

## ALBURY PARISH COUNCIL MEETING

### Draft Minutes of a meeting held Tuesday 14<sup>th</sup> October, 2025 at 7.15 pm at the village hall

Present: Councillors Jolly, Kelly, Klimowicz, Levell and Pope  
In attendance: Mrs J Pettitt (clerk) and 8 members of the public

*The Chair opened the meeting at 7.20 pm*

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

Mark Pope will be joining later.

#### 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 12<sup>th</sup> August 2025.

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

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

- a) Clerk: The owner of the hedge opposite the Catherine Wheel and the entrance to Patmore Heath has been established and attempts are being made to contact them for permission to cut it back
- b) Clerk: To obtain quotes for painting the Clapgate finger post and Itch Lane railing - see point 12
- c) Councillor Pope: Follow up request for paved bus stops to increase safety for bus users - see point 14
- d) Councillor Kelly: To send a spreadsheet detailing road and sign issues to Councillor Level – see point 15.

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

Four parents, 2 Albury school pupils and 2 previous pupils attended the meeting to raise queries and make comments in relation to news that Herts County Council is considering the future of Albury school, including potential closure.

The parents asked what APC can do to help keep the school open, if APC can meet with the school head teacher and governors to find out more information and how best to inform the community of Albury of this news.

#### *Councillor Pope joined the meeting at 7.30pm*

The chair said she will outline our plans to help in point 10, that APC will request a meeting with the school leadership team and that social media is the best way to engage the community.

The pupils past and present emphasised how special Albury is as a school and how important they feel it is that it remains open. They all said the small size of the school helped them flourish and build confidence. One said how much more secure they felt at Albury compared to their previous larger school. All the children said Albury has a close-knit family-feel. The 2 current pupils (in year 5) want Albury to remain open and do not want to change schools

#### 6. To consider planning applications

APPLICATION: 3/25/1446/HH PROPOSAL: Enlargement of existing single storey side extension and construction of first floor over AT: The Oaks Clapgate Albury. **No comment**

APPLICATION: 3/25/1495/HH PROPOSAL: Erection of single storey rear extension  
AT: Coach House Albury Lodge Estate 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 9/9/25**

Outgoings:	19/9/25 Lloyds Bank service charges	<b>£9,674.28</b>
	23/9/25 Mrs J Pettitt – clerk's salary	£4.25
	23/9/25 E-scapes hall mowing September	£411.77
	30/9/25 M Vicary, litter picking	£200.00
Income:	12/9/25 Catherine Wheel quiz donation	£130.00
	23/9/25 Donation from village hall for August mowing	£162.00
	26/9/25 Precept	£100.00
		£5500.00
		<b>£14690.26</b>

**Balance at 14/10/25**

**8. To agree payments due.**

None

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

Councillor Murdoch handed in his resignation and a vacancy notice has been displayed.

**10. To discuss the recent news that Herts County Council is considering the future of Albury school, including potential closure**

APC will:

- Write a letter to HCC to request delaying closure plans whilst a larger review on finances and sustainability can be formulated
- Request a meeting with the Headteacher and school governors
- Request a meeting with St Mary's church council
- Assist with the arrangement of a meeting between parents, carers, staff and others who wish to support keeping the school open on an agreed date/venue if closure is recommended at the 6th November meeting
- Write a letter to distribute to Albury residents
- Contact other local parish councils to ask for their support
- Assist with costs of printing and other campaign materials if necessary

Albury Parish Councillor Mark Pope (also Herts County Councillor for Bishop's Stortford Rural) will be attending the HCC meeting on 6<sup>th</sup> November where the future of Albury School is on the agenda.

If HCC decides to close the school, APC suggests campaigners engage with the following for support:

- Current parents and carers
- Previous pupils of the school and their families
- Previous headteachers and staff
- Albury residents
- Local schools
- Local preschools/nurseries that feed into Albury
- Chris Hinchliff MP
- East Herts District Council
- SEND department at Herts County Council
- Children's Commissioner Rachel se Souza
- All staff at Albury
- Puller parents, pupils and staff

**11. To discuss the overgrown access road to Patmore Heath**

Herts County Council has determined that all plants, hedges and trees along this road are on private land. They will be contacting the owners to inform them that they must cut them back.

**12. To discuss quotes received for painting railings and a fingerpost**

Only one quote has been received, at £540.

Resolved, proposed by Councillor Kelly, seconded by Councillor Jolly that this quote should be accepted. Unanimously agreed.

**Action:** clerk to offer the work to the contractor.

**13. To discuss the progress of repairing the Patmore Heath fingerpost**

We are attempting to source the correct style of lettering (conservation Llewellyn-Smith font.) A resident has samples that we can use to find a match and he will then make a new finger for the post.

**14. To discuss the progress of requesting paved bus stops**

Suitable places are still to be determined. **Action:** Councillor Pope to send an information link to the clerk.

**15. To discuss the progress of creating an agenda and gathering photographic evidence of all issues we would like to raise with Highways**

Councillor Levell has received a spreadsheet detailing issues.

**Action:** Councillor Pope to contact Highways to attempt to set a meeting date in January.

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

Our walking map will cost £150 to £200 to update and then this can be used on the board.

**Action:** all councillors to collect information and photos to send to the designer.

**17. To discuss the location for a defibrillator at Upwick**

In light of the original 2 defibrillators in the village falling due to be replaced within the next year, installing a third defibrillator has been put on hold until fundraising options can be discussed.

**18. To discuss any footpath issues in the footpath report**

None.

**19. To discuss any crime reports received**

None.

**20. To suggest agenda items for the next Parish Council Meeting to be held Tuesday**

**11<sup>th</sup> November 2025 at 7.15 pm at the Village Hall**

Information board progress, grant application from locality budget progress, Stansted Airport Community fund application, defibrillator fundraising, quotes for new signs at the village hall, crime reports, footpath report

*The Chair closed the meeting at 21.15 pm*

Signed.....

Date.....