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 the Extraordinary Albury Parish Council meeting held on

Monday 5th October, 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: Cllrs Tim Wall, Aidan Dennis, Graham Robinson, David McNaughton, Peter Gellatly and Greg Baker
Apologies: Cllrs Stuart Bevan, Andi McCann, Newson, Sena and Hughes
In attendance: Cllr Neil Edwards (as a member of the public)
Clerk: Cllr McNaughton acted as unpaid Clerk to record the minutes.

107/26 Open Forum

Cllr Edwards attended as a member of the public to discuss and promote his offer for a new Easement for Heatherview

Cllr Edwards joined the meeting in his official capacity after 107/26 had concluded

108/26 Apologies for absence

As noted above

109/26 Extraordinary meeting

Cllr Dennis explained the extraordinary nature of the meeting, which was called ahead of appointing a permanent Clerk.
Cllr McNaughton was appointed to act as unpaid Clerk to record the minutes of this meeting only. Proposed Cllr Dennis Seconded Cllr Wall All supported

110/26 Declarations of Interest

A declaration was made regarding 123/26 by Cllr Edwards.

111/26 Appointment of Permanent Parish Clerk

Three candidates were interviewed. One declined to proceed; the other two were of high quality.
Caroline Burkardt was offered the role and has verbally accepted. She is expected to start on 1 November and be in post by the next meeting.
Hours of 50+ per month were agreed, initially likely to be around 20 hours per week. The new Clerk will be supported during the initial period.

Signed by Chair:

Dated: 2nd November

112/26 Minutes of the Previous Meeting

The minutes of the meeting held on 6 July were agreed as a correct record, after noting that Cllr McCann was in attendance.
Proposed Cllr Baker Seconded Cllr Robinson All supported

113/26 Borough Councillors

No Borough Councillors were present.

114/26 County Councillors

No County Councillors were present.

115/26 Action List

The Council reviewed the progress of outstanding actions:
Network Rail damage claim – No progress
Review of policies – No progress
Insurance policy – Complete
Asset register – Complete
Emergency plan – Framework in place; now needs to be completed by Albury Estate
Hall business rates valuation appeal – Objection lodged and registered
Red reflectors fitted – Complete
Bus shelter weatherproofing – Complete
Weeds on Farley Green not currently out of control, council to consult community on preferences before deciding on weed-killing treatment. A quote is required.

116/26 Clerk's Matters Arising

None.

117/26 Committee Reports

Swing maintenance and pigeon spikes: agreed.
Bus shelter: weatherproofing will be sufficient for now.
Weeds: now mainly under control.

118/26 Planning

The minutes of the Planning Sub-Committee meeting were acknowledged.

119/26 Neighbourhood Plan

40 responses received via online portal; 5–6 emails from non-portal respondents
Guildford Planning provided a 29-page commentary — broadly helpful but extensive; highlights issues of accessibility, policy vagueness, enforceability, and document structure
Surrey County Council submitted an additional 8 pages after the consultation deadline (permitted)
The National Planning Framework changed on 16th August, meaning parts of the plan no longer align and must be reviewed and re-aligned
Latchmere Properties also submitted commentary seeking to protect their position on sites not selected
- ACOM's design plan report attracted critical feedback; it was completed over two years ago
- Cllr McCann is helping consolidate all inputs into one document to form an action plan
- The estate has not yet responded — unusual according to the planning consultant (James), who is encouraging further engagement with Guildford Council
- The plan is a moving piece; if major government planning policy changes occur within ~3 months, further rewrites may be required.

120/26 Finance

The next Finance meeting will be held on 26 October.

Signed by Chair:

Dated: 2nd November 2026

Mulberry LAS was reappointed as internal auditor for the next three years.
Proposed Cllr Dennis Seconded Cllr Baker All supported
The external audit report by PKF Littlejohn LLP highlighted some audit concerns. Cllr Bevan will report back at the next Finance meeting.
Cllr Bevan will take on the role of Responsible Financial Officer (RFO) on a temporary basis.

121/26 Village Hall Boiler

A new boiler was approved. Money has been received from the Village Hall Committee.
Proposed Cllr McNaughton Seconded Cllr Wall All supported

122/26 Allotments

A theft has occurred at the allotments. The gate has no lock and does not close properly. Repairs are needed, including a chain and combination lock. A report is due at the next meeting.

Cllr Edwards left the meeting at approximately 20.15.

Cllr Dennis proposed the meeting went into closed session to review next item as noted in the agenda as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
Proposed Cllr Dennis Seconded Cllr Baker All supported
The meeting went into closed session

123/26 Heatherview Easement

Meeting closed: 20.45

Dated this:

Signed: Cllr D. McNaughton
Acting Clerk (unpaid)

Signed by Chair:

Dated: 2026