



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

PARISH OF ALBURY

NOTICE OF PARISH COUNCIL MEETING

Local Government Act 1972

The minutes of Albury Parish Council meeting held on

Monday 6th January, 2024 at 19:30 in the village hall

for the transaction of the under mentioned business.

There will be an informal question time of up to fifteen minutes during which members of the public, who live or work in the Parish, may ask questions relevant to the work of the Council. The Council meeting will start immediately following public question time or at 7.45pm, whichever is the earlier.

MINUTES

Present: The Clerk, Cj Bishop-Wright

In attendance: Cllrs. G. Baker, S. Dennis, N. Edwards, A. McCann, and P. Gellatly

Members of the public: Mrs. C. Woods and Mr. J. Brockwell

Apologies for absence:

Cllrs. G. Robinson and S. Bevan

Borough Cllr. Newson

In the absence of the Chair, the Vice-Chair, Cllr Dennis, chaired the meeting.

The Parish Council wishes to express its sincere condolences on the passing of Mrs Prudence von Radowitz.

Mrs von Radowitz joined the Parish Council in 1995. She became Chairman in 2000, with a one year interlude during that time, until stepping down as Chairman in 2007. She remained as a cllr until 2015. Council wish to share thanks to Mrs von Radowitz for all her hard work for the Council and dedication to the parish.

001/25 Open Forum

Carolyn Woods attended the meeting to discuss the Albury Café fees. Council has recently discussed ending the period of free hire for the café, due to increased costs incurred by Council. Mrs Woods first thanked Council for allowing her to attend the meeting and explain more about her situation. She explained that the Albury café has been an asset to the parish and the community for several years. She started the café 13 years ago and had to pause for 4 years due to COVID. At its height, Mrs Woods was able to donate money to various local charities from funds collected at the café. Unfortunately, the cafe is not as well attended as before COVID and is no longer profitable, but is very important to the people who do attend. Mrs Woods is unable to turn a profit on the café, and is just about to keep going currently with free hall rental fees, and will not be able to continue if Council charge her.

Cllr Dennis explained to Mrs Woods the reasons for Council providing notice to charge for the café – including increased rental costs for the Village Hall and the Memorial Library, increased utilities and staffing costs. After Mrs Woods left the meeting Council discussed the café, the

value it brings to the local community and how other local councils support their community groups. In light of this Council decided to continue to not charge for the hire fees for the Albury café. Council will request that if she begins to make a profit that some contribution is made to the cost of the hire of the Memorial Library. Council also agreed to review this annually.

002/25 **Declarations of interest:**
None received.

003/25 **Minutes of the meeting held on Monday 4th November and 2nd December; Annex 1 and 2**
Minutes approved and signed as a correct record of the meeting.

004/25 **Actions Update; Annex 3**
a) *Clearing of the footpath at Boundary Cottage*
Cllr McCann advised that this is now clear.
b) *Replacement of bark at the Recreation Ground*
Cllr Edwards advised that this is happening soon.

005/25 **Brief Report from Borough Councillors**
Nothing to report.

006/25 **Brief report from County Councillors**
Nothing to report.

007/25 **Matters arising**
c) *Allotment regulations; Annex 4*
Clerk updated that Cllr Robinson proposed to update the allotment regulations, specifically the measurement in metres instead of Rods, and update the costs. Clerk advised that the average costs in Guildford for an allotment is £3.60 per Rod, plus £3 per Rod for water fees, and £5 for admin fees. This is an increase from the current fees of £2.75 per Rod, £2.10 per Rod for water fees, and £3.50 for admin fees. Clerk to update regulations and inform all tenants of the increase in fees. This brings allotment fees in line with neighbouring parishes.
d) *Review of the former vicar's report and discussion of support Council can offer the Albury Parish Churches; Annex 5*
Cllr McCann circulated the report from the Church. He outlined 2 key financial areas where the church is currently struggling. These are the costs of maintaining the graveyard, which is around £5,000 per year, and the cost of producing the parish magazine, which is around £4,100 per year. Cllr McCann also advised that other local Parish Councils split the costs for their graveyard maintenance with the local church. Cllr McCann updated that Council currently contribute £250 to the church for the maintenance of the graveyard, and £100 for the magazine. Cllr Dennis proposed for Council to look into contributing to parts of this and return with some options to discuss. Clerk to look into typical annual costs for Albury Matters, to see if we have anything in the budget we can use to support. Cllr Bevan to invite Rev. Tim Hearney to discuss options in due course.

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008/25 **Clerks matters arising**
a) *Polling district review*
Clerk circulated the report from GBC regarding the polling district review. This does not affect Albury. All residents are advised to review and send any comments to pdpreview@guildford.gov.uk.
b) *Remote meeting proposal from NALC*
Completed by Cllr McCann. Council have decided to vote in favour of the option to have remote meetings.

