



Ripley Parish Council

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MINUTES OF RIPLEY PARISH COUNCIL MEETING HELD ON THURSDAY 17th MAY 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

Alison Jones Clerk of the Council

Also present: 5 members of the public PCSO Lisa Clarke and 1 member of the press

Apologies: Cllr Lisanne Mealing Cllr Vernon Wood Surrey County Cllr Bill Barker Guildford Borough Cllr John Garrett

1/12 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) A representative from Papercourt Sailing Club explained that the sailing lake was being sold by Cemex together with all other lakes not being used for gravel extraction. He requested that the parish council and as many individuals as possible, write to the chairman of Cemex UK asking that the sailing club be given the opportunity to buy the sailing lake which will otherwise be sold in one lot with all the other lakes.

RESPONSE: The Chairman and members agreed that a letter be sent to the chairman of Cemex as requested and suggested that the details were circulated on Ripley Grapevine.

b) PCSO Lisa Clarke gave a report on the crime statistics for the last month. 1 theft of a swing from Ripley Green, 2 thefts from motor vehicles, 1 theft from the Talbot hotel and 1 theft of equipment. Several attempted burglaries had been reported so she asked that anything suspicious was reported. The Police had not been aware of the removal of the pinch point in Newark Lane for the Olympic cycle races.

RESPONSE: The Chairman thanked PCSO Clarke for her report.

c) A local resident asked if there was any news regarding the planning application to replace 2 bungalows on the Green with 3 three storey houses.

RESPONSE: The Chairman responded that there were believed to have been sufficient letters of objection sent in for the planning application to be considered by the Guildford Borough Council planning committee.

2/12 ELECTION OF CHAIRMAN

Councillor Jennie Cliff had been nominated by Councillor Vernon Wood, seconded by Councillor Richard Ayears and unanimously elected Chairman of the Parish Council for the forthcoming year.

3/12 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Councillor Cliff duly signed the Chairman's declaration of acceptance of office form.

4/12 APOLOGIES FOR ABSENCE

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

5/12 DISCLOSURE OF INTERESTS

Councillor Colin Cross declared a personal interest in Item 20 The Green: Cllr Cross live on the Green.

6/12 ELECTION OF VICE CHAIRMAN

Councillor Lianne Mealing was nominated by Councillor Jennie Cliff, seconded by Councillor Richard Ayears and unanimously elected Vice Chairman of the Parish Council for the forthcoming year. Cllr Mealing had indicated her willingness to stand.

7/12 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIRMAN

As Councillor Mealing was not present, the clerk will arrange for the declaration of acceptance for the office of Vice-Chairman to be signed at the earliest opportunity.

8/12 APPOINTMENT OF COMMITTEES AND WORKING GROUPS

The following appointments to the Planning and Christmas Event Committees were unanimously agreed:

Planning Group (with delegated powers to report to Guildford Borough Council)
Cllr Cliff, Cllr Wood, Cllr Mealing, Cllr Ayears, Cllr Hancock, Cllr Powell-Cullingford

Christmas Event Committee Cllr Cliff, Cllr Wood, Cllr Mealing, Cllr Cross, Cllr Hancock, Cllr Powell-Cullingford

The following appointments to Working Groups were unanimously agreed:

Communication (newsletter, website, notice boards)
Councillor Mealing, Councillor Cross

Environment

The Green All councillors
Allotments Councillor Wood, Councillor Cross
Playground Councillor Cliff, Councillor Hancock
Burial Councillor Wood, Councillor Cliff, Cllr Hancock

Highways and Transportation

Councillor Cliff, Councillor Ayears and Chris Lee RRTAC (co-opted)

Finance

Councillor Cross, Councillor Mealing, Councillor Powell-Cullingford

9/12 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The following representatives were appointed to outside bodies:

Police	Councillor Cliff
Press	Alison Jones
Village Hall	Councillor Wood
Village Hall Development	Councillor Mealing

Ripley Matters	Councillor Powell-Cullingford
Farmers' Market	Councillor Mealing
SCAPTC	Councillor Cliff, Councillor Ayears
Joint Communities Meeting	All Councillors

The Parish Representatives for charities remained unchanged

Anne Haynes Charity	Councillor Cliff
Smiths Charity	Geoff Richardson David Conisbee

10/12 MINUTES OF THE MEETING HELD ON THURSDAY 19th APRIL 2012

The minutes of the meeting held on Thursday 19th¹ April 2012 were received, confirmed and signed as a true and correct record by the Chairman, Councillor Jennie Cliff.

