



# ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

**PARISH OF ALBURY**  
**NOTICE OF PARISH COUNCIL MEETING**  
**Local Government Act 1972**

Minutes of the **Annual Meeting** of Albury Parish Council held on  
**Tuesday 13<sup>th</sup> May 2013 at 7.30pm**  
In the **Memorial Library** for the transaction of the under mentioned business.



**Present:** Cllr Wenman (in the chair), Cllrs J Brockwell, P Gellatly, R Hogben,  
A Kerslake, G Robinson, S Scott, P von Radowitz

In attendance: The Clerk, Mrs J Cadman

- 84/14 Election of Chairman:** Cllr Wenman was PROPOSED as Chairman by Cllr Gellatly, SECONDED by Cllr Hogben, with all in favour. Cllr Wenman thanked the Council and said that he wanted, in his last year on the Council, to do all he could to drive forward the initiatives and projects outlined in the Business Plan, circulated in draft for this meeting. Cllr Wenman signed the Declaration of Acceptance of Office.
- 85/14 Apologies for absence:** all councillors were present.
- 86/14 Declarations of interest:** none were made.
- 87/14 Election of Vice Chairman:** Cllr Brockwell was PROPOSED as Vice Chairman by Cllr Wenman, SECONDED by Cllr Robinson, with all in favour.
- 88/14 Appointment of Committee members:**  
Members noted that the Chairman of each committee will be elected at their first committee meeting. Each committee will have 5 members, and the Chairman and Vice Chairman of the Council will be ex-officio members of each committee

*Policy and Resources:* Chairman and Vice Chairman, Chairman of each committee

*Facilities:* Cllrs P Gellatly, R Hogben, G Robinson, S Scott, P von Radowitz. Cllr Brockwell as Vice Chairman.

Cllr Kerslake will be advised of meetings and is invited to attend if she is available, but will not be able to vote. Cllr von Radowitz suggested that the separate identity of Open Spaces be removed, as it had not worked. Cllr Wenman said that this should be discussed at the first meeting of the committee.

*Planning and Environment (inc. Landfill and IGas):* Cllrs P Gellatly, R Hogben, G Robinson, S Scott and P von Radowitz.

*Community Development:* Cllrs R Hogben, J Brockwell, P Gellatly, A Kerslake and S Scott

*Village Hall Committee:* Cllrs N Wenman, J Brockwell, R Hogben, A Kerslake, G Robinson. Also Carolyn Mingo.

*Parish Plan Advisory Committee:* Cllrs R Hogben, J Brockwell, P Gellatly, G Robinson, S Scott. Cllr Brockwell as Vice Chairman.

*WWI Project:* Cllr von Radowitz.

*Activities concerning cycling:* Cllr Robinson.

**89/14 Dates of future meetings:**

Calendar of meeting dates for the coming year had been circulated prior to the meeting. It was agreed that the village hall meeting dates should be re-considered as members did not consider that it would be possible to hold them on the same night at the PPAC committee meetings, and that the meeting dates for Community Development and Parish Plan Advisory Committee be combined, so that a CD meeting is held before the PPAC meeting, if it is needed.

**90/14 Minutes of the meeting held 7<sup>th</sup> April:** these were deferred for approval to the June meeting, as they had not been received by Councillors.

**91/14 Matters Arising**

*66/14: Edgeley Park:* Sgt Barwood has proposed that this matter be dealt with jointly between SCC and the police, and said she would arrange a site visit when she returns from annual leave and working nights. Cllr Brockwell advised that he had reported one of the chalets being unloaded at the layby on the A25 to a policeman he had seen in Albury, who had gone to speak to the driver.

*66/14: Westonfields:* all correspondence had been forwarded to Cllr Wright, who advised that there was little that could be done that was not already being done by GBC. Cllr Kerslake would send an e-mail to the main complainant, advising that there was nothing further that the Parish Council could do. She would ask him to take photographs of the dog, if he witnessed it fouling in the recreation ground.

*67/14a: World War I memorabilia:* Mr Croucher now intends to display this at the Produce Show.

**92/14 Chairman and Clerk's Matters Arising**

a) *Standing Orders:* members reviewed and agreed the Council's current Standing Orders, **circulated prior to the meeting.**

b) *Local Plan:* Cllr Wenman and Cllr Hogben had met with Cllr Mansbridge and Cllr Monica Juneja, GBC. They had discussed a possible change of settlement boundary for Albury, and the GBC Cllrs had shown on a map a strip near Northfields, following the line of the conservation area. They had said that this would 'protect the village'. Cllrs Wenman and Hogben had advised them not to pursue this, and they said that they had 'taken this on board'. They had discussed the requirement for small amounts of affordable housing in Albury, and that Albury Parish Council would like the opportunity to look at brown field sites. The GBC Councillors had been positive about this, but advised that this would not be added to the SHLAA. They also advised that the SHLAA would be reviewed annually from now on.

The proposed public meeting should be held a couple of weeks after the publication of the new draft Local Plan. A representative from GBC will attend, and Tim Harrold is to be invited.

c) *Website report:* the Clerk reported on the update of reports and minutes on the website. It had been agreed at the Policy and Resources meeting that the minutes of all meetings should be on the website by the 28<sup>th</sup> of the month following the meeting.

d) *Parish Council vacancy:* there has been no call for an election, the vacancy can now be filled by co-option. Cllr Wenman asked members to consider who could be invited to get involved.

**93/14 Police matters**

No report had been received.

**94/14 Open Forum:** *members of the public are welcome to attend and to ask questions or make representations*

No members of the public were present.

**95/14 Committee reports: Policy and Resources**

a) *Minutes of meeting held 24<sup>th</sup> April:* had been circulated prior to the meeting.

b) *Business plan 2014/15:* had been circulated prior to the meeting. Cllr Wenman had wished

to revise the plan, originally drawn up in 2011, to concentrate on the last year of this Council's term of office. He asked members to look at and digest the plan, with the aim of approving it at the next Council meeting. He asked members to send comments to the Clerk by the 23<sup>rd</sup> May.

**96/14 Committee reports: Facilities:**

- a) Members received a report from Cllr Brockwell, as follows:
  - i. Mr Daniel had started on reinstating the layby at Farley Green
  - ii. Cllr Brockwell would prepare a list of footpaths to be strimmed.
  - iii. Cllr Brockwell had reviewed the parish maintenance programme, which he would send to the Clerk to circulate, together with a list of jobs to be carried out around the parish.
- b) *Benches: Farley Green:* Cllr von Radowitz reported that a resident of Farley Green had recently died, and she had been approached by people who wished to organize a memorial bench. There was the limit to the number of benches that can be accommodated on Farley Green, and the difficulty of agreeing to one and not another. Cllr Wenman proposed that the Council decide where benches could be situated in the parish, and their standard. This information could then be given to people who wished to provide a bench. When all the positions had been taken, no more applications would be considered. This was referred to the Facilities committee to take forward.

**97/14 Committee reports: Community development**

- a) Members received a report from Cllr Hogben, as follows:
  - i. *Defibrillators/community first responders:* the Community First Responders programme is still on the agenda but needs a volunteer to drive it forward. There is a possibility of teaming up with other Tillingbourne parishes to promote this idea
  - ii. *Old Mill Passenger refuge:* no further progress has been made. An e-mail to Michael Baxter requesting the location to be moved some 25m up stream has not been answered.
  - iii. *Village Allotments/community orchard:* no further progress has been made on this project, neither the Estate or Steve Horton (Sita) has responded to Cllr Hogben. He is seeking a volunteer to work with him to take this forward. Cllr Brockwell suggested that a list be made of items to be discussed with Albury Estate, that this is sent to Michael Baxter and a meeting arranged. Cllrs Wenman, Brockwell and Hogben will agree this list and meet with Michael Baxter.
  - iv. *Riverside open space:* nothing further has been done to move this potential village asset forward.
  - v. *Malcolms Bottom – village green:* no further progress has happened. Cllr Hogben said that it remains an absolute priority for Albury's enhancement and he hoped that a common accord can be achieved with the Estate. A reply is awaited from Hedleys on the ownership of the access through Old Bakery Mews.
  - vi. *Memorial library disabled toilet:* the Planning application has been submitted to GBC. An answer is still awaited from GBC Community Grant scheme.
  - vii. *Scoping report on traffic through Albury Village:* the meeting with Colin Davis of PRIAN on the 16<sup>th</sup> April seemed very positive and the scoping report should be received very shortly.
  - viii. *Superfast broadband and mobile phone coverage:* the SCC team will attend the next parish council meeting on the 2<sup>nd</sup> June to give an update.
- b) Defibrillator reports had been received from Cllr Kerslake and Cllr Robinson. Cllr Brockwell and Cllr Scott were asked to check their defibrillator, and the Clerk would remind Cllr Wright.

**98/14 Committee reports: Village Hall**

- a) *Income for the month of April:* £487.75
- b) *Income to end of March 2014:* £11,163. £176.50 outstanding invoices for 2013. £945 outstanding for the first three months of this year.

- c) *Booking Clerk:* Carolyn Mingo was now able to take back the role of booking clerk. Cllr Kerslake would be updated on the booking system, so that she could act as backup if needed.
- d) *Marketing:* Tina Playford had volunteered to help with marketing. She will be co-opted onto the Village Hall Committee.

**99/14 Planning:** *Planning applications received and planning applications determined by Guildford Borough Council*

- a) Members received a report from Cllr Gellatly, as follows:
  - i. *Edgeley Park:* the applicants had withdrawn their application to raise the land, as they had been advised that doing this is within their planning license. This would be confirmed.

***Applications determined by Guildford Borough Council***

List to date circulated

**100/14 Parish Plan Advisory Committee**

Minutes of the meeting held 14<sup>th</sup> April had been circulated. The next meeting is arranged for the 20<sup>th</sup> May.

**101/14 Finance**

- a) *Financial Regulations:* members reviewed and agreed the Council's current financial regulations.
- b) *Annual Return:* the internal audit will take place on the 14<sup>th</sup> May and the statement of account and Annual return will be presented to Council for approval at the June meeting.
- c) *Management report:* statement of receipts and payments to end of the financial year had been circulated prior to the meeting. Cllr Brockwell talked members through the income and expenditure and they noted an underspend of £14,000 for the financial year. A financial statement will be tabled at the June meeting. Cllr Wenman commented that it was good news that reserves had been built up, but that the Council could be criticized for not doing enough with its resources. He asked each committee to give serious thought to projects for this coming year.
- c) *Cheque list:* list of cheques raised and invoices approved to 30/4/14, with a total outlay of \*\*, had been circulated prior to the meeting.
- d) *Grant aid:* Members were requested to consider projects for the year 2015/16, in order that quotations can be sought and projects submitted to GBC within their timeframe. Proposed projects should be send to the Clerk by the 25<sup>th</sup> May, for inclusion on the June agenda.

**102/14 World War I commemorations:**

*Horse Parade:* Cllr von Radowitz had been working on the rolling road closure for the horse parade. It now appeared that this would cost in the region of £120, accordingly to GBC, and they asked that the organisers provide signs and marshalls. She proposed that each entrant pay £10 to take part, which will cover some of the organizing costs and the cost of refreshments at Farley Green. The Clerk would speak to the Parish Council's insurers about public liability for this event, and would organize a Temporary Event license.

*Poppies:* Cllr von Radowiz had spoken to SCC as she had heard that someone had been prosecuted for planting flowers near the road. She had verbally received permission to sow Poppy seeds, and would ask for this permission in writing.

*Budget:* Cllr von Radowitz would table a draft budget at the June meeting.

**103/14 IGas**

No updates have been received.

*Fracking:* Cllr Brockwell and Cllr Wenman had attended a meeting about fracking in Shalford and consider, that, in the longer term, this Council needs to be vigilant. At this meeting, Cllrs Brockwell and Wenman had agreed, on behalf of the Council, to raise this issue at the next meeting with IGas and ask for specific answers, and they had also made it clear that they would co-operate with the group.

It would probably be helpful to talk to people who understand the geology in this area, to get a better idea of the potential risk.

**104/14 Albury Landfill site**

Minutes of the meeting with Gasrec had been circulated prior to the meeting.

**105/14 Outstanding Items**

*The list would be circulated.*

**106/14 Councillors business: for noting or including on a future agenda**

- a) *Grit bin at Brook Crossing:* this has been moved and is protruding into the road. It may be possible to push it back into place.
- b) *Cricket club signs:* there is a need for a sign to Albury Heath, for newcomers to the village. Cllr Gellatly has spoken to the Club in this respect.
- c) *Trees at Albury House:* The Clerk would try and establish when these are to be dealt with.
- d) *Wood in recreation ground:* Cllr Robinson will take this away.

**107/14 New Correspondence**

- a) *Friends of Albury Old Saxon Church:* Monica Cassels has written to thank the Parish Council for the grant of £100.00.
- b) *Guildford in Bloom:* 7<sup>th</sup> June: unveiling of flowerbeds in the Guildford Castle grounds. Parishes have been invited to get involved with the competition.

**108/14 Open Forum**

No further matters were raised.

**107/14 Dates of meetings:**

Parish Council:	2 <sup>nd</sup> June, 7 <sup>th</sup> July, 1 <sup>st</sup> September, 7.30pm
Planning:	2 <sup>nd</sup> June, 23 <sup>rd</sup> June, 14 <sup>th</sup> July
Facilities:	23 <sup>rd</sup> June
Community Dev.	To be agreed
PPAC:	to be agreed
Village hall	to be agreed.

There being no further business, the meeting closed at 9.40pm.