

# ALBURY PARISH COUNCIL

Minutes of a meeting of Albury Parish Council held on Monday 3<sup>rd</sup> November 2008 in the Memorial Library

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

In attendance: The Clerk, Mrs J Cadman

**188/08 APOLOGIES FOR ABSENCE** were received from Cllr J Chapman

**189/08 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.

**190/08 MINUTES OF THE MEETING HELD MONDAY 6<sup>TH</sup> OCTOBER 2008**

Were agreed as a correct record of the meeting and signed by the Chairman, after the following amendments:

**172/08:** *Village of the year competition:* Pat Grayburn, not John Brockwell, was advised that Albury had been close to being awarded second place.

**191/08 MATTERS ARISING**

**172/08:154/08A: Telephone Kiosks:** Applications had been made to BT as follows:

1. To adopt the kiosk at Brook
2. To sponsor the kiosk at Farley Green

These applications had been acknowledged.

**173/08:a: Communities on Control consultation:** Cllr Gellatly agreed to review the questionnaire and advise the Clerk accordingly.

**173/08:c: Community Gangs:** The Clerk advised that, although she had spoken to Malcolm Howard and his superior, a decision had not been reached concerning unpaid work in Albury. She understood that they were currently undertaking a lot of work with SCC Rights of Way.

**Action:** Clerk to write to James Wittall, and aim for this matter to be completed by the December meeting.

**173/08:d: Old Churchyard maintenance:** The Bereavement Services Manager had now advised that GBC would not take on this work without written reports on the condition and safety of the memorials, the footpath and walls, and the church buildings, including fixtures and fittings. The Clerk had asked whether GBC would give the Parish Council the cost of the two cuts that they proposed to undertake, and had forwarded the requests to Daphne Foulsham, Secretary of the Old Church Committee. She had also obtained information on a company that would undertake these reports.

**Action:** Clerk to arrange a site meeting between all parties.

*Recreation Ground Fencing:*

**Action:** Cllr Brockwell would arrange for the damaged fencing to be removed.

**192/08 CLERK'S MATTERS ARISING**

**a) Freedom of Information Act:** As from 1 January 2009 all Parish Councils would be required under the Freedom of Information legislation to have published a new Publication Scheme in accordance with the recent guidance given by the Information Commissioner. The Clerk tabled the Model Scheme, and an example of the list of information that must be publicised as being available to the public.

**Action:**

- To adopt the Model Scheme at the December meeting.
- The Clerk to draw up the list of information as set out by the Information Commissioner and write an explanatory preface to be included in the publication
- Cllr Nicholson to arrange for this information to be added to the website

**b) Parish Council representation on the Borough Council's Standards Board:** Members noted that Cllr Len Scott of Ash Parish Council had been appointed as parish representative on the Borough Council's Standards and Audit Committee.

**193/08 POLICE MATTERS**

PS Simon Berger had sent apologies that he did not have an officer available to attend the meeting. He confirmed that PC Nick Sharp had been appointed as Neighbourhood Specialist Officer for this area, start date to be advised.

Over the last month, in the Albury area, there had been 3 road accidents, 3 vehicle obstructions, 1 missing person, 1 concern for safety and one lost farm animal, which was subsequently found.

Members expressed their appreciation for this detailed report.

**194/08 OPEN FORUM**

**Affordable Housing:** Mr Simon Rowcliffe recalled that, when the Toppers Court development was underway, he had spoken on behalf of the residents of Albury, asking that Albury villagers should get first priority. This did not happen and he was concerned that this might happen again. Cllr Wenman explained that the current proposal was not a GBC initiative, whereas Toppers Court was GBC land. The Parish Council, who were driving this project, would only support it if priority is contractually given to local people.

Cllr Hogben referred to the Housing Needs Survey undertaken by Surrey Community Action and advised that 36 households had indicated a need for affordable housing, which was a very high number in relation to the size of the parish.

**Vicarage:** Mr Rowcliffe questioned why there was no suitable existing house in the village. Cllr Wenman explained that the Parish Council had responded to a request from the church, as Ken Hobbs very much wanted to be in the village, and wanted a vicarage to be part of the facility of the church.

