



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 1st June, 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, S. Bevan, A. Dennis, N. Edwards, P. Gellatly, and T. Wall

Borough and County Cllr R. Hughes

Members of the Public: Mr. J. Sparrow

077/26 **Open Forum**

Mr Sparrow attended the meeting regarding the proposed site allocations for the Neighbourhood Plan near Church Cottage, expressing concerns that development could negatively impact his family home.

Cllr Wall clarified that the current plans are purely indicative stage proposals illustrating potential layouts for 2 houses on a highly restrictive site. The formal consultation phase is scheduled to launch on 1st July and will run for a mandatory minimum of 6 weeks.

078/26 **Apologies for absence**

Received from Cllrs. A. McCann, D. McNaughton, and G. Robinson
Borough Cllr. Newson

079/26 **Declarations of interest**

None received.

080/26 **Minutes of the meetings held on Monday 11th May; Annex 1**

Minor alterations were made to the minutes, which were then approved as a correct record of the meeting.

081/26 **Brief from Borough Councillors**

082/26 **Brief from County Councillors**

a) *Brook Level Crossing*

Structural damage was noted at the level crossing box.

Signed by Chair:

Dated:

- b) *Shophouse Lane Closure*
Thames Water has initiated an emergency closure on Shere Road/Shophouse Lane following severe highway flooding.
- c) *Parklands Data Logging*
Digital data boxes have been deployed at Parklands to evaluate traffic volume and illegal 4x4 vehicle usage.
- d) *Junction between Park Road, New Road, and Brook Hill*
Severe visibility constraints caused by overhanging vegetation were reported at the junction between Shere Road and the cricket pitch. Cllr Hughes will review this. **BH**
- e) *Church Lane track*
Clearance operations have commenced along the Church Lane trackway to redirect surface water runoff into the drainage network.
- f) *Enforcement Lists*
The Council are not receiving enforcement planning lists are not being sent. Cllr Hughes to look into this. **BH**
- g) *Electoral Register Updates*
The Council are not receiving the electoral roll updates. Cllr Hughes to look into this. **BH**

083/26 **Action List; Annex 2**

- a) *Millenium Cottages Wall Damage*
The Albury Estate have requested permission from the Highways Authority as required for the works, and they expect it commence by late July.

084/26 **Clerks matters arising**

- a) *Kent, Surrey & Sussex Air Ambulance Grant Request*
Deferred until next meeting.
- b) *Review and approval of the Complaints Procedure, Complaints Form, and Complaints Response Template; Annexes 3-5*
Deferred until next meeting.
- c) *Review and approval of the Terms of Reference; Annex 6*
Clerk to review the terms of reference for the next meeting. **CJ**
- d) *Review of the meeting schedule 2026-7; Annex 7*
Approved. Cllr Dennis requested that this be a shared digital calendar.
- e) *Clerk's Resignation*
The Clerk confirmed their departure at the end of July. A recruitment working group consisting of the Chair, Vice-Chair, and Cllr Wall will manage the replacement process. The Council will consult Mulberry and the Surrey Association of Local Councils to source temporary locum coverage for an estimated one-month handover period.
- f) *Portfolios for Councillors*
Cllr Dennis proposed that the Council transition toward localised ward representation to distribute responsibilities effectively across distinct boundaries.

Committee reports:

085/26 **Highways, Byways, Traffic, Open Spaces and Maintenance: Cllr Edwards**

- a) *Proposal to approve the new deed of easement at Heatherview on Farley Green; Annexes 8 & 9*

Signed by Chair:

Dated:

Deferred until the next meeting.

b) *Splitting the role*

Cllr Wall has offered to support with responsibilities for this committee. This to be shared role.

086/26 **Planning: Cllr Gellatly**

Nothing to report.

087/26 **Environmental projects: Cllr McCann**

Nothing to report.

088/26 **Finance and Village Hall: Cllr Bevan**

- a) *Bank reconciliation end of March; Annex 10*
Reviewed and approved against the March bank statement.
- b) *Bank reconciliation end of April; Annex 11*
Reviewed and approved against the April bank statement.
- c) *Bank reconciliation end of May; Annex 12*
Reviewed and approved against the May bank statement.
- d) *Bank Statement end of March; Annex 13*
- e) *Bank Statement end of April; Annex 14*
- f) *Bank Statement end of May; Annex 15*
- g) *Summary Report to end of 2025-6; Annex 16*
- h) *Summary Report to end of May 2026; Annex 17*
- i) *Monthly Breakdown Report to end of 2025-6; Annex 18*
- j) *Monthly Breakdown Report to end of May 2026; Annex 19*
- k) *Report from Cllr Bevan*
Cllr Bevan provided a finance summary for 2025-6. Total annual income concluded at just under £60,000 against a projected £60,000 budget. Overall net expenditure was successfully controlled to yield a minor deficit of £2,600 (an improvement on the budgeted £3,000 deficit), primarily accomplished by pausing non-essential ground maintenance across general portfolios.

089/26 **Councillor's business: for noting or including on a future agenda**

- a) *Fire Response Plan*
Cllr Baker is looking into an Emergency Plan.
- b) *Parish Council Emails*
Cllr Bevan requested that their objection be formally recorded regarding a former councillor's continued use of their historic parish council email address for Neighbourhood Plan work.
- c) *Neighbourhood Plan*
Information updates have been published to the primary development website, and digital notifications were successfully circulated to the 50 subscribed resident accounts. Hard-copy summaries will be posted to all village noticeboards to engage residents without digital access ahead of the summer public presentation.
The proposed dates for the next neighbourhood plan presentation are:
15th July 19:00-21:00
25th July 9:30-11:30

Signed by Chair:

Dated:

090/26 **New Correspondence**

- a) *Leases for the land at the Allotments and the Riverside Amenity Areas*
The Clerk has been given the new leases for the allotments and the riverside amenity area. The chair, vice-chair, and clerk signed these documents.

091/26 **Dates of next meetings:**

Full Council: 6th July, 7th September

Planning: 22nd June, 13th July

Village Hall: 15th June

Meeting closed: 21:05

Dated this: 5th June, 2026

Signed: CJ Bishop-Wright

Parish Clerk & RFO

Signed by Chair:

Dated: