



Ripley Parish Council

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MINUTES OF RIPLEY PARISH COUNCIL MEETING HELD ON THURSDAY 20th OCTOBER 2011 AT 7.30PM AT THE CHURCH ROOM, RIPLEY PARISH CHURCH.

Present: Cllr Jennie Cliff (Chairman)
Cllr Caspar Hancock
Cllr Richard Ayears
Cllr Suzie Powell-Cullingford
Cllr Colin Cross
Cllr Vernon Wood

Alison Jones Clerk of the Council

Also present: Guildford Borough Councillor John Garrett, PCSO Lisa Clarke, PC Vicky Green and 1 member of the public

Apologies: Cllr Lianne Mealing

104/11 STATEMENTS BY THE PUBLIC

Prior to the commencement of the formal meeting, members of the public were invited to speak. The following comments were received:

- a) Cllr Garrett reported that residents in other parts of the Lovelace ward are concerned that various fields are for sale in the area including on Ockham Road North. He is working to try to deal with these concerns. He will be attending the meeting arranged with the parish council and the Guildford Planners.

RESPONSE: Cllr Cliff explained that the parish council wished to raise several topics with the planners and that time was limited.

- b) PCSO Lisa Clarke had 3 crimes to report: 1 criminal damage to a car, 1 theft from a car and 1 burglary. She had received a complaint about the bike humps in the woods on the Green.

RESPONSE: The Councillors explained that this small area had been used by generations of children for digging and that the Councillors considered that this helped to prevent anti-social behavior in other parts of the village.

105/11 APOLOGIES FOR ABSENCE

Apologies for absence from Councillor Lianne Mealing were received and accepted.

106/11 DISCLOSURE OF INTERESTS

Councillor Jennie Cliff declared a personal interest in Item 20 Allotments: Cllr Cliff's husband is an allotment holder.

Councillor Caspar Hancock declared a personal interest in Item 20 Allotments: Cllr Hancock is an allotment holder.

107/11 MINUTES OF THE MEETING HELD ON THURSDAY 15th SEPTEMBER 2011

The minutes of the meeting held on Thursday 15th September 2011 were received, confirmed and signed as a true and correct record by the Chairman, Councillor Jennie Cliff.

108/11 PARISH CLERK'S REPORT

The meeting received an oral report from the Clerk, (copy attached to record minutes), which included:

- Legal and Finance Training day 12th October
- Diary of events for 2012
- 2012/13 Grant aid application
- 2013 Review of Parliamentary constituencies
- White Hart Court
- Change of policy by SCC regarding on –street parking
- Planning application regarding a proposed change to the access road to the planned composting facility on Wisley Airfield
- A seminar on 18th November on Living Landscapes at Lancaster Hall, Send

It was **RESOLVED: That the report by the Parish Clerk be noted.**

109/11 CORRESPONDENCE

a) an e-mail dated 27th September 2011 from Circus World Entertainments requesting permission to use the Green for circus performances from Sunday evening 17th June 2012 until Wednesday evening 20th June (Copy attached to record minutes)

It was **RESOLVED: That approval be given for the circus to attend from 17th – 20th June at a daily rate of £150 per day. A lower rate may be accepted on negotiation.**

b) an e-mail dated 1st October 2011 from a local resident expressing concern at the offensive language shouted by football teams playing on Ripley Green. (Copy attached to record minutes). The Clerk had written to the Football Club asking that they take action regarding the complaint.

It was **RESOLVED: That the situation regarding language at football matches be monitored by the Councillors and further action be taken if the situation does not improve.**

c) an e-mail dated 11th October 2011 from Surrey Community Action asking for assistance with the Digital Switchover Help Scheme community programme which is designed to help the elderly and disabled with the digital switch over. (Copy attached to record minutes).

It was **RESOLVED: That the request for assistance regarding the Digital Switch Over Help Scheme be noted.**

110/11 CHAIRMAN'S REPORT

Members received an oral report from the Chairman which included the SCAPTC AGM held on 27th September. The meeting included talks on the CCLA Public Sector Deposit fund, quality councils, Rural Crime Watch and the Surrey County Council plans for Superfast Broadband.

The presence of 9 free standing advertising boards along the High Street was noted. Only the one by the Bakery was being investigated by planning enforcement.

It was **RESOLVED: That report by the Chairman be noted.**

111/11 EXTERNAL AUDITOR'S REPORT ON THE ANNUAL RETURN (March 31st 2011)

Members received and considered the report from the External Auditors on the Annual Return to March 31st 2011. The restatement of the fixed assets was drawn to the attention of readers of the accounts and the need to follow up on the internal auditor's recommendations was highlighted. (Copy attached to record minutes)

It was **RESOLVED: That the report from the External auditors on the Annual Return to March 31st 2012 be approved.**

112/11 INTERNAL AUDIT

Members received and considered the interim internal audit report from Paul Hartley following his visit on Monday 10th October (Copy attached to record minutes). The following issues were raised:

- Anomalies in the standing orders regarding committees and working groups
- Tree surveys
- Annual review of risk assessments
- Bank interest rates

Arrangements for the review of risk assessments were not discussed.

It was **RESOLVED: That**

- a) The clerk reviews the standing orders and financial regulations for any anomalies;**
- b) Trees on the Green requiring inspection be identified by Cllr Wood and Cllr Cross with a view to drawing up a 5 year inspection regime;**
- c) The clerk investigates deposit accounts which will provide a better interest rate than the HSBC 0.5% whilst remaining low risk.**

113/11 BUDGET REPORT FOR ½ YEAR TO SEPT 2011 AND DRAFT BUDGET FOR 2012/13

Members received and considered a report from the Parish Clerk on the current budget for the 6 months to September 2011. Materials continues to be heavily overspent due to the cost of purchasing scalplings for the playground car park. At present these are being purchased in small quantities. (Copy attached to record minutes).

Members received and considered a report from the Parish Clerk on the first draft of the budget for 2012/13 which will be used as a basis for the precept calculation. (Copy attached to record minutes).

It was **RESOLVED: That**

- a) quotes be obtained by the clerk for the purchase of 10 tons of scalplings to be spread by T. Sapsford on the playground car park.**
- b) the proposed increases in council charges for the burial ground and use of the Green from April 2012 be approved;**
- c) a provision for the repair of posts and rails on the Green be included in the draft budget for 2012/13.**

114/11 AIMS AND OBJECTIVES

Members did not consider that sufficient time was available to draw up an action plan from the Aims and Objectives targets. The meeting held with Surrey Wildlife Trust on 18th October to consider the management of the Green had been positive with several suggestions for Community Action to help preserve the different wildlife habitats. (Copy attached to record minutes).

It was **RESOLVED: That an action plan for the Aims and Objectives targets be prepared for consideration at the next meeting by Cllr Cliff and the Parish Clerk.**

115/11 BROADBAND

Members received and considered a report from the parish clerk on the event attended by Councillor Mealing on 30th September organised by Surrey County Council and Jeremy Hunt MP. It is necessary for as many Ripley residents and businesses as possible to register their interest in Superfast Broadband with Surrey County Council to ensure that Ripley is not left out of the scheme to supply Superfast Broadband to every home by 2013. (Copy attached to record minutes).

It was **RESOLVED: That the report by the Parish Clerk be noted.**

116/11 CHRISTMAS FAIR 2011

Members received and considered the minutes of the Christmas Event Committee meeting held on 10th October 2011 at 6.30pm at MDM House. (Copy attached to record minutes). An adjustment was requested.

It was **RESOLVED: That the minutes of the Christmas Event Committee held on Monday 10th October be noted.**

117/11 NEWSLETTER AND CHRISTMAS CARDS

Members considered the content for the autumn newsletter to be delivered in mid-November together with the advertising leaflet for the Christmas Fair. Suggestions included:

- SCC Broadband survey
- Christmas raffle
- Diary of Events
- Digital switch over contact information
- Community action on the Green to manage grassland etc. Sunday 15 Jan 10.00-12.00 coffee provided
- Surveys of trees and post and rails planned
- Car park resurfacing
- Bonfire Queen
- Mention of the School Fair and Christmas play

Members considered the sale of the parish council Christmas card in packs of 10 for £2/

It was **RESOLVED: That**

- a) the content for the Autumn newsletter be noted;**
- b) packs of cards be provided for sale at the Farmer's Market community stall and at Lloyd's Chemist**

118/11 PARKING ON THE GREEN

Members received and considered a report from the Parish Clerk on registering the land by Newark Lane car park. Hedley's Solicitors had advised that as much evidence as possible is collected to show the interest of the parish council in the land. Highways and the neighbouring farm had been contacted in order to establish whether there would be any objections from them. (Copy attached to record minutes).

It was **RESOLVED: That the advice from Hedley's Solicitors regarding registering the land near Newark Lane car park be followed.**

119/11 WHITE HART COURT CAR PARK

No report regarding the agreement with Guildford Borough Council regarding White Hart Court car park was available.

120/11 PLANNING GROUP

Members received and considered the minutes from the planning meeting held on Monday 26th September and Monday 17th October 2011 and the revised planning policy document. (Copies attached to record minutes).

It was **RESOLVED: That**

- a) the minutes of the Planning Group meetings held on 26th September and 17th October 2011 be noted;**
- b) the revised planning policy document be approved.**

121/11 2012 JUBILEE CELEBRATIONS

Members received as oral report from Cllr Wood on the progress of the plans for the Jubilee Celebrations. The Bonfire Committee will assist by providing a beacon to be placed on the top of the Green (not in the dip). Wood will be provided by the clearance of dead elms from the boundary with Dunsborough as discussed with Surrey Wildlife Trust. The beacon will be lit between 10.00 and 10.30pm on Monday 4th June. Ideas to encourage

people to the event included a marquee, entertainment by Sultana, a small disco for children and possibly a small fairground ride or bouncy castle.

Cllr Wood had a quote for a Jubilee plaque for the Millennium sign from Sign Studio of £280. This we be doubled if we had a sign for the Olympics also so Cllr Wood will carry out more research.

It was **RESOLVED: That the plans for the Diamond Jubilee celebrations be noted.**

122/11 ENVIRONMENT GROUP – THE GREEN

Members received and considered a report from the Parish Clerk on various ongoing matters (copy attached to record minutes) including:

- Restoration of the benches around the sports area organised by Cllr Wood
- Quotes for the removal of the dying tree at layby near Bridgend Cottages as Surrey County Council will not take responsibility
- A procedure for the collection of rubbish at the Fuzzies

It was **RESOLVED: That**

- a) the progress with the restoration of the benches around the sports area by village organisations be noted;**
- b) the quote from GB Fencing and Tree Surgery of £750 for felling of the sycamore with the wood left on site be approved and a date be arranged by Cllr Ayears so that vehicles can vacate the lay by;**
- c) the rubbish at the Fuzzies be monitored and collected by Cllr Hancock at appropriate intervals.**

123/11 SALT BINS

Members considered the offer from Guildford Borough Council for the purchase of up to 3 salt bins (285 litres) at £73 each. Delivery for up to 3 bins is £85 but the first load of salt is free. Thereafter each load of salt costs £15 per bin and we need to make arrangements to collect it. Permissions must be obtained for locating the bins. (Copy attached to record minutes).

It was **RESOLVED: That 3 salt bins be purchased subject to the necessary permissions being obtained from Surrey County Council Highways to be positioned by the wooden bus stop, in the Rose Lane dead end by the dry cleaners and on the grass opposite the Talbot Hotel.**

124/11 ALLOTMENTS

Members received and considered a report from the parish clerk on the clearance of the communal areas of the allotment site with particular attention to the perimeter. This was a grant aid project. An overgrown plot has been made available which needs digging over before the spring. (Copy attached to record minutes).

It was **RESOLVED: That**

- a) the clearance of the perimeter of the allotment site be noted;**
- b) the plot 29A be let out free of charge until 1st April 2012 to allow for someone to prepare it for planting in the spring.**

125/11 BURIAL GROUND

Members received and considered a report from the Parish Clerk on the recent purchase of 7 deeds of grant for the exclusive right of burial by an out of parish individual and the request by Church Row residents for the fence panels used for access to the burial ground to be replaced. Access is currently blocked by a large amount of vegetation left by the Probation Service workers. (Copy attached to record minutes).

It was **RESOLVED: That**

- a) a policy for restricting the numbers of deeds of grant by out of parish persons be drawn up by Cllr Cliff and the Clerk for the next meeting;**
- b) the replacement of the 2 damaged fence panels adjacent to Church Row be organised by Cllr Ayears;**
- c) arrangements be made for the large amount of vegetation blocking access to the burial ground to**

be burnt.

126/11 PARISH ONLINE MAPPING SERVICE

Members received a recommendation to purchase the online mapping service at a cost of £50 in the first year and £30 thereafter following the free 30 day trial.

It was **RESOLVED: That the parish online mapping service be purchased.**

127/11 DRAFT GRANT AWARDING POLICY

Members considered the draft grant awarding policy as recommended by the clerk. (Copy attached to record minutes).

It was **RESOLVED: That the grant awarding policy be approved.**

128/11 SCHEDULE OF PAYMENTS

Members received and noted a summary of receipts and payments tabled at the meeting for the period from 1st September to 30th September 2011. (Copy attached to the record minutes).

It was **RESOLVED: That the summary of receipts and payments tabled at the meeting for the period from 1st September to 30th September 2011 be received and noted.**

129/11 SCHEDULE OF CHEQUES FOR APPROVAL

The following cheques were presented by the Parish Clerk for authorisation and signing:

Cheque number	Payee details	Gross £	VAT
100811	Surrey Crimestoppers donation	50.00	
100812	Mobile Physio donation	50.00	
100813	A. Jones – September salary		
100814	PAYE/NI July- September	724.46	
100815	Allotment clearance	1690.00	
100816	Rapid Print – raffle tickets	91.00	15.17
100817	BDO – external audit	480.00	80.00
100818	Surrey Tree Care – lime tree	144.00	24.00
100819	RBS Software Solutions support	118.80	19.80
100820	Fred Cutler – printer ink	144.78	24.13
100821	GBC – temporary event notice	21.00	
100822	Christmas stall refund	15.00	
100823	Viking – stationery and stamps	96.60	
100824	September- October maintenance	675.00	

Accordingly the above cheques for payment were approved and signed.

130/11 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Aims and Objectives Budget and Precept Burial plots policy Car park lease

The meeting closed at 10.00pm.

Date:

Chairman