 3 members:** Cllr Gellatly (Chairman), Cllr J Croucher, Cllr P von Radowitz. (substitute members: Cllr Robinson, Cllr Brockwell)
- b) **Finance: 3 members:** Cllr Brockwell (Chairman), Cllr J Chapman, Cllr R Hogben. (substitute member: Cllr Gellatly)
- c) **Personnel: 3 members:** Cllr Robinson (Chairman), Cllr J Chapman, Cllr P Gellatly. (advisory member: Cllr J Brockwell)
- d) **Highways and Byways: 3 members and 2 advisory members:** Cllr G Robinson, Cllr P Gellatly, Cllr R Hogben.
- e) **Albury Hall Management: 3 members:** Cllr D Nicholson (Chairman), Cllr G Robinson, Cllr J Chapman
- f) **Open Spaces Management: 3 members:** Cllr P von Radowitz (Chairman), Cllr R Hogben, Cllr J Croucher.

**The chairman of the Parish Council is an ex-officio members of all committees*

93/07 APPOINTMENT OF REPRESENTATIVES TO OTHER COMMITTEES

- a) **Surrey County Association of Parish and Town Councils:** Chairman
- b) **Guildford Local Committee:** Chairman
- c) **Albury Landfill Liaison Committee:** Cllr Wenman wished to postpone this appointment as he wanted to discuss the committee with Mr Childs, the current chairman of the committee. In the meantime, the Clerk would arrange a meeting of the committee for June, as requested by SITA.
- d) **Star Energy Liaison Committee:** (Cllr Wenman declared an interest) Cllr J Brockwell

94/07 DATES OF FUTURE MEETINGS

- a) **Annual Assembly:** first Monday in April, unless a bank holiday, when will move to second Monday.
- b) **Annual Meeting:** First Monday in May, unless a bank holiday, when will move to second Monday.
- c) **Monthly meeting:** First Monday of the month. (Cllr Wright requested that Albury liaise with St Martha to avoid a clash of meetings, as they also

met on the first Monday of the month. The Clerk would speak to their Clerk, but it was agreed that Albury would remain with the first Monday of the month)

d) **Committee Meetings:** Planning: every Monday at 7pm if there are plans to determine. Other committees as called.

95/07 MINUTES OF THE MEETING HELD MONDAY 2nd April 2007

Were agreed as a true record of the meeting and signed by the Chairman.

96/07 MATTERS ARISING

23/07:24/07:25/07: *Minutes of February meeting and matters arising:* The Clerk had sent a detailed history of the events leading up to the February meeting, her correspondence with Christine Swan and the agenda and minutes from the February meeting to Richard Lingard, Head of Legal Services at Guildford Borough Council. He agreed to this course of action and advised that he would be able to look at the papers after the election was completed. It was agreed that a meeting should be arranged as soon as possible between Mr Lingard, the Clerk and the past and present Chairman of the Parish Council.

67/07:16/07: *Fencing opposite Estate Office:* Ms Beadsworth, Conservation Officer, had agreed to follow this up, but nothing further had been heard to date.

67/07:47/07: *Village Green:* The Clerk had been unable to find a source of tall kerb stones, neither had Cllr Brockwell. Cllr Croucher undertook to assist.

67/07:55/07d: *Hedge off A25:* This work had now been completed but the hedge would need further work later in the summer.

67/07:55/07r: *Farley Green Pond:* A quotation had been received from Edward Hall, in the sum of £1625.00 for clearing and reinstating, and removing the silt, £1430.00 if silt is taken to Albury landfill only. It was agreed that a further quotation should be sought, and that this work should be carried out once the best quotation had been identified. Cllr Brockwell confirmed that there were sufficient funds in reserve to do the work, together with the grant from Cllr Davis' personal allowance.

Action: Open Spaces Management Committee

67/07:57/07b: *Disabled Access:* Members were referred to agenda item **105/07**

75/07: *Row Lane:* This had been reported to Highways, who passed it to Rights of Way. The Clerk confirmed that she had queried whether the tarmac road was the responsibility of Rights of Way, but would now ask this question of the Rights of Way Officer.

75/07: *Ansell's Footpath:* The Clerk had written to the Rights of Way Officer. It was agreed that a site meeting should be arranged.

97/07 POLICE MATTERS AND PCPG

In the absence of a representative from the Police, the Clerk confirmed that PC Patey sent a monthly report to the Parish Magazine, via her. It was agreed to ask the Community Support Officer, Paul Hyde, if he would attend a meeting.

98/07 OPEN FORUM

a) *Tillingbourne School*: Members received a report from Ms Brook, Councillor, Shere Parish Council, on admissions at Tillingbourne School and the implications of the decision by Surrey County Council to impose an “as the crow flies” measurement to entry criteria.

Surrey County Council wrote to parents with children who had just started at Tillingbourne School to say that they had been given free transport in error. They said that Tillingbourne was not the closest school to Shere, but it transpired that they were using an unlawful definition on what constituted the closest school, after a challenge from Ms Brook, and had to withdraw. They advised, however, that from September the definition of the closest school would change, although this did not seem to have been approved.

In the past, the closest school had been calculated by distance by road and footpath. From 2008 an “as the crow flies” measurement will be introduced. Not only will Shere and Gomshall not be able to access Tillingbourne School, this ruling will also effect the eastern end of Albury.

The night following this meeting, Cllr Davis was due to question whether the definition was lawful. It was hoped that SCC would agree that the definition was unlawful.

The adjudication deadline was the 9th June. Shere parish council had decided to write to the adjudicator to object to these proposals. Ms Brook pointed out that the public were generally very keen on ease of access, that the national report had said that ease of access was very important, but that SCC seemed to be overlooking this.

Members **agreed** to object to these proposals and to emphasise the ease of access criteria.

b) *Disabled Access*: Mr Barnes advised that his wife used an electric wheelchair and found it very difficult to move around Albury, because of the lack of ramps from pavements. Cllr Chapman agreed to meet with Mr Barnes to review the problem, and to report at the next meeting.

Action: *Cllr Chapman to meet with Mr Barnes and report back.*

99/07 CLERK'S MATTERS ARISING

a) *Save the Royal Surrey Campaign*: the Chairman of the Campaign, Prof. Christopher Marks, had written to ask the Parish Council to consider arranging an fundraising event in order to keep the impetus of the campaign going as we approach the public consultation, which might be launched in June or as late as September. The money raised was used for materials and publicity. It was **agreed** that it was unlikely that it would be possible to organise a fund raising event, but that the Clerk would establish whether a donation could be made to the Campaign from Council funds. Cllr Nicholson would look into how best to support the campaign.

Action: Clerk to report on grant status at June meeting
Cllr Nicholson to investigate how best to support the campaign.

b) *Newlands Corner Countryside Centre*: the official opening will take place on

21st May from 10am to 12 noon and would be attended by the Duke of Northumberland. Bob Crompton will then lead a guided walk. Councillors were invited and Cllrs Wenman and von Radowitz would attend, together with the Clerk.

100/07 PLANNING APPLICATIONS RECEIVED

07/P/0608 Valley Cottage, 1 Upper Cottages, Water Lane, Albury

Erection of summerhouse in rear garden

The Planning Committee had no objection to this application

07/P/0615 The Barn, Albury Sandpit, Shere road, Albury

Change of use from manufacture of horse jumps to storage of plant machinery

The Planning Committee had no objection to this application

07/P/0616 Springfold House, Shophouse Lane, Farley Green

Erection of detached timber framed garage and store

The Planning Committee had no objection, but wished it to be noted that the site is nearer .27 hectares, not 2.7 as the design statement says.

07/P/0649 Overbrook, Brook Hill, Farley Green

Erection of two storey replacement building with basement following demolition of existing dwelling.

The Planning Committee had no objection to this application.

101/07 PLANNING APPLICATIONS DETERMINED BY SURREY COUNTY COUNCIL

GU06/02087 Land at Albury Park

Retention of existing appraisal wells compound and associated access and roadway of some 1.97ha, the erection of new security fencing; the use of the appraisal site for the drilling of and flow testing for hydrocarbons from two appraisal boreholes; the retention of a transformer and switchroom and the retention of an existing appraisal well involving flow testing for hydrocarbons, the installation of appraisal facilities and provision of a container unit for use as offices and messroom, all form a temporary period of up to 3.5 years, with restoration to forestry.

Application withdrawn on the 16/4/07.

102/07 ENFORCEMENT NOTICES SUBJECT TO APPEAL

EN/05/0735 Land adjacent to Cheynes, Brook Lane, Albury

Enforcement notice issued on 19/12/05 required the appellants to:

1. cease the use of the land for landing and taking off of helicopters, remove the guidance or landing lights, security lights, cameras and markings and all the electrical wires, cables and conduits to these lights from the land
2. cease the use of the stables on the land other than as permitted under planning permission 99/P/1824 and remove all items previously kept in the stables from the land
3. cease the use of the land as residential garden and remove all domestic items from the land.

Summary of Decision: the appeal succeeds in part (*the stable building shall be used solely for the private stabling of horses by the occupant of Cheynes, under the terms of that permission, or for the storage or domestic furniture or household*

goods, ancillary to the dwelling known as Cheynes. The stable building shall not be used for any business or commercial purposes) and permission for that part is granted, but otherwise the appeal fails and the enforcement notice is upheld.

The Appeal decision will be available for inspection at the meeting.

103/07 FINANCE

The Income and Expenditure and Statement of Account for the financial year 2006/07 have been completed and passed to Cllr Brockwell for internal audit. Cllr Brockwell confirmed that he had completed the final audit for the year and had found the books satisfactory. He had not yet reviewed how expenditure compared with precept budgeting. At the end of the financial year, the Council had a total of £26,851 in funds, made up of grants, reserves and unallocated funds. He would meet with the Clerk to discuss reserves. Dates for the annual audit are as follows:

23rd May Accounts to Internal Auditors, Spilkin Knight
29th May: Display audit notices
18th June: Make books available for inspection
2nd July: Annual Return to be approved by Parish Council
13th July: Annual Return to be received by BDO, external auditors

Signatories to the account would now be: Cllr Wenman, Cllr Brockwell and Cllr Chapman.

a) The following were paid out of meeting	Chq no	Amount	Exp Power
123) AB Cleaning Supplies	89	£14.96	LGA '72
124) Spectrum Homes (Skip)	90	£126.90	
125) Inland Revenue *see note below	91	£93.33	
1) E Balshaw: salary, April	d/d	£486.03	
2) GBC: rates, May	d/d	£120.00	
3) J Cadman: April (gross: £941.21. NIC: £57.42. Tax £149.50)	93	£734.29	
4) GBC: water course cleaning	94	£575.75	
5) R Chittenden re: hedge off A25	95	£82.25	
6) SCAP&TC: subscription £354.31 + LCR 2@ £12.00	96	£378.31	

104/07 COUNCILLORS BUSINESS for noting or including on a future agenda,

- a) *footpaths*: Cllr von Radowitz had been approached by a resident of Farley Green, who was very concerned that horse riders were using and destroying footpaths. He suggested contacting Shere and Hurtwood Control to arrange a meeting to discuss how best to deal with this problem. It was **agreed** to write to all livery stables, asking them to ensure that they emphasised the difference between footpaths and bridleways to their riders.
- b) *Westonfields*: Cllr Robinson reported that the hole by the drain was now much larger.
- c) *Pavements*: the surface of the pavement from Weston Farm towards Parkers Hill was crumbling.
- d) *Litter Pick*: Cllr Croucher requested a further litter pick on Albury Heath in June. The Clerk advised that a litter pick had been requested for the village itself. **Action**: *to be taken further by the Open Spaces Committee*.
- e) *Results of Election*: Cllr Hogben requested that these be posted on the notice boards. The Clerk confirmed that this would be done as a matter of course. Cllr Hogben considered that all councillors should have their pictures included with their contact information, which the Clerk confirmed would also be posted on the noticeboards. Cllr Nicholson offered the services of DNX and it was **agreed** that this would be done.
Action: All councillors to contact Cllr Nicholson to arrange a photograph.

105/07 ALBURY HALL

A meeting to be arranged of the Hall Committee to consider the following:

- a) a date for carrying out a Risk Assessment
- b) an increase in hiring fees. The Clerk would establish hiring fees for surrounding village halls.

