



# 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  
**Monday 9<sup>th</sup> May 2016 at 7.30pm**  
In the **Memorial Library** for the transaction of the under mentioned business.



**Present:** Cllr J Brockwell, Cllrs G Firth, P Gellatly, R Hogben, G Robinson, S Scott,  
MA von Radowitz, P Webb  
County Cllr K Taylor

In attendance: The Clerk, Mrs J Cadman

- 85/16 **Election of Chairman:** Cllr J Brockwell was PROPOSED as Chairman by Cllr Robinson, SECONDED by Cllr Firth. There were no other nominations and all members were in favour. Cllr Brockwell signed the Declaration of Acceptance of office,
- 86 /16 **Apologies for absence:** none had been received
- 87/16 **Declarations of interest:** none were made.
- 88/16 **Election of Vice Chairman:** Cllr Scott was PROPOSED as Vice Chairman by Cllr Gellatly, SECONDED by Cllr Robinson. There were no other nominations and all members were in favour.
- 89/16 **Appointment of committee chairmen and members**  
*policy and resources:* All Committee Chairmen  
*Highways, Byways and Open Spaces:* Cllrs J Brockwell, P Gellatly, G Robinson, J Rowland, S Scott, MA von Radowitz.  
*Planning and Environment (inc. landfill and IGas):* All Councillors. Cllr Brockwell and Cllr Gellatly Parish Council representatives on Landfill Restoration group and IGas liaison committee.  
*Community Development :* Cllrs R Hogben, P Gellatly, G Robinson, J Rowland, S Scott  
*Allotment advisory committee:* Cllrs G Firth, P Gellatly, R Hogben, G Robinson, P Webb.  
*Village Hall:* Cllrs J Brockwell, G Firth, G Robinson, J Rowland, P Webb  
*Parish Plan advisory committee:* To be advised.
- 90/16 **Dates of meetings:** the proposed dates for the coming year were tabled and will be reviewed by the Chairman and Clerk before issuing.
- 91/16 **Minutes of the Meeting held Monday 4<sup>th</sup> April 2016:** were agreed as a correct record of the meeting and signed by the Chairman.  
Cllr Hogben requested that the minutes be circulated again as an annex just prior to the meeting, as an aide memoire.
- 92/16 **Matters Arising**  
*67/16: Newlands Corner:* members were asked to decide on the next course of action and how to communicate this to the parish.  
Cllr Taylor advised that a formal announcement will be made in the next week, detailing the planned changes and when they will take place. He believed that the car parking charges will go ahead, as the income is needed. Some of the smaller non-controversial changes will be made, such as the refurbishment of the toilets and

paths. The play trail will be scaled back considerably. The second phase is, in his view, very unlikely to happen in this financial year. Cllr Brockwell pointed out that the Council's main concern is the access. Cllr advised that the intention is to make some changes but that these will involve gateways and road narrowing rather than widening the road at this point. Cllr Brockwell asked Cllr Taylor to remind John Hilder of his promise some two years ago to survey the three junctions off the A25. Newlands Corner now needs to be added to this survey, together with Trodds Lane. Cllr Taylor advised that Bahram Assadi is currently working on a scheme.

93/16 **Chairman and Clerks Matters arising**

- a) *Standing orders*: members reviewed and approved the Council's Standing orders, circulated before the meeting. Approval was PROPOSED by Cllr Robinson, SECONDED by Cllr Scott, with all in favour.
- b) *New parish council year*: members were asked to consider the Council's priorities for the coming year. Cllr Brockwell asked all members to look around the parish and focus on areas that will enhance the appearance of the parish. He suggested that the Council might consider a bi-monthly litter pick, for example.  
It was agreed that the disabled toilet should remain a priority. It was also agreed that members should email issues such as potholes, fallen trees, etc, to the Clerk, copying in other councilors for information.
- c) *Website, dropbox and newsletter update*: no issues to report.
- d) *Defibrillator update*: all in working order
- e) *Annual Assembly*: Cllr Brockwell had received letters of thanks for having received the Community Award from Mary Sherman and from Daphne and John Foulsham. Cllr Brockwell recorded thanks to Cllr Hogben for having instigated the Albury Honours, which had been a great success.

94/16 **Police matters**

The Clerk had met with PCSO Damon Young, and had received a letter from Sgt Samantha Barwood. A change in policing priorities means that it will no longer be possible for a police representative to attend a meeting, or to send a report, unless there is a specific issue to address.

Members **agreed** that a letter should be written to the new Police Commissioner, congratulating him on his appointment and expressing disappointment about the poor police cover in this area.

95/16 **Open Forum**: *members of the public are welcome to attend and to ask questions or make representations*

No members of the public were present.

96/16 **Committee reports**: *Highways, Byways and Open Spaces*

a) *Members to receive reports on the previous year as follows*:

i. Highways: Cllr Scott:

- a) the next meeting of the de-cluttering group is to be held on the 25<sup>th</sup> May. Prior to this, there will be a meeting between Albury, Shere and Ewhurst Councils and Peter Hitchins, SCC, to discuss preferred routes for HGVs through the Surrey Hills.
- b) Finger posts: Rob Fairbanks is hoping for some funding to continue with the renewal programme. Cllr Scott undertook to circulate information on this.
- c) SCC road signs: there are a number throughout the parish that should be removed. Cllr Brockwell will circulate the list of signs, noting the ones that could be taken away. He will also suggest that this Council removes the old posts, to save the Surrey Hills the cost of labour.

ii) Byways: Cllr von Radowitz: Cllr Brockwell and Cllr von Radowitz will meet to review her portfolio.

iii) Open Spaces: Cllr Rowland. No report had been received. Cllr Brockwell

reported on the recent site visit undertaken to Ride Lane by himself, Cllrs Rowland and Scott, County Cllr K Taylor, Steve Mitchell and Debbie Prisnell from SCC Rights of Way, and the Clerk. Cllr Taylor advised that he had spoken to Debbie the week prior to this meeting and it seems that they are considering some action with regard to protecting the lane from the damage caused by off road vehicles.

Cllr Brockwell advised that he will discuss the need to clear the ditch on Farley Green with Steve Mitchell, and then that spoil, together with that dug out last time, will be carted away at the same time.

- b) Brook Level Crossing: Rob Kelly had been advised by Network Rail that the ORR deem the rail crossing to be 'at risk' as low loaders could get stuck where the road rises, at the crossing. Currently their plan is to build up the road on each side of the crossing, which means that it will be closed for at least two weeks. There has been no consultation with the community and no acknowledgement that lorries will not be able to access Farley Green through Brook Lane. Cllr Taylor suggested that the Clerk contact John Hilder to discuss how SCC may be able to help.

97/16 **Committee reports:** *Community Development*

Cllr Hogben reported as follows:

- c) Speed recording equipment: Cllr Taylor advised that this would be ordered during the week and some training would be organized once it is received.
- d) Traffic Calming: there is a review meeting on Thursday 19<sup>th</sup> May. Colin Davies will bring representatives from another parish who are interested in how this has worked.
- e) *Disabled toilet*: still seeking grants
- f) *Riverside meadow*. Work party taking place on the 14<sup>th</sup> May. Opening on the 29<sup>th</sup> May.
- g) *Albury matters*: has now been published.

98/16 **Committee reports:** **Allotments**

Cllr Robinson reported as follows:

- The Estate team have completed the first part of the groundwork
- The fencing is up, the gate is still to be erected.
- Cllr Brockwell is drawing a plan of the allotments, so that they can be marked out and numbered. He recommended that the allotments be smaller than traditionally, which would be better suited to people's lifestyles nowadays, and leave room for an orchard.
- There are three people waiting to take on an allotment.
- Water: Cllr Robinson is trying to make contact with Thames Water to negotiate a spur from the stopcock in Church Lane. Michael Baxter is happy to run water from this point to the allotments and has agreed that this will be at the Estate's expense.
- The Clerk will produce a set of rules, using Guildford Allotment Association's rules as a template, and a letting agreement. Charging per allotment will also be based on Guildford Allotment Association.

99/16 **Committee reports:** *Village Hall:*

The outside lights on the library are not working properly, as they are on during the day and off at night. Cllr Brockwell has asked his electrician to deal with this.

100/16 **Committee reports:** *Planning and Environment*

*Planning applications received and planning applications determined by Guildford Borough Council*

- a) Cllr Gellatly advised that there were no new issues to report.
- b) Planning list of determined applications: had been circulated.

101/16 **Committee Reports:** *Parish Plan committee:*

- a) Minutes of the last meeting had not been received. A report had been submitted for *Albury Matters*. An updating document is being put together to

send out to the parish. Once this has been done, the application to commence a Neighbourhood Plan will be reviewed.

102/16 **Finance**

- a) *Financial regulations:* members reviewed the Council's current financial regulations, circulated prior to the meeting. Acceptance of the current regulations was PROPOSED by Cllr Robinson, SECONDED by Cllr Gellatly, with all in favour.
- b) *Annual Governance Statement:* members **approved** the statement which acknowledged their responsibility for ensuring that there is a sound system of internal control, and confirmed and agreed the questions raised by the statement, which was signed by the Chairman and the Clerk.
- c) *Annual return:* members **approved** the accounting statement 2015/16, having previously viewed and reviewed the statement of account and annual return. The accounting statement was signed by the Chairman and the Clerk who is the RFO to the Council.
- d) *Management report to 31<sup>st</sup> March:* this was noted and approved
- e) *Cheque lists for April 2016 :* the expenditure of £1034.70 was noted and approved.

103/16 **Igas wellsite.**

There was no news to report.

104/16 **Albury Landfill site**

Cllr Gellatly gave a report on the recent meeting, minutes of which will follow. He advised that Suez have committed to planting the planned 4,000 trees by 2018. They have agreed that 1500 of these will be planted this autumn. They were positive in taking forward the idea of a viewing platform. They are flaring off the gas that would be been used by Gasrec and this will continue until the new generator is in place.

105/16 **Outstanding matters**

These will be circulated following the meeting.

106/16 **Councillors business:** *for noting or including on a future agenda*

- a) *Lengthsman scheme:* in response to a question from Cllr Hogben concerning this, the Chairman confirmed that this would be pursued.
- b) *Water leak on Farley Green:* the Clerk confirmed that this had been reported to Thames Water.

107/16 **New Correspondence**

None had been received.

108/16 **Open Forum**

No members of the public were present.

109/16 **Dates of meetings**

These were agreed at the meeting

There being no further business, the meeting closed at 9.38pm.