ALBURY PARISH COUNCIL MEETING

Minutes of the meeting held Tuesday 8th September 2026 at 7.15 pm at the Village Hall

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

In attendance: Mrs J Pettitt (clerk)

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 14th July 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**
   Councillor Chapman to organise the contract and a commencement date for the litter picking service (see point 12)
   The clerk to organise a new compliant domain name (alburypc.gov.uk) and associated email address plus migration of the current website (see point 13)
   The clerk to carry out a map search via Land Registry to establish owners of certain verges (see point 14)
   Councillor Pope to establish key reasons required to support a request for 20 MPH zones (see point 15)
5. **To receive petitions, comments and questions from the public.** None
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 bank 14/07/26		**£13,415.49**
Outgoings:	20/07/26 Lloyds service charges	£4.25
	22/07/26 B Woollard for external painting	£540.00
	23/07/26 J Pettitt salary	£439.62
	23/07/26 HMRC Employers PAYE	£10.17
	31/07/26 E-scapes July mowing	£200.00
	31/07/26 CHBT Subscription	£120.00
	03/08/26 Atkins Arb tree works at village hall	£1512.00
	14/08/26 PKF Littlejohn external audit	£252.00
	18/08/26 Lloyds service charges	£4.25
	24/08/26 J Pettitt salary	£439.62
	01/08/26 E-scapes August mowing	£200.00
Income:	31/07/26 Albury Village Hall, mowing contribution July	£100.00
	10/08/26 UK Power Wayleave	£29.90
	01/09/26 Albury Village Hall, mowing contribution August	£100.00
Balance at bank 08/09/26		**£9,923.48**
To be held in reserve:		**£6,000.00**
Available balance:		**£3,923.48**

8. **To discuss whether to make a grant to Citizens Advice East Herts**
   Citizens Advice East Herts approached the parish council for a grant and provided statistics to show that during the last year, several Albury residents year were given advice resulting in many achieving financial gains. Considering this, the councillors agreed to donate again this year.

Resolved, proposed Cllr Kelly, seconded Cllr Pope, to donate £200 to Citizens Advice East Herts. Unanimously agreed.

9. **To agree payments due**.
   £200 to Citizens Advice East Herts.
10. **To receive the clerk's report (for information only)**
    Prior to this meeting, Councillor Klimowicz resigned so the clerk will arrange for a vacancy notice to be displayed.
11. **To discuss the NALC pay rise for council clerks and agree to award it to the clerk**
    The councillors reviewed the National Association of Local Councils national salary awards and unanimously agreed to award the recommended rise to the parish clerk.
12. **To receive a progress update on the village litter picking service**
    The contract needs to be finalised. This will offer £25 per hour for a maximum of 5 hours per month and will include a planned route.
    Action: the clerk will investigate if the district council provides sacks and a litter pick-up service from a designated area.
    Action: Councillor Kelly will complete the contract and pass it to Councillor Chapman who will issue it to the contractor.
    Action: A route map will be devised to accompany the contract.
13. **To discuss the progress of acquiring a new compliant domain name**
    The clerk suggested keeping alburyvillage.co.uk and having a separate compliant .gov.uk website for the parish council's publications. The councillors agreed to this.
    Action: The clerk will attempt to secure alburyhertspc.gov.uk and follow up on a previous quote for the build of the new website.
14. **To discuss the progress of identifying who owns the verge at the corner of Parsonage Lane and the verge opposite The Catherine Wheel**
    In order to carry out map searches, the clerk has applied for a Land Registry business account is waiting for this to be processed.
15. **To discuss the key reasons required to support a request for 20 MPH zones**
    A request has been logged with highways and considerations include current speeds of traffic, the proximity of houses to the road and public opinion. Consultation and public engagement could take 2 to 3 years. Meanwhile the councillors agreed that an informal consultation with residents should be conducted early 2027.
16. **To discuss the progress of creating the parish information board**
    The clerk suggested using some of the historic photographs from alburyvillage.co.uk if they are a high enough resolution.
17. **To discuss ideas for National Grid funded projects**
    A list of suggestions will be circulated along with the survey link.
    Action: The clerk and Councillor Kelly will organise this
18. **To discuss expected planning applications for housing developments between Little Hadham and the A120 Little Hadham bypass**
    No more formal applications have been submitted to East Herts District Council, but the parish council has been made aware that a developer is looking to submit plans.
19. **To discuss any footpath issues in the footpath report**
    Herts County Council is aware of several footpath issues and has been informed that repairs and cutting back is planned.
    Action: Councillor Pope will ask for a progress report.
20. **To discuss any crime reports received.** None
21. **To draw the June 200 Club number**
    Number 146 was drawn. If you're not in the club, it's £24 per number per year and supports the maintenance of the village hall and play area grounds.

22. To suggest agenda items for the next Parish Council Meeting to be held Tuesday 13th October 2026 at 7.15 pm at the Village Hall

Parish Councillor vacancy, litter picking progress, new parish council website progress, verge ownership, information board, National Grid funded projects, footpath repairs and cutbacks

The Chair closed the meeting at 9.05pm

Signed…….. Date……..