



# ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

## PARISH OF ALBURY

### NOTICE OF PARISH COUNCIL MEETING

#### Local Government Act 1972

Minutes of the **Annual Meeting** of Albury Parish Council held on

**Wednesday 13<sup>th</sup> May 2015 at 7.30pm**

In the **Memorial Library** for the transaction of the under mentioned business.



**Present:** Cllrs J Brockwell, P Gellatly, R Hogben, G Robinson, S Scott  
In attendance: The Clerk, Mrs J Cadman

**81/1 Election of Chairman:** Cllr Brockwell was PROPOSED by Cllr Hogben,  
5 SECONDED by Cllr Scott, with all in favour. There were no other nominations.

**82/1 Apologies for absence:** All members were present.  
5

**83/1 Declarations of interest:** no declarations were made. All members had  
5 returned their disclosure forms to the Clerk for publication on the website.

**84/1 Election of Vice Chairman:** Cllr Scott was PROPOSED by Cllr Brockwell,  
5 SECONDED by Cllr Gellatly, with all in favour. There were no other nominations.

**85/1 Appointment of Committee Chairmen and members:**  
5  
*Policy and Resources*  
*Facilities*  
*Planning and Environment (inc. Landfill and IGas)*  
*Community Development*  
*Village Hall Committee*  
*Parish Plan Advisory Committee*  
It was **agreed** that committees should be appointed at the June meeting, after  
the expected co-option of new members onto the Council. All current members  
would, in the meantime, attend all committee meetings of the Council.  
Committee chairmen will be elected at the first meeting of each committee.

Members discussed the Parish Plan advisory committee and the need for  
the Council to be  
involved in their discussions, in order to be informed when asked for  
information by  
parishioners. Before the Community Led Plan is published, the Council  
needs to take advice from the Borough Council on where it will fit with  
a Neighbourhood Plan.

**86/1 Dates of future meetings:**  
5 Calendar of meeting dates for the coming year had been circulated and was  
agreed. Members *noted* that the July meeting will be held on Tuesday 7<sup>th</sup>, not  
Monday 6<sup>th</sup>, as the Clerk is away on that day.

**87/1 Minutes of the meeting held 7<sup>th</sup> April:** these were agreed as a correct  
5 record of the meeting and signed by the Chairman, after the following  
amendment:  
76/16: Cllr Gellatly had dug a new grip, not cleared the existing.

**88/1 Matters Arising**  
5 *64/15:44/15: Welcome packs:* Cllr Brockwell gave Cllr Gellatly a copy of the

Trust's *Signpost*. The Clerk pointed out that Mrs Kerslake used to send a copy of this with the welcome pack. Cllr Gellatly will continue with his own welcome pack, but will discuss the content with the Trust before it is published.

**89/1 Chairman and Clerk's Matters Arising**

**5**

- a) *Co-option of councilors*: The Clerk had taken advice regarding the need to fill the 4 vacancies within 35 days and advised the Council that the Principal Authority, GBC, have to take a decision if the vacancies are not filled and could decide to call an election, or announce the vacancies officially. They have the power to disband the council, but it is unlikely that they would do so, as it is quorate. Best practice is to advise the parish of the vacancies and that they will be filled by co-option at the June meeting. If this is done, and the vacancies are not all filled, the Principal Authority are likely to be satisfied that all necessary action has been taken. It was **agreed** that the Clerk will produce a flyer, to go to all households, advertising the vacancies and the date of co-option, and that posters will be put up, on noticeboards and in public places.
- b) *Standing Orders*: members reviewed the Council's current Standing Orders, circulated before the meeting. Members noted the change of a quorum for a full Council meeting from 5 members to 3, and agreed that the quorum would revert to 5 once more members have been co-opted. Cllr Brockwell PROPOSED that the Standing Orders be adopted. This was SECONDED by Cllr Scott, with all in favour.
- c) *Website, dropbox and newsletter report*: a newsletter will be sent out in connection with the vacancies on the Council, and a further newsletter about the Surrey Hills.

**90/1 Police matters**

**5**

No report had been received.

**91/1 Open Forum: members of the public are welcome to attend and to ask**

**5**

*questions or make representations*  
No members of the public were present.

**92/1 Committee reports: Facilities:**

**5**

- a) Members **agreed** to the proposal that the name of this committee is changed back to Highways, Byways and Open Spaces.
- b) *Litter pick*: this was very successful and Cllr Brockwell had arranged with the Borough Council for the bin bags to be collected. He had talked to Gary Kirk, who is re-organising his street cleaning teams, and Mr Kirk had agreed to come to a meeting. Cllr Scott suggested that Michael Baxter be asked to advise the cricket club that they would be charged if their litter had to be cleared on their behalf. Cllr Brockwell proposed that he write to the cricket club about the litter pick, and copy Michael Baxter in. This was agreed.

**93/1 Committee reports: Community development**

**5**

- a) Minutes of the Traffic Calming meeting held Wednesday 6<sup>th</sup> May had been circulated and were noted.
- b) *Riverside open space*: there had still been no response from one of the beneficiaries. In the meantime, Doug Chandler had done the ground work, the land drain had been installed and the rubbish cleared. As Cllr Hogben was now away for the remainder of the month, the Clerk would follow up the need for a response from the beneficiary with Michael Baxter and deal with any outstanding work on Cllr Hogben's instructions.

