



# 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 a meeting of Albury Parish Council held on

**Monday 4<sup>th</sup> December 2017 at 7.30pm**

In the **Memorial Library** for the transaction of the under mentioned business.



**Present:** Cllr S Scott (in the chair), Cllrs J Brockwell, S Dennis, R Hogben, G Robinson,  
J Rowland, MA von Radowitz, P Webb.  
County Cllr K Taylor

In attendance: The Clerk, Mrs J Cadman

189/17 **Apologies for absence:** all members were present.

190/17 **Declarations of interest:** Cllr Webb declared a personal interest in 197/17.

191/17 **Minutes of the Meeting held Monday 6<sup>th</sup> November 2017:** Members agreed that minute 186/17b: should be deleted, as it is factually incorrect. Proposed by Cllr Scott, Seconded by Cllr Dennis, all in favour. The minutes were then agreed as a correct record of the meeting and signed by the Chairman.

192/17 **Matters Arising**

*186/17a: Albury Matters:* Cllr Hogben advised that he was happy to support the newsletter, but was not prepared to continue to edit it. The Clerk agreed to take over the newsletter, but to produce it in a simpler form. An edition will be published in February or March, and will include information on the Neighbourhood Plan and the new website.

*186/17c: Surrey Hills newsletter and updates:* the Clerk has requested that these are received by email.

*178/17: Point of Order:* Cllr Hogben was concerned that his point of order had not been addressed. The clerk reminded members that this concerned the question raised about the possibility of moving the position of the pinch points in The Street, which form part of the current traffic calming scheme. Cllr Hogben believed that their current position cannot be changed as they had been previously agreed by Council. Cllr Hogben advised that he had proposed writing to the traffic calming working group asking for more information.

Cllr Brockwell clarified that the current pinch points had not been effective, and would need to be reviewed. Members agreed that in light of the failure of the current pinch points to reduce traffic speed that their position "may" need to be moved as part of any new traffic calming scheme in the Street. Further, as more than 6 months had elapsed since the current traffic scheme had been agreed at council and in light of its failure and allowing for a new scheme, that this addressed Cllr Hogben's Point of Order, and this matter was closed.

Members agreed the following:

1. The traffic calming working group will be reconvened and asked to draw up a new scheme for The Street, taking into account the present measures and members' concerns. Members agreed that Cllr Robinson will take the chair of this working group and will report back.
2. This scheme will be brought back to the Parish Council for agreement.

Proposed by Cllr Robinson, Seconded by Cllr Webb, seven members in agreement, one abstention.

193/17 **Chairman and Clerks matters arising**

a) *Defibrillator report:* all are in working order.

b) *Website report:* Cllr Rowland undertook to ascertain the current position of the new website. Members are anxious that this should be active early in the new year.

- c) *Entry system:* the Clerk advised that the repairs had been undertaken and the system reactivated. She had arranged to meet with users the following Tuesday evening to re-commission their fobs.

194/17 **Police matters**

The latest police statistics for September: 5 crimes in Westonfields: 3 violence and sexual offences, 2 other crimes; 1 anti-social behaviour in Blackheath Lane; 2 anti-social behaviour in Heath Lane.

195/17 **Open Forum:** *members of the public are welcome to attend and to ask questions or make representations*

1. *A25/A248 junction:* Members thanked Cllr Taylor for working with Bahram Assadi and finding funding for the proposed traffic calming scheme for the A248 junction.
2. *Quiet Lane scheme:* Cllr Taylor clarified that, although GBC and Waverley Borough Council are happy with the proposed scheme, it has been extended into Mole Valley, and Abinger Parish Council are not in favour. As a result, Mole Valley have turned the scheme down and three years of work were now in the balance. Cllr Brockwell suggested that the pilot area be adjusted to exclude Mole Valley.

196/17 **Committee reports:** *to receive brief reports on the following:*

Highways: Cllr Scott

1. Cllr Scott had met with Patrick Giles to discuss flooding in Farley Green. Mr Giles had agreed to use a jetter on the drains in the new year.
2. The grit is compacted in a number of the grit boxes in the parish. Members agreed that the Clerk should find a contractor to deal with these. Cllr Brockwell would advise the Clerk which ones needed work. Cllr Brockwell advised that the map on the SCC website is incorrect.