009/25 **Police matters**
a) *Link to crime statistics - <https://www.police.uk/your-area/surrey-police/albury-shalford-compton-holy-trinity-shere-gomshall-peaslake-and-farley-green/>*

Committee reports:

010/25 **Highways, Byways, and Traffic & Open Spaces and Maintenance: Cllr Edwards**

- a) *Update on meeting with residents and Countryside Access at Ride Lane*
Cllr McCann updated on the meeting with Countryside Access and a resident of Farley Green at Ride Lane to discuss flooding issues. SCC are working with the resident to improve the operation of the paths but recognised that this is a long-term issue since Ride Lane was closed to vehicular traffic. SCC representative did recognise SCC responsibility in considering the issue. On the matter of responsibility for the ditch at the top of Ride Lane, then SCC representative did recognise SCC accountability. Cllrs McCann and Edwards are looking into a quote for other works to be completed along the ditch in conjunction with residents. SCC asked that we establish a quote for this work and separate out the specific SCC responsibility which will then be discussed with SCC. They will also be looking into any grants available to Council for flooding and water management works including installing baffles along the length of the ditch. Discussions will continue with residents to improve water management at Carmanah Lodge Lodge and Westerlea Lodge as well as with SCC re the underground pipework at Westerlea
- b) *Proposal for Newlands and Highfold flooding action plan – costs of up to £1,000*
Cllrs McCann and Edwards proposed to replace the pipe on Farley Green that is under the shared drive at Thatch Cottage, Merryns, and Fairlee, which will hopefully greatly improve flooding issues in the long term. Cllr Edwards advised that the first quote has been received of £7,600. Cllr Edwards is seeking more quotes. Cllr Dennis suggested to ask residents affected by flooding on Farley Green to make a contribution to the cost, and to make a permanent arrangement with the residents going forward. Cllrs McCann and Edwards will finalise the quotes for the repair, and discuss with local residents regarding contributing. Council are happy to continue looking into this as the flooding needs to be prevented on APC land. As part of the discussion, they will also look into the source of flooding via Shophouse Lane and the ditches at Farley Hall. Costs will be in excess of the original estimate.
- c) *Proposal to remove spoil at Farley Green – costs of up to £1,000*
As above.
- d) *Proposal to contribute to 50% of the cost of repairing the gritter – total cost of £759.65; Annex 6*
Cllr McCann proposed to approve cost. Cllr Baker seconded. All in favour.

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011/25 **Planning and environment: Cllr Gellatly**
Nothing to report.

012/25 **Environmental projects: Cllr McCann**
Nothing to report.

013/25 **Neighbourhood Plan: Cllr Dennis**

- a) *Update*
Cllr Dennis advised that she is going to produce an issue of Albury Matters at the end of January or beginning of February to update on the Neighbourhood Plan parish consultation. She has heard back from GBC who have confirmed that we do not need to have a Habitat Assessment completed, but we will need a Strategic Environmental Assessment. Cllr Dennis and Mr Brockwell are going to see what grants are available at Locality for this. Cllr Dennis is hoping that the full plan should be completed within 3 to 4 months to hand over to GBC for final consultation to commence.

014/25

Finance and Village Hall: Cllr Bevan

The following to be approved and signed, where necessary:

- a) *Bank reconciliation end of December; Annex 6*
Approved and signed against the December bank statement.
- b) *Invoice list end of December; Annex 7*
Approved and signed against the December bank statement.
- c) *Bank statement end of December; Annex 8*
- d) *Village Hall rental renewal next steps*
No update.

- e) *Proposal to approve payment of £300 to Spy Alarms for repair of Village Hall lock; Annex 10*
Cllr McCann proposed to approve cost. Cllr Baker seconded. All in favour.
- f) *Jubilee photo framing*
Clerk to circulate quotes.
- g) *Albury Café hiring costs review*
As above.
- h) *Proposal to approve payment of £20.29 to Amazon for replacement of Village Hall thermostat; Annex 11*
Cllr McCann proposed to approve cost. Cllr Baker seconded. All in favour.
- i) *Proposal to approve payment of £7.55 to Amazon for replacement of Village Hall toilets thermostat valve; Annex 12*
Cllr McCann proposed to approve cost. Cllr Baker seconded. All in favour.
- j) *Proposal to approve payment of £106.76 to Screwfix for Village Hall lightbulbs*
Cllr McCann proposed to approve cost. Cllr Baker seconded. All in favour.
- k) *Precept*
Clerk clarified that Council have agreed a 7.18% increase in the per parishioner council tax. This was agreed at the December finance meeting. This is above the recommended 5% because Council have made minimal raises in the precept for the previous 3 years.

015/25 **Councillor's business: for noting or including on a future agenda**

- a) *Emergency plan/vulnerable persons register*
Cllr Baker looked into other local forms of emergency plans and vulnerable persons registers. Cllr Baker to come up with a proposal for one for Albury. Cllr Baker also raised that we need to look into creating a privacy policy for the website.
- b) *Emergency works around the parish*
Cllr McCann proposed to have an elected person who we can call on to do any emergency works. Cllr Dennis requested this to be put on the next agenda to discuss further.
- c) *Grit bin maintenance*
Cllr Edwards advised that the grit bins at Brook Hill and at Church Lane are both damaged and in need of repair. Cllr Edwards believes both are our responsibility. Council approved up to £500 for Cllr Edwards to spend to replace the grit bins.
- d) *Note of thanks*
Cllr Dennis wanted to thank the Albury Estate for providing the Christmas tree for the Village Hall car park, and to Cllrs Edwards and Gellatly for organising the lights for the tree.

016/25 **New Correspondence**

017/25 **Dates of meetings**

Full council: 3rd February, 3rd March
Planning: 27th January, 3rd February

018/25 **Open Forum**

Meeting closed: 21:44

Dated this:

*Signed: CJ Bishop-Wright
Parish Clerk*