

ALBURY PARISH COUNCIL ANNUAL MEETING

Minutes of the meeting held Tuesday 12th May, 2026 at 7.15 pm at the Village Hall

Present: Councillors Chapman, Jolly, Kelly, Klimowicz, Levell and Pope

In attendance: Mrs J Pettitt (clerk), Councillor Jeff Jones and 1 member of the public

The councillors must elect a chair and vice-chair before the meeting opens

To elect a chair for the year 2026/2027 and sign declaration of acceptance of office

Resolved, proposed by Cllr Jolly, seconded by Cllr Pope to elect Councillor Kelly as Chair. Unanimously agreed.

Cllr Kelly signed the declaration of acceptance of office.

To elect a vice-chair for the year 2026/2027 and sign declaration of acceptance of office

Resolved, proposed Cllr Pope, seconded Cllr Chapman to elect Councillor Levell as Vice-chair. Unanimously agreed.

Cllr Levell signed the declaration of acceptance of office.

The Chair opened the meeting at 7.25pm

1. To receive and accept apologies for absence.

2. To receive declarations of interest.

a) To receive declarations of interest from councillors on items on the agenda

b) To receive written requests for dispensations for declarable interests

c) To grant any requests for dispensation as appropriate.

No declarations or requests for dispensation received.

3. To confirm the minutes of the Albury Parish Council meeting held on Tuesday 14th April 2026

Resolved, that these minutes be agreed as a true and accurate record of the proceedings.

4. To receive reports on actions agreed at the last council meeting

Action: The clerk submitted the Annual Return to the auditors.

Action: The clerk emailed a letter regarding hedge and vegetation cutting to residents along the access road at Patmore Heath. See point 21.

Action: Councillor Kelly to look into whether the UK Government's Local Power Plan will fund a solar panels installation at the village hall. **See point 15.**

Action: the clerk to discuss the litter picking role with the interested resident to find out the hours they were expecting it to involve. **See point 18.**

Action: the clerk asked East Herts Council if they can supply sacks and a litter collection service and is awaiting a response.

Action: The clerk reported damage to footpath 32 and a broken kissing gate on footpath 14.

5. To receive petitions, comments and questions from the public

A member of the public told the parish council that he is unhappy that his boundary hedge along the Patmore Heath access road has been flayed. He said he was not adequately consulted or informed of the date the work would be undertaken. He asked if conservation consents were obtained. Councillor Kelly responded that his questions and concerns will be answered by letter.

6. To consider planning applications. None

7. To receive bank statements, bank reconciliation and financial summary

These were received by the Council and found to be satisfactory.

Balance at 14/04/26

£11,912.68

Outgoings: 15/04/26 J Pettit (Microsoft Office subs)

£79.99

15/04/26 J Pettitt (4 new benches)

£2156.40

	20/04/26 Lloyds service charges	£4.25
	22/04/26 Mrs J Hunter Magi Associates internal audit	£125.00
	22/04/26 E-scapes village hall mowing	£200.00
	23/04/26 J Pettitt, salary	£439.62
	23/04/26 HMRC SDDS	£60.97
	27/04/26 HAPTC subs	£406.65
Income:	20/04/26 Albury Parochial Charities donation	£1,200.00
	22/04/26 Albury Village Hall, mowing contribution	£100.00
	22/04/26 Albury Village Hall, donation	£769.13
	01/05/26 EHC Precept	£7,500.00
	Balance at 12/05/26	£18,008.93

This balance includes 6 months running costs in reserve and money to cover various village maintenance projects.

8. To agree regular payments for next year

These are the expected regular payments for this financial year, paid by direct transfer: HAPTC annual subscription, paid April 2026, Clerk's monthly salary (currently £439.62 but awaiting NALC pay awards), Allotment mowing £1,100, Village hall mowing 21 x £100 = £2100, (village hall will pay half of this), Defibrillator annual subs £151.20 x 2 = £302.40, Village Emergency Telephone System annual subs £120, Microsoft Office subscription £79.99, Krystal Hosting, village website hosting and domain name £84, Play area inspection approximately £62.31 +VAT, Hundred Parishes Society subs £10.00, Parish Council Insurance approximately £240, R Murdoch for bedding plants up to £200 per year.

Resolved, proposed Cllr Kelly, seconded Cllr Pope, to continue these regular payments in 2026/2027. Unanimously agreed.

9. To agree payments due. £480 to J Skidmore for hedge cutting as previously agreed.

10. To receive the clerk's report (for information only).

An email regarding recent hedge cutting along the Patmore Heath access road was received and circulated to the councillors.

11. To discuss the accepting the insurance renewal quote received

The renewal quote is £243.05 for 1 year or £234.95 per year if we sign up for another 3 years. **Resolved**, proposed by Cllr Kelly, seconded by Cllr Klimowicz, to take up the 3-year quote Councillor Kelly as Chair. Unanimously agreed.

Action: The clerk is to ask for hirers' liability to be removed and street furniture to be added and then accept the renewal providing this doesn't result in a large increase in the renewal price.

12. To discuss making an application for a grant from the Stansted Airport Community Fund

The deadline for applications preceded this meeting. We will discuss applying for the next round towards the end of this year.

13. To discuss the meeting at with The National Grid held 6th May with regard to grants for local community projects

£530,000 is available for communities surrounding Stocking Pelham. Each project applied for will have a £20,000 limit. Once project ideas are submitted, they will be shared for a public vote. Previously successful projects have revolved around STEM, mental health, using green spaces and community facility upgrades.

14. To discuss Herts County Council's proposal to close Albury Primary School

On Monday 11th May, the Herts County Council Overview and Scrutiny committee referred the decision back to the Education cabinet. This appears to have already been

added to an agenda for discussion at 9am on Wednesday 13th May with no notice given to anyone.

15. To discuss if the UK Government's Local Power Plan will fund a solar panels installation at the village hall

There is a billion-pound fund available to support local power plans. **Action:** Councillor Kelly will submit an expression of interest to see if this will fund solar panels at the village hall.

16. To discuss tree works required at the village hall and play area

The company used previously are coming to quote on Friday.

17. To discuss the progress of renovating the railings at Itch Lane and the fingerpost at Clapgate

The contractor has made contact and hopes to begin the work imminently.

18. To discuss the proper solution to picking litter in the village

A resident is still keen to take this on but the councillors are concerned about their safety as most litter is at the sides of roads with no footpaths. **Action:** Councillor Chapman is to ask a local business to quote. As fly tipping is on the increase, the councillors agreed that the current faded fly tipping warning signs should be replaced. **Action:** the clerk will order replacement signs.

19. To discuss the progress of creating the parish information board

This layout is underway and a few more photos need to be taken.

20. To discuss the progress of repairing the Patmore Heath finger post

This is ready for installation once the hedge has been trimmed to make access safer. The wood cost £42 and this and Councillor Chapman will be reimbursed for this amount. The councillors also agreed to make a donation of £50 to The St Elizabeth Centre whose equipment and materials were used to make the lettering.

Resolved, proposed Cllr Klimowicz, seconded Cllr Levell, to make both payments. Unanimously agreed.

21. To discuss progress of cutting back overgrown hedges and trees along the access road to Patmore Heath

Highways requested that residents cut back the hedges and trees in January but didn't follow up after 14 days so we contacted them and they suggested the parish council should organise the cutting back of the hedges and vegetation. On 20th April, a letter was sent to residents along the lane explaining that the parish council were planning to organise and pay for a one-off cut and requested any concerns, objections, or comments by 27th April. One resident responded with, "Yes that's fine – would be helpful." No one else responded by the date given. A contractor who had previously quoted was engaged and carried out the work on 6th May. A local farmer has flayed the hedges along this lane in the past so it is not an unusual occurrence. The result is that the lane is now wide enough for all vehicles and much safer for pedestrians, pushchairs, wheelchair users, riders and cyclists. The necessary tree works to remove boughs below 5.2m has not as yet been undertaken and we need to follow up with Highways. **Action:** The clerk will raise another fault report regarding the low tree branches.

22. To receive an update on the installation and new swing seats

These have been received and our local Santa helpers are going to arrange installation.

23. To discuss the replacement of the planter under Albury village sign

The current surround is rotting. A larger, higher one is needed.

Resolved, proposed Cllr Pope, seconded Cllr Klimowicz, that up to £400 can be used to purchase and install a new planter. Unanimously agreed.

Action: The Clerk and Councillor Kelly will look at options.

24. To create a list of areas in village for maintenance, clearance and renovation

Councillor Kelly has compiled a list of areas. **Action:** Councillor Levell will plot the areas on a map and then they can be prioritised at the June meeting.

25. To discuss the progress of new signage for the village hall

A local artist is creating an example for us to agree to.

26. To discuss any footpath issues in the footpath report

Action: The clerk will follow up on Footpath 32 damage, including complaints that weed killer has been sprayed along one side.

27. To discuss any crime reports received. None

28. To suggest agenda items for the next Parish Council Meeting to be held Tuesday 9th June 2026 at 7.15 pm at the Village Hall

Areas requiring maintenance, footpath 32, village hall signs, the Patmore Heath fingerpost, painting of Itch Lane railings, painting of Clapgate fingerpost, National Grid funding projects, further news on Albury School closure, UK gov power plan application, tree and hedge works at the village hall, litter picking, low tree boughs over Patmore Heath access road, swing seat installation, planter under the village sign

The Chair closed the meeting at 9.30 pm

Signed.....

Date.....