Byways: Cllr von Radowitz:

1. Ride Lane TRO: signs have been erected advising of impending work, but nothing further has happened. Cllr Taylor will follow this up and will also remind SCC Rights of Way that they need to raise an invoice for the Parish Council to pay their agreed share.
2. Kissing gates: Cllr von Radowitz is working with SCC Rights of Way to identify all kissing gates and the landowners responsible for their upkeep.

Open Spaces – Cllr Rowland

1. Mirror at the end of Church Lane: it had not proved possible to find a place for this.
2. Play structure: Cllr Rowland proposed that the rotten legs be stabilised with metal supports, at a cost of £300 for 15. He would install them at no cost. Agreement to this work was Proposed by Cllr Scott, Seconded by Cllr Robinson, all in favour.
3. Scheme for upgrading the recreation ground: Cllr Rowland did not consider it prudent to spend money on sports facilities until we had better understanding of what use the Parish would gain from such expenditure. Discussion took place regarding setting up some form of keep fit/ boot camp activities on the site during early spring 2018. Members might consider a shed, for shelter in the winter. Discussion took place regarding the restricted access by car to the recreation ground and Cllr Rowland suggested that the findings of the Neighbourhood Plan might dictate where a recreation ground might be to be of the greatest benefit to the parish.

**Agenda item:** January meeting.

Community Development – Cllr Hoqben:

1. minutes of the meeting held 20<sup>th</sup> November had been circulated prior to the meeting.
2. Decluttering: the pilot scheme for the Surrey Hills had been completed the previous week, with the removal of 21 signs, managed by Cllr Brockwell. The scheme will now be rolled out to the whole of the Surrey Hills.

Village Hall – Cllr Brockwell:

1. Cllr Brockwell and the Estate are working together to resolve the outside lighting, and the Estate's electrician will make preliminary recommendations shortly.

Planning and Environment:

1. minutes of the meetings held 6<sup>th</sup> November and 27<sup>th</sup> November had been circulated prior to the meeting and were **agreed**.
2. *Edgeley Park*: the application for the Sun Club area would go to committee on **January 3**, with the recommendation to approve. Cllr von Radowitz will attend the meeting to speak against the application. Cllrs Brockwell and Dennis will meet with Cllr Billington to brief him and it is also hoped to arrange a site visit so that GBC councillors can see the site for themselves.
3. *Enforcement*: Cllr Dennis and Cllr Scott had met with Enforcement officers and noted that they do not have access to the electoral roll, which is a substantial drawback when dealing with residential enforcement.

#### Emergency plan

1. Cllr Robinson advised that this is complete. It will be circulated for adoption at the January meeting.

#### 197/17 **SALV Ultrasound scanner**

Shere surgery is the only practice in Guildford and Waverley to offer the service of ultrasound as a diagnostic tool and the current machine is due for replacement, at a cost of around £30,000. Members agreed a grant of £2,500 towards the purchase, as it will benefit Albury residents. Proposed by Cllr Brockwell, Seconded by Cllr Robinson, all in favour.

#### 198/17 **Neighbourhood Plan**

1. Minutes of the recent meeting had been circulated prior to this meeting.
2. Cllr Dennis advised that the recent meeting with West and East Horsley had been very useful.
3. Consultants: the committee was reviewing a number of consultants, and had noted that West Horsley had been very happy with theirs.
4. Grant process: £9,000 is available for NPs, but under the current govt. scheme an application would need to be made before the end of January 2018, as it has to state exactly how the grant will be used and needs to be spent accordingly within 6 months, it may be necessary for Albury to wait until the new grant scheme is introduced in March before making an application. The govt. has yet to announce the amount of grant funding which may be less than currently available.
5. The normal time taken to complete a NP is between 2 to 3 years.
6. Members **agreed** that the Neighbourhood Plan should have an independent website, recognising the importance of keeping the NP separate from the Parish Council.
7. Committee: Cllr Brockwell will approach residents who may be interested, and a piece will be placed in the parish magazine asking people to come forward.
8. Cllr Hogben asked that the parish Council receive a presentation from a NP expert. Cllr Dennis said that this would not be the most effective way to inform councillors and instead undertook to circulate some information about Neighbourhood plans as follows:
  - i. A government document explaining Neighbourhood Planning
  - ii. East Horsley's Neighbourhood Plan
  - iii. West Horsley's Neighbourhood Plan

Members noted the draft budget, tabled at the meeting, and agreed that the costs, estimated to be in the order of £10,000 a year over the next two years, should be reviewed at the January meeting, when the budget for 2018/19 is agreed. Proposed by Cllr Dennis, Seconded by Cllr Brockwell, all in favour.

