

ALBURY PARISH COUNCIL MEETING

Minutes of the meeting held Tuesday 14th July 2026 at 7.15 pm at the Village Hall

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

In attendance: 2 members of the public

The Chair opened the meeting at 7.20pm

1. To receive and accept apologies for absence. None

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 7th June 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

The clerk contacted the arborist to arrange tree works at the village hall and work will commence on 27th July.

Councillor Kelly has arranged for the Santa team to install the new swing seats during July.

The clerk found that verges and other smaller parcels of land are not registered and it costs £7.00 per item to obtain title deeds or plans.

Councillor Kelly refined the list of areas for maintenance and see if there are any grants available for works – see item 15.

Councillor Pope has called and emailed Rights of Way regarding footpath issues.

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

A member of the public asked if the area bordering the car park where the hedge was removed can be weeded. The parish council clarified that the hedge was removed as it was expensive to maintain and that maintenance of the area is planned.

A member of the public asked if they can grow wildflowers on their allotment garden as long as they contain them. The parish council said they could.

6. To consider planning applications

APPLICATION: 3/26/0801/HH PROPOSAL: Proposed two storey extension linking the house to the existing reconfigured outbuildings, including new roof to outbuilding, rear dormer window and alternations to existing openings. Demolition of existing tool shed, and removal of the existing single storey detached stables. AT: Upwick House Upwick Green Albury. No comment.

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

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

Balance at bank 09/06/26 **£14,054.46**

Outgoings: 11/06/26 J Pettitt for new laptop £399.00

15/06/26 R Murdoch for bedding plants £27.10

19/06/26 Lloyds service charges £4.25

22/06/26 J Pettit for land registry documents £14.00

22/06/26 J Pettitt salary £439.62

24/06/26 E-scapes June mowing £300.00

09/07/26 N Lock allotment mowing Jan to June £605.00

Income: 24/06/26 Herts CC Locality Budget Grant £1000.00

24/06/26 Albury Village Hall, mowing contribution £150.00

Balance at bank 14/07/26 **£13,415.49**

To be held in reserve: **£6,000.00**

Available balance:

£7,415.49

8. To agree payments due. None.

9. To receive the clerk's report (for information only). None.

10. To discuss any quotes received for village litter picking

One quote received was £125 for 5 hours per month. They would be insured and would and dispose of all litter. This would be covered by a service level agreement.

Proposed Councillor Kelly, seconded councillor Jolly to accept this quote and issue a rolling 4-week contract providing the contractor submits a photo of the litter collected and a map of the areas covered. Unanimously agreed. **Action:** Councillor Chapman to organise the contract and a commencement date.

11. To agree an updated allotment agreement ready for circulation on 1st August

The new allotment contract was agreed as ready for issue in August. This will include a peppercorn rent of £1 per annum to fulfil contract law requirements. Plot 8 will contain wildflowers and will not be included in the strimming rota. Plots 1, 2, 6 and 9 are currently not leased so will continue to be strimmed by Grass Cutters and Co.

12. To discuss acquiring a .gov.uk website address for compliance reasons

To be compliant, this is a necessary step. **Action:** the clerk will organise a new compliant domain name (alburyhertspc.gov.uk) and associated email address plus migration of the current website as soon as possible

13. To discuss identifying areas of land and verges the Parish may or may not be obligated to maintain

The parish council plans to identify who owns the verge at the corner of Parsonage Lane and the verge opposite The Catherine Wheel. **Action:** The clerk will carry out a map search via Land Registry.

14. To discuss and agree the Albury Improvement and Maintenance Plan

A framework has been created. Each area needs to be assessed. At the next meeting, a separate meeting of the councillors is to be arranged before the end of September to draft a list of priorities and then residents will be consulted.

15. To discuss where 20 MPH speed limits should be requested in Albury

The councillors agreed to request 20 miles per hour speed limits from Clapgate to Gravesend and from Clapgate to Albury End. **Action:** Councillor Pope to establish key reasons required to support these requests.

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

The information will be ready by the September meeting.

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

The post will be installed once painted. Councillor Chapman estimated this will be completed in August.

18. To receive an update regarding the refurbishment of the Clapgate finger post

Councillor Chapman will have three new fingers made for this post to replace the current ones which are beyond repair. New lettering may be needed as the current letters are extremely fragile.

19. To discuss how to store, use or display items retrieved from the school

Councillors Jolly and Kelly have retrieved various items, and these are being held at the village hall. It is planned to display paintings and other memorabilia in the entrance, meeting room and kitchen. A local artist has been commissioned to create a framed painting of the school which will also be displayed at the village hall.

20. To discuss any footpath issues in the footpath report

Councillor Pope agreed to again raise the damage to footpath 32 with the footpaths officer.

21. To discuss any crime reports received. None

22. To suggest agenda items for the next Parish Council Meeting to be held Tuesday 8th September 2026 at 7.15 pm at the Village Hall

Areas requiring maintenance, footpath 32, village hall signs, the Patmore Heath fingerpost, repair of Clapgate fingerpost, National Grid funding projects, UK gov power plan application, litter picking, swing seat installation, village fayre, 20 MPH limits, parish information board, making the village hall a warm/cool hub via grants, how to display school memorabilia.

The Chair closed the meeting at 9.24pm

Signed.....

Date.....