The Parish Council hoped to be able to move this forward by having a public meeting in early February.

**Telephone Boxes:** David Small was pleased to see that the Parish Council had committed to adopting the telephone kiosk at Brook, and offered his help in its upkeep.

**Plastic posts:** David Small referred to the white plastic posts at the bottom of Brook Lane, and requested that they might be removed, as they were now very shabby. This was agreed to be the best solution

**Action:** Clerk to advise Highways, SCC.

**Temporary Fencing at Lampards:** This had now been in place for some time and was very unsightly. Cllr Croucher undertook to talk to the proprietors.

**Cheynes:** The appeal against GBC's refusal to grant retrospective planning permission for the summer house was to be held on 4<sup>th</sup> November, commencing at 10am.

**COMMITTEE REPORTS****Highways and Byways**a) *Bus stop at Old Mill:*

- Public evidence was in the process of being gathered, using forms supplied by Cllr Davis
- GBC Enforcement had been advised of the contravention of conditions concerning site lines
- Mr Eshelby had responded to the Council's letter advising him of the Council's resolution to proceed with necessary steps to re-establish the public right of way.

b) *Village Gateway enhancement programme:* work on replacing the metal railings with oak posts commenced on Monday 20<sup>th</sup> October.c) *Minutes of the meeting held 2<sup>nd</sup> October:* had been circulated and were agreed as a true record of the meeting, after the following amendment: Cllr Gellatly explained that Article 4 is not connected to 20 years rule of use, but to fences and barriers.d) *Sherborne Bridge parapet:* this had now been repaired. There had been some discussion regarding the painting of a white line, to emphasise the parapet.e) *Boundary Cottages bus shelter:* this had been removed, there had been two requests for its replacement. **Action:** Cllr Hogben to bring a proposal to the December meeting, after discussion with the Clerk.f) *Little London:* The culvert had not yet been jetted, but there were signs that Highways might return soon, as markers had been put down for the posts. It was also hoped that the kerb stones would be bedded in properly at the same time, which would prevent dirt coming down onto the road from behind them. Cllr Davis pointed out that GBC, as Land Drainage Authority, had the authority to insist that Railtrack did the necessary work

**Action:** Cllr Hogben to pursue this with GBC.

**Community Development**a) *Parish Plan:* Cllr Nicholson reported that there had been a meeting the previous week and an agreement had been reached on how to incorporate the parish plan and grand designs project. A public meeting was planned for January, to discuss the plans with the parish.b) *Carol singing:* it was **agreed** that it would be good to do this again, and it was arranged for Friday 19<sup>th</sup> December at 6.30pm. Members discussed who the collection should benefit this year.

**Action:** The Clerk to ask, via the parish magazine, if there were other local organisations who would like to be considered.

**Open Spaces, Recreation and the Environment**a) *Village Hall Management Committee:* Cllr Brockwell reported that a meeting of the new management committee was being arranged.b) *Village Hall: cracks in female toilet:* Cllr Brockwell proposed that, rather than installing a disabled toilet and re-configuring the toilet as a whole at this time, the walls should be re-plastered and re-decorated. This would cost in the region of £450.00. The Council would then have time to seek grants for upgrading the toilets as discussed. This proposal, and the expenditure, were **agreed**.

**Action:** Cllr Brockwell to get agreement from Michael Baxter before going ahead.

c) *Footpath Clearance:* Cllr von Radowitz reported that her contractor had now completed 6 footpaths, and had almost completed the Farley Green area. She was asked to request that he clear Toppers Alley and the footpath near the level crossing on the left of the salt bin.d) *Bins on Heath:* Cllr Croucher had met with Drew Nicholson and Tim Wall regarding placing of bins on the heath. Siting had been agreed, and sufficient volunteers to put the bins in place had been identified. Volunteers would also empty the bins if GBC did not, although at present they continued to empty the old ones.e) *Canadian Memorial:* The Clerk reported that she had written to the History Society, the Estate, the Canadian Veterans Association and Albury Trust concerning the

proposed refurbishment. Pat Grayburn, on behalf of Albury Trust, had agreed that this work needed to be done, and proposed to suggest to the Trust, at their next meeting later in the month, that they pay for a new bench.

f) *Amber Heights*: Cllr Gellatly reported that a gate had been erected from this property to the common. It was agreed to keep an eye on developments.