Action: *Village Hall Committee*

Cllr Brockwell requested a detailed analysis of the income from the village hall, and from the library.

- a) *Disabled Access from Westonfields:* The Clerk reported on a meeting held between herself, John Weedon from Guildford Borough Council, and a representative from Albury House's Surveyors, Strutt and Parker. Mr Weedon had, on behalf of Guildford Borough Council and Albury Parish Council, subsequently written to Albury House to confirm the offer made at the meeting, which was a sum of £2,000 for the piece of land behind the houses (which had been valued by Strutt and Parker at £4,000) and £1,000 for the footpath (which had been valued at £6,000, as the surveyors considered it had a greater value to the Parish Council). The surveyor requested that the fence on the left hand side of the footpath should be raised to 9'. Guildford Borough Council would pay the legal fees.

The Clerk had today received a phone call from the representative of Albury House, advising that this offer had been refused and asking for a date when the footpath would be removed and the fence repaired. It was **agreed** to do nothing further at this time but acknowledge her letter, upon receipt.

- b) *Fencing:* It was **agreed** to review exactly where the 9' fencing should be placed, and the Clerk would meet with Cllrs Wenman, Robinson and Brockwell on the Recreation Ground.
- c) *Litter bin:* Cllr Robinson requested a litter bin for the recreation ground, which would be emptied by Westonfields residents. The Clerk would discuss this further with him and source some catalogues and prices.
- d) *Key code for hall and library:* it was agreed that this should be changed.

106/07 HIGHWAYS

- a) *Flooding*: Surrey CC had allocated additional funding to address some of the flooding issues in the county over the forthcoming year. The Transportation and Environment and Economy Select Committee have set up a joint task force, with the remit to investigate the main causes of the problem, the main problem areas or 'wet spots' and to make recommendations to the County Council's Executive as to what can be done. The Parish Council had received a map which identifies the 'wet spots' in this parish, which was available for inspection at the meeting. Cllr Brockwell said that the map did not include the 'wet spot' at Little London.

Action: *To be referred to the Highways and Byways Committee.* Cllr von Radowitz wished to attend these committee meetings, because of the issues concerning Bridleways and BOATS.

- b) *Ewhurst Parish Council*: had written expressing their concern about the condition of the roads which link the parishes, and suggesting that a united front might bring a reaction from SCC. They asked for a meeting, and this would be arranged after Abinger's Annual Meeting, on the 21st May.
- c) *Brook Level Crossing: temporary closure*: closure between 22.00hrs on Tuesday 24th April and 7.00hrs on Wednesday 25th April to carry out maintenance work
- d) *Community Highways Officers*: Surrey County Council had employed a number of Stewards to increase their ability to engage at a local level. The Clerk would pass a copy of the correspondence to Cllr Hogben.

107/07 OUTSTANDING ITEMS

The list was attached to the agenda. The Chairman and Clerk would meet to take these forward.

108/07 NEW CORRESPONDENCE

- a) *Surrey Community Action*: holding a seminar 'Supporting Community Action Planning in Surrey' on Saturday 19th May, 10am to 2pm.
- b) *Surrey Community Action Conference*: Friday 22nd June, Royal Holloway College, Egham.
- c) *Guildford Borough Council- Community Clean Ups*: GBC invited Parish Councils and voluntary groups to hold a community clean up during the summer. They would provide support with provision of all equipment and would pick up refuse following the event. They would also provide posters and leaflets.

Action: *to be followed up by Open Spaces Committee.*

109/07 OPEN FORUM

110/07 ROUTINE CORRESPONDENCE

111/07 DATES OF MEETINGS:

Full Council:	Monday 18th June (<i>Please note change of date</i>) 7.30pm Monday 2 nd July, 7.30pm <i>No meeting in August</i> Monday 3 rd September, 7.30pm Monday 1 st October, 7.30pm Monday 5 th November, 7.30pm Monday 3 rd December, 7.30pm <i>Precept meeting</i>
Planning:	Every Monday at 7pm, if there are plans to determine
Finance:	No meeting arranged at present
Personnel:	No meeting arranged at present.

There being no further business, the meeting closed at 9.55pm.