Members recognised the need to employ a co-ordinator early in this process and **agreed** to the Chairman's proposal that he use his personal allowance for the first month's costs, pending agreement of a budget.

#### 199/17 **Finance**

- a) *Cheque list for November 2017* had been circulated prior the meeting and the expenditure of £877.82 was noted and agreed.
- b) *Management report to third week November 2017*: had been circulated prior to the meeting. Members noted that the figures are not reconciled to the bank, as it is not an end of month

statement.

- c) *Management report as at end of October 2017*: had been circulated prior to the meeting and was noted.
- d) *Bank reconciliation statement to 31<sup>st</sup> October 2017*: had been circulated prior to the meeting and was noted.
- e) *Draft budget for 2018/19*. Members noted that GBC had now advised the number of Band D equivalent properties in the Parish, which had increased. The result of this increase is that the Council's precept request could be increased by £1,000 with no impact on the Parish Council's share of Council Tax. A 2% increase in a Band D equivalent would give a total increase of £1867. Members noted that the Parish Council holds £40,000 in unallocated reserves. Cllr Brockwell Proposed that the Precept is increased to reflect a 2% increase for a Band D equivalent property, Seconded by Cllr Robinson, all in favour.
- f) *Internal audit*: Local Government finance and audit regulations require that an interim audit is carried out during the year. A report will be tabled at the January meeting.

200/17 **Outstanding matters**

The list had been circulated prior to the meeting and was noted.

201/17 **Councillors business: for noting or including on a future agenda**

- a) *IGas*: Cllr Brockwell had received a telephone call from David Petrie concerning the proposals on moving gas from the wellsite. He advised that IGas intended to hold a public exhibition early in the new year. He and Cllr Scott will meet with the contractors who will lay the pipes which will move the gas.

202/17 **New Correspondence**

- a) CPRE newsletter

203/17 **Dates of meetings**

Full Council:	8 <sup>th</sup> January
Planning:	18 <sup>th</sup> December
Community Dev:	
Highways:	
Village Hall:	18 <sup>th</sup> December
SCC Local Committee:	6 <sup>th</sup> December, 21 <sup>st</sup> March

204/17 **Exclusion of members of the public and press**

In accordance with the provisions of section 1(2) of the Public Bodies (admission to meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

204/17.1: conduct of councillors

**204/17: conduct of councillors:**

Cllr Scott said he regretted that he had received complaints that had to be addressed by Council.

Cllr Scott referred to discussions at the October full Council meeting, and Cllr Hogben's subsequent resignation letter as Chair, to the Traffic Calming Committee. Cllr Scott said that several Members of the Council had complained to him that Cllr Hogben's letter had been disrespectful and brought the Council into disrepute.

Cllr Hogben challenged this view, and did not agree that he had, in any way, been disrespectful.

Cllr Scott advised that he had also received written and verbal complaints from members concerning Cllr Hogben's behaviour at Council meetings. Specifically that they had felt intimidated and bullied by Cllr Hogben. He asked Cllr Hogben to respond.

Cllr Hogben said he did not accept the complaints against him, he apologised to members if they had felt intimidated but he believed that his conduct had been within the bounds of normal debate. Cllr Hogben said that it was entirely up to the Chairman to control his (Cllr Hogben's) behaviour in meetings

Members listened to a discussion of both of these issues and expressed disappointment at Cllr Hogben's responses. The discussion culminated in a request by members to Cllr Hogben that he address and improve his behaviour towards colleagues and the Council. Cllr Hogben said he would not do this.

Cllr Rowland left the meeting.

The clerk had forwarded a copy of the Code of Conduct to Members prior to the meeting for review. Cllr Dennis commented that the Code is currently incomplete particularly as regards planning and disciplinary procedures. She asked the clerk to obtain a full copy of the Code and forward it to Members for acceptance at Council no later than the February 2018 Council meeting.