## 198/08 Planning

### PLANNING APPLICATIONS RECEIVED

#### 08/P/1814 Amber Heights, Ride Lane, Farley Green

*Single storey rear extension to provide conservatory*

The planning committee had no objection, although they pointed out that this was not actually a conservatory.

#### 08/T/0166 Weston Lea, The Street, Albury

*Fell Cypress, reduce Yew by 1.8m and reduce sides to balance, fell Sycamore adjacent to BT lines and reduce overhang from Lime by approx 50% (Albury Conservation Area)*

The planning committee had no objection.

### PLANNING APPLICATIONS DETERMINED BY GUILDFORD BOROUGH COUNCIL

#### 08/P/1520 The Mansion, Albury Park

*Listed building consent for internal alterations to rooms 35 and 41 to form a single apartment*

Approved with conditions

The planning committee had had no objection.

## 199/08 Youth

Members received a report from Russell Gant, Youth Representative at Albury Parish Church. He regretted that he did not have the time to take this role on for the Parish Council. The Council appreciated the time he had committed to this report, and the Clerk was asked to write to thank him.

Cllr Wenman believed that this Council needed to make an effort to engage with youth, and acknowledged that this would be difficult, as the young people all went to school outside the parish. Ideas were put forward as follows:

- a) Youth Council
- b) Youth Forum
- c) Contact with local schools
- d) Contact with youth groups
- e) Contact through web site
- f) Appoint a young persons advocate
- g) *Parish Plan*: Cllr Nicholson suggested putting together a small group to help with the parish plan. Volunteers would be sought via the parish magazine or a leaflet. This was **agreed** to be a good idea, although acknowledged that it might be hard to find volunteers, as it had been tried before without success.

**Action:** Cllr Nicholson would talk this through with Russell Gant.

## 200/08 Star Energy

- a) Information had been received on Star Energy's Community Fund, with the invitation to circulate this information to organisations in the parish who might wish to apply. Star Energy's leaflets were tabled at the meeting. Application deadline for grants up to £20,000 is the end of December, a decision would be received in March. Cllr Brockwell reminded the meeting about the proposal to put a footpath on the side of New Road, where the pipe was to be laid.

**Action:** a) Ask SE for details of their traffic plan at the next meeting

b) Ask for ideas for this fund in the parish magazine

c) Consider applying for a grant for a footpath

d) Agenda item for next meeting.

e) Cllr Davis to alert other parish councils to the existence of the community fund.

- b) Star Energy had approached all the residents and landowners who had land above the proposed drilling route for Albury 2, requesting their permission
- c) A meeting of the Star Energy Liaison Group had been arranged for the 26<sup>th</sup> November, at 6pm.

## 201/08 Albury Landfill Site

Cllr Nicholson reported that the committee was currently insisting that SITA table a forestry alternative to the current heathland proposal. SITA had promised that their consultant would meet with the Forestry Commission, but had failed to do so and furthermore had advised that a forestry scheme would not be viable because of the number of bore holes, and because of the depth of the soil and the slope. The committee was not happy with this, as they wished to be able to consider a forestry scheme as required by the planning consent for the site. Consideration would be given to appointing an independent consultant, which they would expect SITA to pay for.

Nothing would be put to the public until there were two proposals, with a management plan for each.

Cllr Brockwell suggested that an alternative might be to put trees along the sides of the slopes, thus giving the effect of forestry, and heathland on the top. Cllr Davis pointed out that the heathland option would give an end result of scrubby birch. If woodland was chosen, at least some of the trees would survive.

Cllr Brockwell pointed out that the number of boreholes seemed to have increased since the last restoration plans were produced. He was aware that the consultant had not been advised of the number before the last meeting.

Cllr Nicholson reported that the strategic impact report on the percentage of overfill was still awaited. SITA were meeting with the SCC officers, Alan Stones and Simon Elson had written to SITA to set out terms.

**Action:** to organise a review meeting with SCC officers (Simon Elson and Alan Stones) which Cllr Davis requested to attend.

## 202/08 Finance

- a) *Precept 2009/10:* a meeting of the finance committee to be arranged, to draw up proposals for the budget for 2009/10, to be tabled at the December meeting. Members were asked to submit proposals for expenditure to the Clerk by the 14<sup>th</sup> November at the latest.
- b) *Audit of accounts for half year to September 30<sup>th</sup> 2008:* Cllr Brockwell confirmed that he had carried out the audit and the books balanced,
- c) *Annual Return for the financial year 2007/08:* There had been one comment from the auditor, requiring the asset register to record information in a different way. This would be taken up by the Finance Committee at their next meeting. Members **resolved** to accept this report and the recommendations.

**Action:** The Clerk to arrange a meeting with the internal auditor, Spilkin Knight, in December to discuss the format of the accounts including the asset register.

		Chq no	Amount	Exp power
d) The following were paid out of meeting:				
70)	Paul Stevens - handyman	234	£200.00	
71)	E Balshaw, wages: October	D/d	£506.55	
72)	GBC rates: November	D/d	£131.00	
73)	Albury Estate: Service Charge	D/d	£544.11	
		235	£762.99	
74)	J Cadman: salary, October	236	£290.70	
75)	Inland Revenue: Tax & NIC	237	£200.00	
October		237	£250.00	
76)	P Goddard: mowing & strimming	237	£50.00	
77)	P Goddard: re maintenance schedule			

203/08      QUALITY STATUS

- a) *Quarterly Newsletter:* The Clerk reported that this was currently at the printers and she would collect the following day and deliver to the post office. Distribution should take place on Wednesday or Thursday.
- b) *Clerk's Qualification:* The Clerk confirmed that her portfolio was making steady progress and she hoped to be in a position to submit it in December.
- c) *Democracy and Citizenship:* Members received a paper from the Clerk, which outlined the criteria for this mandatory test for Quality Council. The information was noted.
- d) **Quality Status: Action:** The Clerk to draw up a check list for the December meeting, together with target dates for achieving criteria.

**204/08 COUNCILLORS BUSINESS for noting or including on a future agenda.**

a) *Four by Fours on Farley Green*: Cllr von Radowitz reported that there had been 13 parked on the Green on Sunday. Cllr Wright commented that Surrey had more BOATS than any other county, and that he had been asked to head a working party to look at the question of inappropriate use of the byways. He said that he would be happy to take up the problem of the BOAT at Farley Green, if there was documentary evidence to assist him. It was *noted* that SCC had closed some BOATs, including one at Shere.

**Action:** The Clerk to discuss this with the Clerk at Shere.

b) *Row Lane*: Cllr Gellatly reported that one of the residents at Row Lane had requested that the Council consider arranging for a proper surface on this road.

c) *Daffodil tub*: one of those at Farley Green had been stolen

d) *CPRE*: Cllr Hogben questioned the Council's decision not to join this organisation, subsequent to advice from SCAP&TC. SCAP&TC's advice had been challenged by the CPRE, and it was **agreed** by all present that the proposal to become members should be re-considered at the next meeting.

e) *Gasrec*: Cllr Hogben reported that he would meet with a Chinese delegation at the Gasrec site.

205/08 OUTSTANDING ITEMS

The list had been circulated with the agenda.

206/08 NEW CORRESPONDENCE

a) *Guildford WalkFest 2009*: Scheduled to take place between Saturday 18<sup>th</sup> July and Sunday 2<sup>nd</sup> August. Further details were made available at the meeting.

### **Routine correspondence was distributed at the meeting**

207/08 OPEN FORUM

**208/08 DATES OF MEETINGS:**

## Full Council:

Monday 1<sup>st</sup> December, *precept meeting*

Monday 5<sup>th</sup> January

Monday 2<sup>nd</sup> February, *Mayors visit*

## Planning:

The first and third Mondays of the month, at 7pm, if there are plans to determine.