



ALBURY PARISH COUNCIL

Serving Albury, Farley Green, Brook, Little London and Newlands Corner

PARISH OF ALBURY
NOTICE OF PARISH COUNCIL MEETING
Local Government Act 1972

Minutes of a meeting of Albury Parish Council held Monday 4th January 2010

Present: Cllr N Wenman (in the chair), Cllrs J Brockwell, J Chapman, J Croucher, P Gellatly, R Hogben, G Robinson and J Rowland
Borough Cllr D Wright
PCSO Paul Hyde
2 members of the public

The Clerk, Mrs J Cadman

01/10 **Apologies for absence** were received from Cllr von Radowitz

02/10 **Declarations of interest**

No declarations of interest were made.

03/10 **Minutes of the meeting held 7th December 2009** were agreed as a correct record of the meeting and signed by the Chairman.

04/10 **Policy & Resources Review:** The paper from Paul Hartley, Mulberry and Co had been circulated to all members. Cllr Wenman advised that this review had arisen as a result of the Annual Audit the previous year, when it was recognised that a review had not taken place for some time.

Members were asked to approve the recommendations in the report, to be implemented to take effect from the start of the 2010/11 parish council year, commencing April 2010. These recommendations are as follows:

- a) *Finance:* review the Effectiveness of Internal Audit before the end of this financial year, and draw up an Audit plan for 2010/11 to form part of the appointment process for the Internal Auditor.
- b) *Risk Management:* draw up risk assessment forms for each site, asset and activity and review the results as part of a review of Risk Management. Draw up a Business Continuity Plan to ensure continuance of Council activity in the event of non -availability of the Clerk.
- c) *Village Hall:* devise a better system of bookings, generating invoices and income monitoring. Draw up terms and conditions for hirers. Carry out health and safety inspections of hall after Risk Assessments.
- d) *Business Plan:* draw up a 4/5 year plan, allowing for adoption of and integration with the Parish Plan. The plan should contain annual action plans, broken down by Committee, to be prepared as part of the annual budgeting exercise.
- e) *Council and Committees:* Committees to have specific terms of reference and delegated powers to act within agreed budgets. These to be incorporated in revised Standing Orders and Financial Regulations. Committees to be revised as follows:
 - Finance and Administration to become Policy and Resources, meeting as required to finalise budget and, when necessary, to deal with staffing matters.
 - Planning to continue as now but meet every 3 weeks.
 - Highways and Byways to merge with Recreation, Open Spaces and Environment to become Facilities.
 - Community Development and Communication to continue as present, and to be the



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parent committee for the Parish Plan, Star Energy and Landfill Liaison sub committees.

Cllr Wenman believed that it would be possible for committees to meet once a quarter. The delegated powers would make it possible for them to take action without having to seek agreement from full council first. It should also be possible for the full council to meet every other month, as more of its work would be done by committees. Mulberry and Co would help with the drawing up of terms of reference for the committees, and with the business plan.

Cllr Rowland was concerned that the committees might become unwieldy. Cllr Brockwell suggested that full council might have to continue to meet monthly for the first year, until the new structure ran smoothly.

Cllr Wenman PROPOSED that the Parish Council adopt the recommendations as outlined above, subject to agreement to the terms of reference, financial regulations, standing orders and other documents as required. This was SECONDED by Cllr Rowland, with all in favour.

05/10 **Matters arising**

230/09: 186/09: *BT Payphone*: The Clerk has advised BT and GBC of the continued lack of payphone in the kiosk at Brook. She advised members that she had been in communication with a Planning Officer at GBC regarding the future of this and the kiosk at Farley Green, as GBC had ruled that this telephone could not be taken out of service. As there had been little response from GBC, Cllr Hogben would assist in taking this forward.

230/09: 221/09: *Power of Well-Being training*: A summary of the training had been circulated and was noted.

231/09:a: *Sustainable Communities Act: Amendment Bill*: The Clerk has asked the advice of SCAP&TC but this had not yet been received. *Carried forward to February meeting*.

232/09:c: *PC Sharpe*: The Clerk has asked him to visit Cllr Chapman but was advised that he had not yet done so. PCSO Paul Hyde undertook to remind him.

244/09: *Trees at Silent Pool*: These had been removed by Surrey Wildlife Trust, acting as agents for SCC, as they were acting as cover for unwanted activity.

