



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 11th May, 2026 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, T. Wall, A. McCann, P. Gellatly, D. McNaughton, S. Bevan, and A. Dennis.

Borough and County Cllr. R. Hughes

046/26 **Election of Chair**

Cllr Bevan nominated Cllr Dennis as Chair. Cllr Wall seconded. All in favour.

047/26 **Election of Vice-Chair**

Cllr Dennis nominated Cllr Bevan as Vice-Chair, who will support Cllr Dennis as Chair. Cllr Baker seconded. All in favour.

048/26 **Open Forum**

049/26 **Apologies for absence**

Received from Cllrs. Edwards and Robinson and Borough Cllr Newson

050/26 **Declarations of interest**

None received.

051/26 **Minutes of the meetings held on Monday 2nd March; Annex 1**

Reviewed and approved as a correct record of the meeting.

052/26 **Review of delegation arrangements to committees, sub-committees, staff, and other local authorities; Annex 2**

Proposal to split Village Hall and Finance Committees and Village Hall group to be a Steering Group instead of a Sub-Committee.

Allotment Committee – Cllr Gellatly proposed Cllr Robinson as Chair. Cllr

Signed by Chair:

Dated:

Baker seconded. All in favour.

Highways & Byways – Cllr Wall proposed Cllr Bevan as Chair. Cllr McCann seconded. All in favour.

Open Spaces & Maintenance – Cllr McCann proposed Cllr Edwards as Chair. Cllr Baker seconded. Cllr Wall to support with Albury and Cllr Edwards taking responsibilities for outside of the village, with support from Cllr McCann. All in favour.

Planning – Cllr Bevan proposed Cllr Gellatly as Chair. Cllr McNaughton seconded. All in favour.

Village Hall – Cllr Bevan proposed Cllr McNaughton. Cllr Wall seconded. All in favour.

Finance – Cllr Wall proposed. Cllr McCann seconded. All in favour.

Complaints – deferred until next meeting to review alongside the Complaints Procedure.

- 053/26 **Review of the terms of reference for committees; Annex 3** CJ
The Clerk will update to reflect the above and circulate for the June meeting.
- 054/26 **Appointment of members to existing committees**
All cllrs to remain members of all committees by default. Cllrs to opt-in for membership to the Village Hall Steering Group.
- 055/26 **Appointment of any new committees in accordance with Standing Order 4**
Village Hall Steering Group proposed and approved.
- 056/26 **Review and adoption of appropriate Standing Orders and Financial Regulations; Annexes 4 & 5**
Reviewed and approved.
- 057/26 **Review of arrangements (including legal agreements) with other local authorities, not for-profit bodies, and businesses**
Review and approval of the lease for the Amenity Area at the Tillingbourne River and the land at the Allotments; Annexes 6 & 7
Cllr Dennis proposed to continue with both leases. Cllr Wall seconded. All in favour.
- 058/26 **Review of representation or work with external bodies and arrangements for reporting back** CJ
Cllr McCann to stand as representative for North Down Line.
Cllr Bevan to stand as representative for SALC.
- 059/26 **Review of inventory of land and other assets including buildings and office equipment; Annex 8** CJ
Reviewed and approved with the following changes:
Additions – phone boxes and laptops.
Removal – grit bin by William IV at Little London and Church defibrillator.
- 060/26 **Confirmation of arrangements for insurance cover in respect of all insurable risks** CJ
The Clerk advised that the current 3-year contract with Clear Councils will be due for renewal in October 2026. The Clerk will conduct a review for approval at the September meeting of the full council.

Signed by Chair:

Dated:

- 061/26 **Review of the Council's subscriptions to other bodies**
The Clerk provided an overview of current subscriptions of the council as: **CJ**
- Scribe Accounts – finance accounts software
 - Bright Pay – payroll software
 - Surrey Hills Society – networking platform
 - Surrey Association of Local Councils – training, legal advice, and general support for Parish Councils
- Cllr Bevan proposed to continue with Surrey Hills Society. Cllr Gellatly seconded. All in favour.
- 062/26 **Review of the Council's complaints procedure; Annex 9**
Cllrs Bevan and McCann to review these for approval at the June meeting. **AM**
SB
- 063/26 **Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation; Annexes 10-15**
The following policies were reviewed and approved: **CJ**
SB
- Co-option Policy
 - Data Protection Policy
 - Equality and Diversity Policy
 - Freedom of Information Publication Scheme
 - Grants Award Procedure
 - Lone Working Policy
- Cllr Bevan proposed to add a data retention policy. Cllr Bevan to draft for approval at the June meeting.
- 064/26 **Review of the Council's s137 grants**
The Clerk presented a letter from KSS Air Ambulance for a grant of £400. **CJ**
Deferred until June meeting after a discussion on the Village Hall and Memorial Library lease renewal.
- 065/26 **Approval of the schedule for ordinary meetings of the Council up to and including the next annual meeting of the Council; Annex 16**
The Clerk to review with new sub-committee structure. **CJ**
- 066/26 **Brief from Borough Councillors**
- a) Update
GBC is still in the process of a merger with Waverley Council. A Shadow Council and specific task and finish groups have been established to determine how to integrate services effectively into the new Unitary Authority.
- 067/26 **Brief from County Councillors**
a) Narrow Lane Passing Places **BH**
Cllr Gellatly asked Cllr Hughes who is responsible for maintaining the passing places. These are in disrepair around the parish. Cllr Hughes to investigate.
- 068/26 **Action List; Annex 17**

Signed by Chair:

Dated:

069/26 **Clerks matters arising**

- a) Proposal to increase the allotment fees by 10%; *Annex 18*
Cllr Wall proposed. Cllr Bevan seconded. All in favour. **CJ**
- b) Proposal to sign the engagement letter for audit services with Mulberry & Co for 2026-2029; *Annex 19*
Cllr Bevan proposed. Cllr Dennis seconded. All in favour.
- c) Kent, Surrey & Sussex Air Ambulance Grant Request
As above (064/26).
- d) Proposal to allow the installation of a memorial bench at the Riverside Amenity Area
Cllr Gellatly updated on the memorial bench proposal. List of conditions to be imposed on the proposer and will be circulated ahead of time.
- e) Review of contractor's list; *Annex 20*
Reviewed and approved.

Committee reports:

070/26

Highways, Byways, Traffic, Open Spaces and Maintenance: Cllr Edwards

- a) Proposal to approve the new deed of easement at Heatherview on Farley Green; *Annexes 21 & 22*
Reviewed and approved. The Clerk to contact SALC and the Albury Estate for advice on valuing and reviewing the easement if necessary. **CJ**
- b) Proposal to approve new maintenance costs for Clovers Ground Maintenance
 - i) £105 per Westonfields Recreation Ground cut (11-12 times per year – total £1260)
The Clerk advised that £1890 has been budgeted for this. Cllr Dennis proposed. Cllr Wall seconded. All in favour.
 - ii) £260 for Farley Green ditch clearing (4 times per year – total £1040)
The Clerk advised that £2500 has been budgeted for this, which includes some emergency funds. Cllr Dennis proposed. Cllr Wall seconded. All in favour.
 - iii) £145 for additional recreation ground cuts
Cllr Dennis proposed. Cllr Wall seconded. All in favour.
- c) Report of waste left at Westonfields after hedgecutting
The Clerk will draft a letter requesting removal of the waste for Cllr Edwards to hand deliver if the waste is still there on his next visit.
- d) Proposal to approve costs of up to £600 for de-silting the Farley Green pond **CJ**
The Clerk advised that the Council have budgeted £971 for this. Cllr McCann advised that work will be done by the Farley Green Community Group on the side to support the funds. Cllr Dennis proposed. Cllr Baker seconded. All in favour.
- e) Proposal to approve costs for Ted Cleaves:
 - i) Fix the latches to both pedestrian gates into Westonfields Recreation Ground - £145
Cllr Dennis proposed. Cllr Bevan seconded. All in favour.
 - ii) Repair the broken bottom hinge to the phone box at the bottom of Brook Hill - £165

Signed by Chair:

Dated:

This cost is just to be welded shut, as the repair will be around £1000.
Cllr Dennis proposed welding. Cllr Bevan seconded. All in favour.

iii) Provide a lid to the waste bin adjacent to the bus shelter on Farley Green - £150

Cllr Dennis proposed. Cllr Bevan seconded. All in favour.

iv) Up to £100 for any slight adjustments to above quotes

Cllr Dennis proposed. Cllr Bevan seconded. All in favour.

f) Proposal for regular landscape maintenance

To be reviewed.

g) Update on the management of the Albury planters

Cllr Wall asked for clarification on the responsibility for management for the planters in the village. Cllr Wall to prepare a proposal for this.

h) Repair to the wall outside Millennium Cottages

The Clerk to write a letter to Albury Estate regarding this.

CJ

i) Proposal to tidy up the verges and footpaths around the parish

Cllr Wall to write a proposal for this.

071/26 **Planning: Cllr Gellatly**

Nothing to report.

072/26 **Environmental projects: Cllr McCann**

a) Farley Green Community Group

The group are currently support with the pond maintenance, which has reduced the cost to the Parish Council.

073/26 **Finance and Village Hall: Cllr Bevan**

a) Bank reconciliation end of March; *Annex 3*

Unavailable due to the delay in setting up the new accounts software.

b) Bank reconciliation end of April; *Annex 24*

Unavailable due to the delay in setting up the new accounts software.

c) Invoice list end of March; *Annex 25*

Unavailable due to the delay in setting up the new accounts software.

d) Invoice list end of April; *Annex 26*

Unavailable due to the delay in setting up the new accounts software.

e) Bank statement end of March; *Annex 27*

Presented to Council.

f) Bank statement end of April; *Annex 28*

Presented to Council.

g) Detailed Payments & Receipts to end of March; *Annex 29*

Unavailable due to the delay in setting up the new accounts software.

h) Detailed Payments & Receipts to end of April; *Annex 30*

Unavailable due to the delay in setting up the new accounts software.

i) Village Hall

Village Hall Committee meeting to be arranged shortly.

074/26 **Councillor's business: for noting or including on a future agenda**

a) Cllr McNaughton suggested a bi-annual Parish Meeting to be discussed.

075/26 **New Correspondence**

a) Cllr Dennis advised that a resident has offered to paint the stairs to the Village Hall with white paint to help visibility when dark. All in

Signed by Chair:

Dated:

favour.

b) Memorial Library rates

The Clerk updated that the case for reviewing the increase in the business rates for the Memorial Library has been assigned an officer.

076/26 **Dates of next meetings:**

Full Council: 1st June, 6th July

Planning: 1st June, 22nd June

Meeting closed: 21:27

Dated this: 15th May, 2026

Signed: CJ Bishop-Wright

Parish Clerk & RFO

Signed by Chair:

Dated: