

## ALBURY PARISH COUNCIL MEETING

**Draft Minutes of the meeting held Tuesday 10<sup>th</sup> June, 2025 at 7.15 pm at the village hall**

Present: Councillors Kelly, Klimowicz, Jolly, Murdoch and Pope

In attendance: Mrs J Pettitt (clerk) and 2 members of the public

*The Chair opened the meeting at 7.20pm*

**1. To receive and accept apologies for absence.**

Apologies from Councillor Levell were received and accepted. No word from Councillor Jolly.

**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 Annual Parish Council meeting held on Tuesday 13<sup>th</sup> May 2025.**

**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 requested quotes for village hall signage and is awaiting a reply.

**Action:** The clerk investigated who is responsible for the allocation of the Highways Locality budget and found it is our local County Councillor, Mark Pope. There is usually £90,000 made available to each councillor. The highways locality budget is primarily intended for highway maintenance, including:

- road resurfacing
- pavement repairs
- drainage clearing
- traffic calming schemes, smaller projects and works such as hedge trimming, sign cleaning and white line painting.

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

A member of the public asked who is responsible for cutting back the hedges at the top of Hixham Lane as they are overgrown. The parish council said it would establish ownership.

A member of the public asked if the Anthropos festival is going ahead this year. The parish council has been informed that it is not.

A member of the public asked if logs are to be placed on verges at Patmore Heath to prevent cars from causing further damage to the verges. The parish council said it is referring the parking problems back to Natural England to resolve.

**6. To consider planning applications**

None received

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

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

**Balance at 14/05/24** **£13,558.09**

<b>Outgoings:</b>	13/5/25 R Murdoch for plants	£60.03
	16/5/25 Krystal Hosting for website hosting	£84.00
	16/5/25 J Hunter for internal auditing	£125.00
	19/5/25 Lloyds Bank service charges	£4.25
	21/5/25 Albury Newsletter for extra pages	£50.00
	23/5/25 Mrs J L Pettitt salary and website changes	£521.99
	29/5/25 Community First for annual insurance	£195.29

	2/6/25	CHBT emergency telephone subs	£120.00
	10/6/25	E-escapes Landscapes village hall mowing	£200.00
<b>Income:</b>	10/6/25	Albury Village Hall mowing contribution	£100.00
	<b>Balance at 10/06/25</b>		<b>£12,297.53</b>

8. **To agree payments due.** None.
9. **Councillors absent at the last meeting to sign printed copies of the Standing Orders, Financial Regulations and Code of Conduct to be filed at the village hall**  
These were signed by Councillor Klimowicz. Councillor Jolly is still to sign them.
10. **To sign the annual return and exemption certificate. These were reviewed at the May meeting**  
The RFO and clerk signed the relevant pages.
11. **To receive the clerk's report (for information only)**  
None.
12. **To discuss and make a decision on reverting to meetings on the first Tuesday of each month starting from 1<sup>st</sup> July**  
It was decided to defer the July meeting to 12<sup>th</sup> August due to a number of people being unable to attend a meeting on the first and second Tuesdays of July and then continue with meetings on the 2<sup>nd</sup> Tuesday of each month thereafter.
13. **To receive an update of a meeting held to discuss traffic and other road-related issues in Albury**  
Minutes are to be circulated but subjects discussed included requesting speed indicator data, requesting reduction in speed limits in certain areas, requesting dedicated bus stops, requesting rumble strips and village gateways and requesting more visible 30MPH signs.
14. **To discuss if village hall parking permits should be introduced, who would be eligible and if there should be a charge**  
It was decided that charging for parking permits would be difficult to administrate. Residents who park at the hall will be requested to park elsewhere when all of the spaces are required for hirers.
15. **To discuss requesting paved bus stops to increase safety for bus users**  
This was covered at the meeting mentioned in point 13 and details will be in those minutes. Councillor Williamson asked for more details of where bus stops could be installed. **Action:** the clerk will take photographs and send exact locations.
16. **To discuss areas needing verge repairs**  
Highways should be informed of any verge damage. There are many overgrown hedges in the village and some of these belong to residents. The parish councillors asked that residents be reminded to cut back their hedges if they overhang the highway or a footpath. **Action:** the clerk will prepare a notice for Facebook and the newsletter.
17. **To discuss ideas for an information board if we are awarded a grant from The Hundred Parishes**  
The designer asked if we have the original pdfs used to create the walks leaflet. Councillor Murdoch has the photos used and we can contact the company who produced the leaflets. The map needs altering to show the Little Hadham bypass and changes to walking routes. The information board could also include details about the various Albury manors, Albury Hall, the windmills and the Coronation Oak.
18. **To decide on a good reason to request a grant from the HCC locality budget**  
A grant could be sought to buy trees to convert some of the unused allotment plots into an orchard to save on maintenance costs.
19. **To suggest agenda items for the next Parish Council Meeting to be held Tuesday 12<sup>th</sup> August 2025 at 7.15 pm at the Village Hall**

Councillor Jolly to sign documents, grants applications from Hundred Parishes and locality budget and Stansted Airport Community fund, defibrillator at Upwick, solar panels at the village hall, HMWT/ Natural England to be passed back the verge parking issues at Patmore Heath, quotes for new signs at the village hall

*The Chair closed the meeting at 9.15 pm*

Signed.....

Date.....

DRAFT