



# 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 17<sup>th</sup> February, 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. Bevan, S. Dennis, N. Edwards, A. McCann, and P. Gellatly  
Borough and County Cllr R. Hughes

**Apologies for absence:**

Cllr McCann

Borough Cllr. Newson

Cllr Bevan opened the meeting with a statement:

I would like to thank Cllrs for their attendance this evening, and to explain why we had to cancel the last meeting at such short notice. At 10am on Friday 30<sup>th</sup> January, the Clerk emailed Cllr Dennis (as Vice Chair) and me (as Chair) to inform us that she had received a complaint. A meeting was arranged between the Clerk, us, and the complainants for Monday 3<sup>rd</sup> February, prior to the council meeting. Subsequent to the scheduling of that discussion we were not confident that the Clerk would be able to attend the parish council meeting at 19:30, and so took the decision to cancel. As per my recent emails, the nature of the complaint is such that neither Cllr Dennis or I felt it appropriate for the Council to address it itself. We have sought the relevant advice and are chasing hard to get it progressed as quickly as possible. I intend to say nothing further on this matter until advised, and have asked Cllr Dennis and the Clerk to refer any questions to me. I would ask cllrs not to raise the matter at the meeting this evening.

I would like to remind all Cllrs:

- Of their obligations to each other and to the Parishioners under the Code of Conduct, which we all signed when we took office. In addition, I would also ask Cllrs to remember that we are volunteers who commit considerable time and energy to this role because all of us wish to contribute to the beautiful place in which we live. As such, despite there being misunderstandings and disagreements (and I would be surprised if we did not have any), I would expect that we treat each other with courtesy and respect at all times; and
- That emails are forever, and a potentially discoverable and auditable, if requested by the appropriate authorities.

019/25 **Open Forum**

020/25 **Declarations of interest:**  
None received.

021/25 **Minutes of the meeting held on Monday 6<sup>th</sup> January; Annex 1**  
Signed and approved as a correct record of the meeting.

022/25 **Actions Update; Annex 2**

- a) *Flooding*  
Cllr Hughes updated that the drains at Church Lane, where flooding regularly occurs, are due to be replaced with larger drains and doubled in quantity. This is likely to happen in the next financial year.
- b) *Repair of New Road*  
No update here. Cllr Hughes advised that surface repairs on Shophouse Lane have been scheduled for the next financial year.
- c) *Sherbourne Bridge*  
Cllr Edwards advised that the repair is complete.
- d) *Planter troughs*  
Cllr Edwards proposed planting cosmos in the planter troughs in early April. He advised that these plants can flower for a number of months if maintained properly. Cllr Dennis proposed artificial flowers due to less maintenance and ongoing upkeep. Cllr Edwards to look into this.
- e) *Maintenance funds to church*  
Cllr Edwards advised that he has put Cllr McCann in touch with the Council contractor regarding maintenance of the church.
- f) *Recreation Ground equipment replacement*  
Cllr Edwards advised that the new equipment is due to be installed at Westonfields Recreation Ground on 24<sup>th</sup> and 25<sup>th</sup> January (unless there is heavy rainfall before then). The same contractor will replace the bark around other equipment and de-weed the recreation ground at the same time, or before.

NE

023/25 **Brief Report from Borough Councillors**

Moved to the front of the meeting to allow Cllr Hughes to attend another meeting this evening.

- a) *Budget*  
Cllr Hughes advised that GBC's budget has been approved. New financial staff have been employed, but there are some underlying economic and financial problems that are still causing issues.
- b) *Hedge cutting*  
Cllr Hughes updated that he's working with residents on Brook Lane to complete hedge cutting before the March deadline, after which it will not be possible until September.
- c) *Brook Lane level crossing*  
Cllr Hughes updated that the works requiring a diversion are finished for now, but that they will be required again in the future. Some damage was caused to verges and one resident's walls. Network Rail has agreed to repair the verges, and Cllr Hughes will do what he can to ensure this is done.
- d) *Meeting*  
Cllr Hughes updated that Rights of Way were discussed at a recent meeting, and it was raised that footpaths should be maintained and used properly.
- e) *Bakery Mews*  
Cllr Hughes advised that the Bakery Mews works, including building out the kerb, are scheduled but that no date has been confirmed yet.
- f) *Tree in the Warren*  
Cllr Hughes updated that there is a tree at risk of falling in the Warren which GBC are looking into.

