



# 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 1<sup>st</sup> December, 2025 at 19:30 in the memorial library**

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, N. Edwards, A. McCann, P. Gellatly, and G. Robinson

Borough and County Cllr Hughes (arrived 19:36)

**Members of the Public:** Mr. Watkins

#### 165/25 **Open Forum**

Mr Watkins attended the meeting to raise concerns about large tractors and heavy vehicles causing damage to roads and properties along Farley Heath. He predicts around 15 to 20 vehicles pass daily, including on the weekends, as documented by his CCTV. Damage includes road destruction, property damage, and erosion of the green. The resident has attempted to contact Surrey Highways regarding this, but has experienced difficulty reaching a reasonable response.

Cllr Hughes arrived.

Cllr Hughes has reported this for reinstatement of the Road and the Green, and is actively pursuing this.

#### 166/25 **Apologies for absence**

Received from Borough Cllr Newson

#### 167/25 **Declarations of interest**

None received.

#### 168/25 **Minutes of the meetings held on Monday 6<sup>th</sup> October and 3<sup>rd</sup> November; Annexes 1 & 2**

Both minutes were signed and approved as a correct record of the meeting.

#### 169/25 **Brief from Borough Councillors**

##### *a) Planning Department Update*

GBC's planning department is still experiencing large delays and applicants have been complaining of a lack of communication.

Signed by Chair:

Dated:

170/25 **Brief from County Councillors**

a) *BOAT 511*

Cllr Hughes is still pursuing the redesignating of BOAT 511 as a bridleway due to risks to cyclists, horse riders, and pedestrians. He is organising a site meeting here.

b) *Average Speed Cameras*

Cllr Hughes updated that the average speed cameras on the A25 are to be extended from Silent Pool to Epsom Road.

c) *Local Government Reorganisation*

Cllr Hughes is working with a committee to get transparency on adult and children social care database contracts.

171/25 **Action List; Annex 3**

172/25 **Clerks matters arising**

a) *Proposal to move to a new Cloud-Based accounts system with Scribe for £300 per year and update on the process*

The Clerk updated that the current system can be deleted as late as 31<sup>st</sup> March, with all data to be moved by then. There will be no other costs to bear for this. Proposal to start the new system in February to give ample time to transfer the data. Cllr Bevan proposed. Cllr Baker seconded.

b) *Clerk's CiLCA Course and General Power of Competence Update*

The Clerk updated on the progress of her course, and reminded council what this means for them. Clerk to look into whether this can be indicated on the website.

c) *Annual Parish Meeting dates and content discussion*

Cllr Bevan proposed to have an update from the Village Hall Steering Group to be invited, and asked cllrs to prepare suggestions for other speakers. Date of 29<sup>th</sup> April agreed.

d) *Review of air gun usage at the allotments*

The Albury Estate have raised concerns over air rifle usage at the allotments. The Clerk reminded council that this was approved in the minutes of the 2016 meeting of the allotment management committee. The Clerk to invite the concerned tenants to the next meeting to discuss in further detail.

e) *Review of request for tenants to rear chickens at the allotments*

The Clerk to invite concerned tenants to the next meeting to discuss further.

Committee reports:

Signed by Chair:

Dated:

173/25 **Highways, Byways, Traffic, Open Spaces and Maintenance: Cllr Edwards**

a) *Right of Way Request*

Cllr Edwards presented his Right of Way Deed to Council. Cllr Bevan proposed to approve. Cllr Baker seconded. Cllrs Baker and Bevan signed this, with the Clerk as witness. All in favour.

b) *Update on SCC Countryside Access management of the ditch at the Warren*

Proposal from SCC for management of the ditch won't happen until the 2026/7 financial year. Cllr McCann proposed that the Council look to clear the ditch to remediate the flood risk in the meantime.

Cllrs Edwards and McCann to obtain a quote for this.

c) *Proposal to install posts on the corner of Farley Green and August Lane*

A resident has proposed to install, at their own costs, posts on the corner of Farley Green and August Lane. Cllr McCann proposed. Cllr Bevan seconded. All in favour.

d) *Update on Farley Green pond maintenance proposals*

Cllr McCann and Edwards are obtaining a quote from the regular maintainer of the pond at Farley Green. The Farley Green Community Group have proposed to regularly remove the silt from the pond, provided that the Council continue their annual maintenance.

e) *Christmas lights at Farley Green & Memorial Library*

A Christmas tree has been delivered to the library, with lights to be erected. Cllr Edwards also proposed to erect lights at the Farley Green phone box. All in favour. Cllrs Bevan and Edwards to action.

174/25 **Planning: Cllr Gellatly**

Nothing to report.

175/25 **Environmental projects: Cllr McCann**

a) *Update from Farley Green Community Group*

Farley Green Community Group is active with 7 sub-groups, focusing on: the green, the pond, the ditches, the verges, the bus shelter, general environment, and utilities.

Reports on the flooding remediation works at Farley Green are positive, and the replacement of the pipe appears to have resolved the issue. Residents are actively maintaining their ditches.

The verge on August Lane has been unblocked, restoring water flow. An issue arose with flooding across the road. The channel has been re-blocked to prevent overflow. The verge at Brook Lane also requires attention. This will need collaboration with local landowners.

176/25 **Finance and Village Hall: Cllr Bevan**

a) *Update on the conversations with the Landlord and Steering Group about future plans for the Village Hall*

The reduced rent for the village hall starts today. The Albury Estate want to delay the signing of any lease for the time being. The Estate have indicated that the Parish Council would need to be the leaseholder on any future lease. The Village Hall Steering Group have requested a meeting to discuss liquor licenses and payment processing options.

The boiler inspection has revealed it needs replacement – this will cost around £2,500-3,000.

b) *Proposal to set up a checkpoint with the Steering Group for February*  
Council agreed to meet with the Steering Group soon, and set up a February progress review date.

Signed by Chair:

Dated:

- c) *Agree the 2026/7 precept request to GBC*  
Four financial scenarios were presented, based on different options for the village hall and memorial library:
  - Parish Council leaves both the hall and library, becoming a regular user for meeting,
  - Hall closure while continuing to operate the library,
  - Contingency for continuing to operate both buildings,
 Council decided to propose a 6% precept increase as a middle ground between 5% and 7% options, with the uncertainty of the hall situation and the need to rebuild reserves. The Clerk to confirm this with GBC.
- d) *Bank reconciliation end of November; Annex 4*  
Reviewed and approved against the November bank statement.
- e) *Invoice list end of November; Annex 5*  
Reviewed and approved against the November bank statement.
- f) *Bank statement end of November; Annex 6*
- g) *Review of bank signatories and access to online banking*  
The Clerk advised that the bank signatories has not been updated in some time, despite previous submission of a change, which was not updated. The Clerk advised Cllrs Bevan and McCann to re-fill in their details for their forms so that this can be updated, and they can have access to the online banking.
- h) *Update on finance approvals process*  
Cllr Bevan updated on the approvals process which is currently being reinstated.

177/25 **Councillor's business:** *for noting or including on a future agenda*

a) *Parish News Interim Survey*

Cllr McCann updated on the survey regarding the Parish News. General involvement is low from the community, which means that it will stop. 81 responses across parish. 75% read it every month. 5% don't read at all. Responses still being collected if submitted, and donations requested.

178/25 **New Correspondence**

179/25 **Dates of next meetings:**

Full Council: 2<sup>nd</sup> February, 2<sup>nd</sup> February  
Planning: 15<sup>th</sup> December, 12<sup>th</sup> January

Meeting closed: 21:02

*Dated this: 2<sup>nd</sup> December, 2025*

*Signed: CJ Bishop-Wright*

*Parish Clerk & RFO*

Signed by Chair:

Dated: