



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 a meeting of Albury Parish Council held on

Monday 5th February 2018 at 7.30pm

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



Present: Cllr S Scott (in the chair), Cllrs J Brockwell, S Dennis, R Hogben, G Robinson,

J Rowland, MA von Radowitz, P Webb, P Yeomans (co-opted in meeting)

County Cllr K Taylor

2 members of the public

In attendance: The Clerk, Mrs J Cadman

15/18 Apologies for absence: all members were present.

16/18 Declarations of interest: none were made

17/18 Minutes of the Meeting held Monday 8th January 2018: were agreed as a correct record of the meeting and signed by the Chairman.

18/18 Matters Arising

Other than those contained in the agenda.

Dec 2017: Code of Conduct.

Planning Code of Conduct: Cllr Dennis requested that there is a Code of Conduct for APC specifically for Planning., The Clerk has checked with SSALC who have not produced one so the Clerk will seek advice from the Monitoring Officer.

General Code of Conduct: Cllr Dennis PROPOSED, SECONDED by Cllr Robinson, that the Code of Conduct is agreed . However, the Code as adopted contains no disciplinary measures, members agreed that this must be added at a later date. The Clerk will obtain these from either SSALC or the Monitoring Officer. The Code will be circulated to all members once this is completed.

193/17c: Village Hall Entry System: the Clerk had re-booted the system and users fobs were being reactivated, but it has now failed again, as neither door is responding to the fob. The contractor has been called out.

201/17: IGas: report on the recent public exhibition: Cllr Brockwell confirmed that the exhibition had been well attended. IGas advised that the original plan was for the pipeline to take gas from the site to be laid down the side of New Road, which would have enabled the edge of the road to be repaired at the same time. It is now to be moleed, so the hoped for repair to New Road will not take place. New Road will be closed in May and Sherborne in June for this and associated work.

Cllr Dennis commented that there is still a sign on Guildford Lane advising that work will commence on the 15th January, but there is no evidence of work being carried out. Cllr Taylor advised that some preliminary work had been done to date.

12/18: Fishing Tackle shop: Cllr Dennis had met with Michael Baxter and she and Cllr Scott had met with the owner of Ewhurst and Shamley Green village stores, Damian White. Damian will put together costings to install fixtures and fittings. There is a suggestion of leaving the existing shop in place and using this new facility as a small mixed shopping centre.

Agenda item: March meeting.

19/18 Councillor co-option

Paul Yeomans introduced himself and advised that he works for the Estate and knows the parish well. He works in the Estate's forestry department and sells timber, and was involved with the Millennium avenue. He is now responsible for the maintenance of Blackheath. He is also involved in showing and is now a

national judge. He confirmed that he would have time to give to the role of councillor, as he is cutting back on showing and now only judges in the summer months.

Cllr Robinson PROPOSED, SECONDED by Cllr Dennis, that Mr Yeomans be co-opted onto the Council. All in favour.

20/18

Chairman and Clerks matters arising

a) *Defibrillator report:* alternative housing: Members agreed that Cllr Brockwell would first check the positioning of the defibrillator at Newlands Corner and make a recommendation.

b) *Website report:* The Clerk had circulated a report on the current status of the new website, created by Jessica Rowland. It was agreed that it is modern, vibrant and appealing and will ultimately create a platform for the Parish Council to communicate well with its residents and the general public, as well as conforming to the requirements of accessibility and transparency. However, in its current form it is not possible for the Clerk and Cllr von Radowitz to make additions and updates, as they have had no training on Wix. Cllr Brockwell was concerned that the proposed new website had not been agreed by full Council and no alternatives had been explored. Members agreed to engage Julia McClung, who is administering the Albury Parish Neighbourhood Plan website and had built websites for East and West Horsley's Neighbourhood Plans, to complete the new Parish website and to keep it updated on the instruction of the Clerk for as long as necessary, subject to a job description and hourly pay, to be agreed by email circulation and ratified at the March Meeting.

PROPOSED by Cllr Rowland, SECONDED by Cllr Webb, with all in favour.

c) *General Data Protection Regulations:* The Clerk's report on a recent training day had been circulated. Members agreed the following

- i. That the Clerk takes the necessary actions to comply with the GDPR.
- ii. That the Clerk reports to Council on a monthly basis at minimum, observing the deadline for compliance.
- iii. To note and where appropriate accept the Clerk's recommendations on actions, supported by outside advice from NALC and SSALC and other appropriate and legal bodies.

PROPOSED by Cllr von Radowitz, SECONDED by Cllr Webb, with all in favour.

Members noted that it would be necessary to agree a budget for the following:

- i. Appointment of an external data controller
- ii. IT support to set up parish council email addresses
- iii. IT support to 'firewall' parish council documents and email account
- iv. Further training
- v. Purchase of templates for written policies, where necessary.

This agreement is deferred until the Clerk is in a position to put forward a firm proposal.

21/18

Police matters

The latest police statistics for the area are those for November, as reported at the January meeting.

22/18

Open Forum: *members of the public are welcome to attend and to ask questions or make representations*
No matters were raised.

23/18

Committee reports: *to receive brief reports on the following:*

Highways: Cllr Scott:

- i. Cllr Scott is currently seeking quotes for the drainage work on Farley Green.
- ii. Edgeley Park: disappointingly, the money promised from SCC Highways to deal with the flooding has not materialised and there will be no funding until the new financial year. A new pipe will have to be installed, as the current pipe ends at a sandbag wall. Cllr Taylor undertook to establish when there would be funding for this work.
- iii. Jetter: Cllr Scott had requested a jetter to deal with the drains, and asked Cllr Taylor to establish when this would be available. Cllr Brockwell pointed out that that culvert in Little London would need to be dug out and the sand carted away.
- iv. Sherborne: Cllr Hogben reported that the hedge had been cut.

- v. Mill Race: the bank has been cut on one side, but strimming is still needed around the posts.
- vi. Grit bins: Cllr Brockwell had audited the grit bins in the parish and sent an updated list to SCC.

Byways: Cllr von Radowitz:

- i. Ride Lane: one of the bollards installed as part of the TRO has been dragged out. Cllr Scott has spoken to Hannah Gutteridge, Rights of Way, who will install a new bollard that cannot be removed. Cllr von Radowitz reported that 4x4 vehicles were still driving up Ride Lane, and it was suggested that a bigger notice should be installed where cars leave the highway. It is hoped that, once it is realised that it is not possible to drive up Ride Lane, this will stop.

Open Spaces – Cllr Rowland

- ii. Renovations to recreation ground: Cllr Rowland suggested that he and Cllr Yeomans meet at the recreation ground to discuss potential ideas. The Clerk will arrange for the climbing equipment to be fenced off, and investigate repairs.
- iii. Drones: Cllr Robinson will investigate this nuisance and speak to the person responsible.
- iv. Newlands Corner: Members agreed that the Parish Council should support local residents' objections to the recent triathlon, as these activities were obstructing their right to access to the area.

Community Development: Cllr Scott proposed that this committee be suspended until the Annual Meeting.

Village Hall – Cllr Brockwell: Cllr Brockwell was thanked for the much improved lighting around the hall and library. Members asked if it would be possible to light the other side of the hall and library, so that access is easier from the road. Cllr Brockwell undertook to talk to Michael Baxter, as he considered this an Estate responsibility.

Cllr Brockwell reported that the hall had taken £13,000 of bookings from the 1st April 2017 to the 31st March 2018. The budgeted income was £11,000.

The new flooring will be installed on the 19th February and the contractors will work around the users.

Planning and Environment: Cllr Dennis:

- i. Minutes of planning meeting held 8th and 29th January were noted and agreed.
- ii. Edgeley Park: the Borough Council had approved both the shop and the Sun Club application, on the grounds that the lodges would be placed on pre-developed ground. The Borough Council had not sent the Sun Club application to SCC, who are statutory consultees and had accepted Haulfryn's denial that there were any businesses run out of Edgeley Park or permanent residency, despite the evidence to the contrary. This application will now be taken to the Licensing Committee. Cllr Dennis recorded her disappointment at the lack of support from one of our Borough Councillors.
It was noted that one of the conditions of the planning application is that Haulfryn must submit a list of those living on site to GBC. It was also noted that only those living on site can use the shop.
- iii. Heathrow: a consultation is taking place on flight paths, and runs to the 28th March.
- iv. Traffic: GBC are consulting on how to handle traffic in the town centre and will be holding a number of public consultation events. This might have an impact on the Neighbourhood Plan.

24/18

Neighbourhood Plan

Cllr Dennis had circulated the link to the draft website. More work and input will take place in the coming weeks. Cllr Dennis expects to be able to report costs so far at the next meeting.

Cllr Brockwell has been working on putting together the Steering Group, which will consist of 12 members: three from the village, three from the Heath, three from Farley Green and three APC members Cllrs, Dennis, Brockwell and Rowland.

Cllr Dennis has been in consultation with Dan Knowles regarding a new needs assessment.

24/18

Finance

- a) *Cheque list for January 2018* had been circulated before the meeting and the expenditure for the period of £7738.04 was noted and approved.

- b) *Management report January 2018*: had been circulated before the meeting and members noted and approved the reported income and expenditure against budget, which included an overspend in some areas due to the toilet renovations.
- c) *Bank reconciliation statement to 31st December 2017*: noted and approved.
- d) *Internal audit*: Local Government finance and audit regulations require that an interim audit is carried out during the year. Members noted and approved the report.

25/18 **Outstanding matters**

The list had been circulated prior to the meeting. Members agreed to remove this item from future agendas.

26/18 **Councillors business: for noting or including on a future agenda**

- a) Allotments: Cllr Webb and Cllr Robinson will meet to discuss how to find tenants for the vacant allotments. Cllr Dennis proposed a flyer to be circulated to the whole village. Cllr Brockwell will talk to Alex, the manager at Albury vineyard, about the proposed orchard.
- b) S106 money: Cllr Rowland, Cllr Yeomans and Cllr Robinson will discuss the use of S106 money in the recreation ground.

27/18 **New Correspondence**

None had been received.

28/18 **Dates of meetings**

Full Council:	5 th March, 9 th April
Annual meeting:	14 th May
Planning:	19 th February, 12 th March
Community Dev:	
Highways:	
Village Hall:	12 th March
Annual Assembly:	16 th April
SCC Local Committee:	21 st March

There being no further business, the meeting closed at 9.33pm