024/25 **Brief report from County Councillors**

- a) *Unitary Authority*  
Cllr Hughes updated on the White Paper and the report from Angela Rayner regarding SCC's transition to either 2 or 3 unitary authorities; the full details of this split are yet to

be confirmed. The Council have requested that their debt be written off – this is unlikely, but ringfencing the debt to areas it has been built up from, and a debt holiday may be provided. Unitary Authorities will be elected as Shadow Authorities in May 2026 and take power in 2027; when GBC and SCC will cease to exist.

b) *Grass cutting*

Cllr Hughes advised that there is now an interactive grass cutting map – this can be viewed here:

<https://experience.arcgis.com/experience/c34756a8324440f58d15bd562eb6a10e>

025/25 **Matters arising**

a) *Surrey Climate Team presentation*

Deferred until next meeting.

026/25 **Clerks matters arising**

a) *Annual Meeting Preparation*

Clerk updated on the SALC Clerk's Forum, where another Clerk had said that at their last APM they provided leaflets for all attendees on 'what your council tax does for you' which was very well received. Clerk to draft a version for Albury. The Clerk will invite a representative from the Albury Estate, Albury History Society, and Albury Parish Churches (including the Saxon Church) to the meeting. The Chair will provide an update, Cllr Dennis will give an update on the Neighbourhood Plan, and the Clerk will invite a County Cllr to give an update on unitary authorities.

**CJ**

b) *Allotment measurements update*

Cllr Robinson proposed to change the measurements of the allotments to metres instead of Rods. All in favour. Clerk to update contracts.

**CJ**

c) *Allotment maintenance costs*

Cllr Robinson has sought quote from the Albury Estate to clear, retrim, and remark the allotments for between £800-£1,000. Cllr Bevan suggested that with the current financial situation of the Council, it would not be appropriate to spend this amount of money on allotment maintenance. Cllr Dennis raised concerns that this may limit income from the allotments, as Cllr Robinson has some interest in new tenants who do not want to start in the current overgrown state of the allotments. Cllr Edwards suggested to do limited maintenance on the plots we have interest for. Cllr Robinson advised that we could do the 2 plots that we have interest in. Clerk to look into costs for the past 5 years on allotment maintenance, and to work with Cllrs Robinson and Dennis to see if funds can be transferred from elsewhere; i.e. the Parish Newsletter.

**GR**

d) *SI37 Grants; Annex 3*

Deferred until next meeting, after finance meeting.

e) *Response to residents in regards to fly tipping claim*

The Clerk advised that Cllr Hughes has looked into this, and advised that we cannot do anything about reclaiming costs for clearing the waste. Cllr Edwards suggested to leave the waste until it rots. He will discuss with the contractors doing the installation and who regularly do maintenance on the recreation ground if they are able to take some of the waste each time they visit the recreation ground, if they have space to avoid costs of around £450 to remove all at once.

**NE**

f) *Proposal to replace the Vehicle Activated Sign with monies received from the insurance company – minus excess fee of £125*

Clerk advised that £3,050 has been received from the insurance company for the stolen VAS. Cllr Bevan suggested that we defer the replacement of the sign, as it will cost around £500 more to purchase a new one due to price increases, and there will be further installation costs. Cllr Dennis also advised that the pole that the VAS was installed on looks shorter than before, so likely some the pole will have to be replaced as well. Cllr Dennis advised that the most recurring issue noted by residents on the neighbourhood plan consultation was traffic calming, so residents may be in favour of the replacement of the VAS or other traffic calming measures. She suggested looking into options of average speed cameras, which work well on the A25. Cllr Baker asked if there is any way we can get ticket and speeding statistics from the cameras. Clerk to look into both of these. Cllr Bevan to go back to the manufacturer of the VAS to see if they have more secure options.

**CJ**

**SB**

g) *Update on new policies Council is required to adopt*

Clerk updated on a number of policies Council will soon be required to adopt – data privacy notice, data protection policy, GDPR policy, lone working policy, and website accessibility notice – and some optional policies – including co-option policy, grants award procedure, and data protection breach plan. Cllr Bevan also raised Cllr McCann’s comments in email that the complaints procedure should be reviewed, and Council should take this opportunity to review all policies and ensure they are fit for purpose. Clerk to draft policies to cover those that she mentioned.

CJ

027/25 **Police matters**

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

Committee reports:

028/25 **Highways, Byways, and Traffic & Open Spaces and Maintenance: Cllr Edwards**

- a) *Farley Green Japanese Knot weed*  
Cllr Edwards updated that shoots of Japanese Knotweed are appearing at Farley Green. Cllr Bevan asked if this was reportable – Clerk to confirm whether Council have to report this. Cllr Gellatly advised that last time there was Japanese Knotweed present, GBC came to clear this.
- b) *Update on replacement grit bins purchase at the top of Brook Hill and on Church Lane*  
Cllr Edwards updated that these have been purchased and installed.
- c) *Update on installation of new play equipment at Westonfields Recreation Ground*  
As above. Cllr Bevan suggested to report back to the residents who requested the initially to advised that this has been completed.
- d) *Fly tipping green waste on Westonfields Recreation Ground*  
As above.

CJ  
NE

029/25 **Planning and environment: Cllr Gellatly**

Nothing to report.

030/25 **Environmental projects: Cllr McCann**

Nothing to report.

031/25 **Neighbourhood Plan: Cllr Dennis**

- a) *Update*  
Cllr Dennis advised that we have had a grant approved for the Environmental Assessment. She is waiting to hear back from AECOM regarding someone to do the assessment. She advised that there is a Steering Group meeting in late February, to discuss how to implement consultations into the plan. She advised there are two further meetings in March, including the NP’s AGM and a public meeting. The latest issue of Albury Matters has now been delivered to all houses in the parish. Cllr Gellatly raised that Farley Green is not mentioned as a community asset in the plan. Cllr Dennis responded that she has asked the contractor working on the plan to provide a list of all designated green spaces in the parish, and what is not included on the list will be considered a community asset.

032/25 **Finance and Village Hall: Cllr Bevan**

The following to be approved and signed, where necessary:

- a) *Update*  
Cllr Bevan requested a finance meeting be organised soon. He advised that we should review the costs per parish area from report annexed to this meeting’s agenda. This will enable Council to make a decision on the Farley Green flooding issues. Cllr Bevan is planning a long term finance forecast.
- b) *Bank reconciliation end of January; Annex 4*  
Approved and signed against the January bank statement.
- c) *Invoice list end of January; Annex 5*  
Approved and signed against the January bank statement.
- d) *Bank statement end of January; Annex 6*
- e) *Village Hall rental review and approval; Annexes 7 and 8*

CJ

SB

Cllr Bevan proposed to sign the lease. Cllr Dennis has numerous clarifications and amendments to the lease including – schedule for maintaining the car park be made clearer in terms of how much we would be responsible for; the lease does not specify that Council have use of the kitchen and toilets; the prohibition of a café should be made clear that it cannot be a commercial café, but that a community café is fine; lease does not allow for hot food, and Council would like this amended; no advertising allowed, but Council should be able to advertise for community events and for village hall hire; lease does not specify use of the bridge to the amenity area, and does not specify liability for the bridge. Cllr Baker suggested that all comparisons be highlighted and made clear from the previous lease and all annexed documents be provided. Cllr Edwards also raised that Council have previously agreed to improve the signage of the hall as part of our promotion of the facility, and ensure this is allowed under the lease. Cllr Gellatly also raised that leases for the amenity area and allotments be reviewed to see if any of the above information is covered there. Cllr Bevan to go back to the Albury Estate with the above. He also advised of a recent complaint from a regular user of the hall that they were unable to park at their last meeting.

- f) *Five-year review of council monies spent by area of parish; Annex 9*  
To be reviewed at the next finance meeting.

- g) *Jubilee Photo Frame quotes; Annex 10*

**CJ**

Cllr Dennis proposed to go for the cheapest option. Clerk advised that the cheaper options are just the purchase of a frame, and that the most expensive will be professionally framed. Cllr Gellatly raised that if we do not get it professional framed, Clerk must ensure that the frame is strong enough to be held up by key-hole plates, and to get the other frame in the hall to see if this is Perspex or glass so that it matches, and ideally look for anti-reflective. Clerk to look into this.

- h) *Chairs in Village Hall*

**SB**

Cllr Bevan advised that some of the feet of the chairs in the village hall are disintegrating and marking the floor. Cllr Bevan to look into replacing the feet or the chairs where appropriate and report back with costs.

- i) *Wifi for Village Hall*

**SB**

Cllr Bevan to organise QR codes for connecting to the Wi-Fi in the village hall and memorial library.

033/25 **Councillor's business:** *for noting or including on a future agenda*

- a) *Rector to meeting*

Cllr Bevan will invite the Rector of the Benefice to the March meeting.

034/25 **New Correspondence**

035/25 **Dates of meetings**

Full council: 3<sup>rd</sup> March, 7<sup>th</sup> April, 30<sup>th</sup> April (Annual Parish Meeting)

Planning: 10<sup>th</sup> March, 31<sup>st</sup> March

036/25 **Open Forum**

Meeting closed: 20:34

*Dated this:*

18/02/2025

*Signed: CJ Bishop-Wright  
Parish Clerk*