247/09: *English Rural Housing Trust*: on the 15th December the ERHA had received no applicants for the house at Westonfields. She had now been advised that ERHA had received 5 or 6 applications from GBC, all of whom had bid for the property on the HomeChoice scheme. ERHA has asked GBC to re-advertise for 1 week only, as there were no outstanding candidates in terms of local connection or affordability. All candidates would then be contacted and asked to complete an ERHA application form so that they can be better assessed. ERHA had provided a copy of their allocations procedure.

06/10 **Clerk's matters arising**

a) *BT kiosk, Farley Green*: Following representations from the Clerk. BT have confirmed that they will not request the annual payment for sponsorship of this phone box until it has been painted.



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07/10 Police matters

- a) *Anti-social driving in Newlands Corner and other car parks:* PC Nick Sharpe had advised that he had been monitoring the situation and on 19/12 had stopped and checked 3 vehicles. He had witnessed one of the drivers driving in an anti social way and had required him to attend Ripley police station to receive a written warning (S59), which means if he is caught driving in the same manner within 12 months, his vehicle will be seized.
- b) *Streaker:* PCSO Paul Hyde advised that a streaker had been apprehended the previous week.
- c) *Attempted theft of quad bike:* PCSO Hyde advised that persistent attempts had been made to steal a quad bike at Kiln Hanger Farm.
- d) *Burnt out car at Silent Pool:* PCSO Hyde advised that PC Sharpe had found the petrol can.
- e) *Police Surgery:* PCSO Hyde advised that he planned to hold a surgery at the Post Office on the 1st February, between 9am and 10am, with the permission of Cllr Chapman, who had agreed to make the back room available for confidential conversations. This surgery would be advertised by posters, on the web site and in the parish magazine.

08/10 Open Forum:

- a) *Resources and Procedures Review:* Mr Lethbridge was concerned that the proposed reduction in number of full council meetings would impact on the public's access to the council. Cllr Wenman advised that the public had a permanent first point of access through the Clerk, and that all committee meetings would be open to the public and afford the opportunity for the public to take part, in the same way as full council.
- b) *Web-site:* Mr Lethbridge advised that the section containing minutes of meetings needed to be updated.

09/10 Committee reports: Highways and Byways

Members received a report from Cllr Hogben:

Boundary Cottages Bus Shelter:

Today, work has started on-site, preparing the pavement and new kerb for the final installation of the new green oak bus shelter. Hopefully, the work, which is on budget (£3,550), will be completed within the next 10 days. As far as I know this will be the first bus shelter that has been commissioned in green oak and dependent upon public response it may well pave the way to become a rural standard.

This worthwhile community project has been kindly sponsored by Star Energy, SCC's Passenger Transport Group and not forgetting GBC for their part sponsorship of the site work.

Village Enhancement Project:

Work is in progress to landscape the inspection covers opposite the Old Rectory. The low retaining sandstone wall has been laid and, once the weather gets a little more clement, the large sandstone rocks will be placed in-situ, the shrubs planted and the wood-chip finally disguising the offending ugly covers. The end result will certainly be an improvement and will come in around £500 under budget.

Obtaining quotes for the various items of fencing has been a difficult task, but final decisions have now been made. Unfortunately, the original budget for the various items of fencing at £2,522 was a little too optimistic; the contractor, Philip Juniper, has come in with the best price of £3,000 and is about to be awarded with the contract, however, this increase is compensated with the under budget of £500 for the bridge enhancement. The Vale End footpath entrance was a late entry into the scheme and adds a further £350 to the budget, but again there are other items in our original budget that more than compensate for this overspend. All of this work is expected to be completed by the end of January.

The large 'No Entry' sign at the bottom of Church Lane, that commands a prominent position on our village green, is about to be replaced with a smaller, lower level sign on an oak post.

Again, our thanks to the Star Energy Community Fund for their kind sponsorship of our Village Enhancement Project.



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Mill Bus Stop:

Since the last report in December there is no further news.

Traffic Calming:

It is intended that before submitting any final design to SCC a community meeting should be held to obtain a consensus of opinion on what, if any, measures should be undertaken for the main road through the Village.

It was **agreed** that the design plans for the traffic calming proposal should be tabled at the February meeting, with the view to holding a public consultation later that month. It was noted that it must be made clear that these were proposals only, and that funding from SC was very unlikely. Cllr Rowland requested a copy of the design, to discuss with the Residents' Association.

Footpath at Sherbourne: This had been partly cleared by the SCC Community Gang, but needs much more doing. It was noted that this had also been on the list for the GBC Nominations Campaign, but they had run out of time in which to do it.

Cllr Hogben PROPOSED that this work should be carried out by Philip Goddard, who had quoted the sum of £480, using part of the Star Energy grant. Cllr Hogben PROPOSED that the costs of the enhancement work outlined in his report, funded by the Star Energy grant, be ratified by the Parish Council. These proposals were SECONDED by Cllr Brockwell, with all in favour.

Footpath from Weston Farm up Parkers Hill: Cllr Chapman requested that SCC be asked to resurface this path, which is in a very poor state of repair.

Footpath from New Road to the Village: Cllr Wenman requested that GBC be asked to clear this. Cllr Hogben and the Clerk would pursue this.

10/10 **Committee reports: Community Development**

- a) *Christmas Carols:* Cllr Chapman reported that this had been a very good carol service and had raised £101 for the Friendship Club. Mrs Goddard, Chairman of the Friendship Club, thanked the Parish Council very much for having organised this and for donating the proceeds to the Friendship Club.
- b) *Children's party:* Cllr Chapman advised that this is to take place on Saturday 9th January at 2pm and that 24 children are expected. The Drummond Arms is to do the catering. Cllr Chapman PROPOSED that the Parish Council donate the hire of the hall and pay for the entertainer, costing approximately £120. This was SECONDED by Cllr Robinson, with all in favour.

11/10 **Committee reports: Open spaces**

- a) *Farley Green Pond:* Members received a report from the Clerk on the alternative proposals for work to the pond. It was **agreed** that the Open Spaces committee should agree on the work to be done and source comparative quotations. Cllr Croucher agreed to write the specification.
- b) *Agenda item: February meeting*
- c) *Star Energy Community Fund:* The Clerk has applied for a grant for additional work to the pond.
- c) *Greening Campaign:* Cllr Croucher advised that the first step would be to seek the support of village societies, and that the Clerk would write to them this month. Following this, a date would be agreed for a public meeting.



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12/10 **Planning:** Planning applications received and planning applications determined by Guildford Borough Council

Applications Received:

09/P/1876 Albury Park, New Road

Conversion of double garage/workshop adjacent to house 19 into a kitchen and dining room

09/P/1877 Albury Park

Listed building consent for conversion of double garage/workshop adjacent to house 19 into a kitchen and dining room with links through to existing sitting room. New ogee shaped window to end wall to courtyard, glazed toplight flush with existing roof and extension of first floor window to create external door opening onto flat roof.

The Planning Committee had no objection to this application.

09/P/1959 Fairlee, Shophouse Lane

Detached garage/store following demolition of existing double garage

The Planning Committee had no objection to this application

09/T/0217 Stable Lodge, Guildford Lane

Various tree works

The Planning Committee had no objection to this application

Applications Determined

09/P/1658 Ford Farm, Albury Heath

Listed building consent for the conversion of a bedroom into a bathroom including the formation of a new opening and the removal of one oak stud and the replacement of a kitchen window

Approved with conditions

Appeals with Decisions

09/P/0993 Kiln Hanger, Farley Heath

Two storey side extension and single storey front extension with porch following demolition of existing single storey side extension (amended plans received 3/8/09)

Appeal allowed subject to conditions

13/10 **Finance**

a) *budget forecast and draft precept request 2010/11:* Members received the proposed precept request, as tabled at the December meeting. Cllr Brockwell PROPOSED a precept request of £34,875, an increase of 11.24% on last year's precept of £31,350, subject to a reduction in this increase if it was found before the request was submitted that it would be possible to obtain a discount on the rates for the village hall. The increase in the precept is necessitated by the costs of running the village hall which, until now, have been subsidised by reserves, which are now low. This was SECONDED by Cllr Hogben, with all in favour.

b) *cheque list:* Members received the list of payments made in the past month, detailed below.

c) *Handyman:* Cllr Brockwell was concerned that the Parish Council was expending £100 per month on clearing the bus stops and raking the safer surfacing on the recreation ground. It was **agreed** to terminate Paul Steven's contract from the end of the financial year and for the Open Spaces Committee to examine alternatives.

No	Payee	Description	Chq	Amount	Exp
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			no	Power
100	Guildford Borough Council	Rates Dec	d/d	£263.00 LGA '72
101	E Balshaw	Wages Dec	d/d	£523.00
102	Stonescapes	Stone for utility covering	379	£300.50
103	Paul Stevens	Handyman x 5 months	380	£500.00
104	Phillip Goddard	Flail cutting of hedges	381	£150.00
105	J Cadman	Salary, December	382	£840.62
106	J Cadman	Expenses 3 rd qtr	382	£266.58

14/10 Quality Council

The Clerk has reviewed the Parish Council's application with Paul Hartley and reported that it was now ready to go once she had received the CiLCA qualification certificate. Thanks were expressed to the Clerk for the work involved in preparing the application.

15/10 Star Energy

- a) It was noted that the site was still illuminated at night, in contravention of the planning conditions. Cllr Wright advised that CPRE and Surrey Hills Society were very much against light pollution in an AONB. (It was noted that Gasrec were still causing light pollution and it was agreed that the Clerk should first speak to Richard Lilleystone before registering a complaint). Members and the public were asked to register all complaints, to ensure that there was an accurate record.
- b) Cllr Wenman reported that drilling had started again and to date there had been no reported complaints. Appraisal drilling was now expected to continue for two months. Star Energy had to submit a new planning application as they were now in breach of the existing permission. Cllr Wenman had advised them that the Parish Council were likely to consider objecting to this, as it was important to bear in mind what might happen to this site in the future. If the Parish Council did not object now, it would create a precedent which could cause great difficulties in years to come.
- c) Minutes of the liaison group meeting held 22nd December will be circulated once received.
- d) A liaison group meeting has been arranged for Monday 25th January

16/10 Albury Landfill site

- a) A meeting has been arranged for the week commencing the 25th January, date and time to be confirmed.
- b) It was noted that Sita were on the point of submitting plans to SCC for restoration and the Environmental Impact Assessment with respect to the height, and that the liaison committee should have the opportunity to view these plans before they were submitted.
- c) The Open Day held last autumn had been very positive, which was a helpful step.

17/10 Village Hall

- a) *Star Energy Community Fund:* Cllr Brockwell has applied for a grant for £9,000 to redecorate the Memorial Library, clear the area adjacent to the River Tillingbourne, replace the wooden edging boards with concrete edging, relocate the recycling banks and provide new village hall signs.
- b) *Meeting:* a meeting of those who, in answer to the recent questionnaire, had expressed an interest in getting involved, had been arranged for Thursday 14th January. Doug Williams, Surrey Community Action, would attend.

18/10 Parish Plan



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Cllr Rowland reported that the Parish Plan committee had agreed to involve Surrey Community Action and would invite them to the next meeting, which might be held later this month.

The last meeting had been very constructive and some good ideas had come out of it. The next step would be to understand what grants are available and how they could be accessed, and to agree realistic and sustainable targets.

Cllr Rowland undertook to provide an update at each Parish Council meeting.

19/10 Councillors business: for noting or including on a future agenda

- a) *Vulnerable people*: following recent bad weather, Cllr Brockwell considered that there should be a list of vulnerable people in the parish. The Clerk pointed out that this had been part of the remit of the Emergency Plan which she had provided a first draft of last summer. It was **agreed** to take this forward, with a committee of Cllr Brockwell, Cllr Gellatly, Cllr Hogben, Cllr Rowland and the Clerk.
- b) *Corporate identity*: Cllr Hogben proposes to put a paper to the Council at the February meeting.
- c) *Potholes*: there are a number of bad ones in Guildford Lane. Cllr Brockwell requested that all highway problems be reported to the Clerk as well as to SCC, in order to keep a register.
- d) *Grit bins*: all the bins in the parish are now empty, which is potentially very dangerous.
- e) *Gate behind bus stop at Farley Green*: the Clerk would write to the house at the left of the bus stop, whose gate it is.
- f) *Power cuts*: Cllr Rowland advised that it was projected that these would be more frequent in future, and requested that they be considered as part of the emergency plan.

20/10 Outstanding items

The list had been circulated.

21/10 New Correspondence

- a) *NHS Ambulance*: e-mail concerning Foundation Trust Status, circulated 10th December, referred.

22/10 Open Forum

- a) *Farley Green pond*: Mrs Goddard asked whether it was still intended that this should have a silt trap and was advised that the Open Spaces Committee would make a recommendation.
- b) *Star Energy light pollution*: Mrs Goddard advised that the 'Star Gazer' people were very unhappy about the lighting at the site.
- c) *Emergency Plan*: Mrs Goddard was invited to join the emergency planning committee and agreed to take part.

23/10 Dates of meetings

Full Council: Monday 1st February (*Mayors Visit*), 7.30pm, Monday 1st March, 7.30pm, Monday 12th April, 7.30pm

Annual Assembly: Monday 19th April, 7pm.

There being no further business, the meeting closed at 10.05pm.