**94/1 Committee reports: Village Hall**

**5**

- a) *Leases: Village Hall and Library*: members reviewed the renewed leases for the hall and library, and to note the inclusion of a clause to allow

surrender of the leases on 6 months notice. Cllr Brockwell PROPOSED that the Council agreed to this 10 year lease on the hall and library. This was SECONDED by Cllr Robinson, with all in favour.

- b) The Clerk has found an electric Roland piano for the hall, at a cost of £150.00, and this acquisition was warmly received. Cllr Brockwell and Cllr Gellatly will collect it and install it in the hall this week.
- c) *Disabled toilet:* Cllr Brockwell has drawn the application together and will take it to GBC Planning.

**95/1 5 Planning:** *Planning applications received and planning applications determined by Guildford Borough Council*

Cllr Gellatly reported as follows:

- a) *Keepers Cottage:* Cllr Billington will take this to committee.

***Applications determined by Guildford Borough Council***

List to date was circulated prior to the meeting.

**96/1 5 Parish Plan Advisory Committee**

Geoff Eaton and Clive Mingo are looking at possible alternative access routes to the recreation ground and Malcolm's Bottom.

It appeared that there had been some discussion about putting the village shop in the village hall for a trial period of one year. This was agreed to be an unworkable idea, as current users of the hall would go elsewhere and never return. Cllr Scott suggested that the parish be asked what they want from their village hall.

It was agreed to meet with Colin Keily with the purpose of discussing his document and seeking clarification before moving forward.

The next meeting of the committee is scheduled for the 8<sup>th</sup> June.

**97/1 5 Finance**

a) *Financial Regulations:* members reviewed the Council's current financial regulations, circulated before the meeting. Cllr Brockwell PROPOSED that these be adopted, SECONDED by Cllr Hogben, with all in agreement.

b) *Annual Return:* the internal audit will take place on the 27th May and the statement of account and Annual return will be presented to Council for approval at the June meeting.

c) *Management report:* statement of receipts and payments to end of the financial year had been circulated and was noted.

c) *Cheque list:* list of cheques raised and invoices approved to 30/4/15, with a total outlay of £1136.99 for the remainder of March and £3119.79 for April, was noted and approved.

d) *Grant aid:* Members were requested to consider projects for the year 2015/16, in order that quotations can be sought and projects submitted to GBC within their timeframe. **Agenda item:** June meeting.

**98/1 5 IGas wellsite**

The following report had been received:

The company's plans have involved the introduction of a Liquified Natural Gas (LNG) plant. In the light of the current market situation (and the forecast for the mid term) the company has reviewed its capital projects programme and the LNG project in its entirety will not now progress.

The company is now planning to develop a Compressed Natural Gas (CNG) production facility on the site with a similar production capacity to the LNG project. The equipment size will be the same, if not slightly smaller, than the LNG equipment, with the compressed gas produced directly into the transportation trailers rather than stored on the site as with the LNG option. As with the LNG project, this project will include a generator to provide site power, with the excess being exported to the local grid.

As a result of this change of plan, the company will be applying within the next three months for a change of use from the current LNG permission to CNG production.

The company has suggested scheduling a meeting for late June or early July.

**99/1 Albury Landfill site**

**5** It was noted that the minutes recorded the date for planting trees as 2016, and the Clerk was asked to clarify this.

The report from the Environment Agency will be circulated to the Parish in a newsletter.

**100/ Outstanding Items**

**15** The list had been circulated and was updated.

**101/ Councillors business: for noting or including on a future agenda**

**15**

- a) *Saxon Church*: Cllr Hogben advised that a group of 10 Germans had visited the church, and had given a £10,000 donation as a result.
- b) *Allotments*: Cllr Robinson reported that he had spoken to Grahame Cook, who was interested in a community orchard rather than allotments. Cllr Robinson pointed out that there was not space for both an orchard and allotments on that site. He was making enquiries with other parish councils to ascertain what facilities they provide on their allotments, and will submit his findings to the Clerk for circulation once they are complete. He had spoken to GBC about the asbestos on site, and they had advised that it could be taken to Slyfield for disposal. There is a great deal of clearing to be done.

**102/ New Correspondence**

**15**

- a) *Hurtwood Control*: a letter of thanks has been received for the Council's grant of £500
- b) *Albury Churches*: a letter of thanks had been received for the Council's grant of £200.
- c) *Surrey Air Ambulance*: a letter of thanks had been received for the Council's grant of £300.

**103/ Open Forum:** no members of the public were present.

**15**

**104/ Dates of meetings:**

Full Council: 1<sup>st</sup> June, 6<sup>th</sup> July, no meeting in August, 7<sup>th</sup> September

Planning: 1<sup>st</sup> June, 22<sup>nd</sup> June, 13<sup>th</sup> July, 3<sup>rd</sup> August

Community Dev: 29<sup>th</sup> June

Highways: 18<sup>th</sup> May, 13<sup>th</sup> July

Paris Plan 8<sup>th</sup> June, 29<sup>th</sup> June, 27<sup>th</sup> July

Village Hall: 22<sup>nd</sup> June

There being no further business, the meeting closed at 9.20pm