11/12 PARISH CLERK'S REPORT

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

- Drainage ditch at West End
- Allotment site water supply
- Olympic torch celebration at Stoke Park, Guildford
- Nominations for areas in the Borough requiring cleansing

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

12/12 CORRESPONDENCE

a) a letter dated 26th April 2012 from a resident thanking the parish council for putting his name forward for the Mayor's Award for Service to the Community. (Copy attached to record minutes).

It was **RESOLVED: That the letter of thanks be noted.**

b) an e-mail dated 9th May 2012 from a local resident expressing concern at the damage to the footpath known as "The Avenue" by horses accessing the Green through a gate from Dunsborough Park (Copy attached to record minutes).

It was **RESOLVED: That**

a) a letter be written to Baron Sweets de Landis asking if there was another way for the horses to access the Green from Owlbrook Stables which avoided "The Avenue";

b) Surrey County Council be contacted again with regards to creating a permissive ride from Dunsborough Park to the existing bridleways if no solution can be found.

c) a letter dated 2nd May 2012 from a local resident regarding access to the rear of his property on Newark Lane. (Copy attached to record minutes).

It was **RESOLVED: That a letter be written confirming that the resident's current rights of access are unaffected by the temporary barrier erected to prevent parking on the Green. Once such rights of access have been verified the parish council will open the barrier upon request.**

13/12 CHARITY ACCOUNTS

Members received and considered the accounts of Anne Haynes Charity which provides for residents in the parish by providing grants towards apprenticeships and practical courses. (Copy attached to record minutes.) The accounts for Smith's Charity were not available.

It was **RESOLVED: That the accounts from Anne Haynes Charity be noted and that the accounts from Smiths Charity be requested again.**

14/12 ANNUAL RETURN – APPROVAL OF ACCOUNTS

Section 1 of the Annual Return for the year ended 31st March 2012 which had been prepared for the external auditors BDO Stoy Hayward LLP as required by the Accounts and Audit (Amendment) Regulations 2006 was received and considered. (Copy attached to record minutes).

It was **RESOLVED: That the accounts as shown in Section 1 of the Annual Return for the period to 31st March 2012 be approved.**

15/12 ANNUAL RETURN – GOVERNANCE STATEMENT

Section 2 of the Annual Return for the year ended 31st March 2012 which had been prepared for the external auditors BDO Stoy Hayward LLP as required by the Accounts and Audit (Amendment) Regulations 2006 was received and considered. (Copy attached to record minutes).

It was **RESOLVED: That the Annual Governance Statement, Section 2 of the Annual Return for the period to 31st March 2012 be approved.**

16/12 INTERNAL AUDIT

Members received and considered the internal audit report following Paul Hartley's visit on 8th May. (Copy attached to record minutes). Concern was expressed about the cost of surveying all the trees on the Green

The Parish Clerk reported the Paul Hartley, who has carried out internal audit for the council since 2008, was willing to be appointed as internal auditor for the year ended 31st March 2013

The parish clerk read out the proposed clause regarding anti-bribery measures to be inserted into the standing orders in section 24.

It was **RESOLVED: That**

- a) the internal audit report from Paul Hartley be noted and that options regarding tree surveys be put to the council at the next meeting by Councillor Ayears;**
- b) Paul Hartley be appointed as internal auditor to the council for the year ended 31st March 2013 and that an alternative internal auditor be found for 2013-14;**
- c) the proposed anti –bribery clause be inserted into the standing orders at section 24.**

17/12 PLANNING GROUP

Members received and considered the minutes from the planning meeting held on Tuesday 8th May 2012. and considered a request from Guildford Borough Council planning department to inform them of any possible land that could be considered for traveler pitches. (Copies attached to record minutes).

It was **RESOLVED: That**

- a) the minutes of the planning group held on Tuesday 8th May 2012 be noted;**
- b) the request from Guildford Borough Council for suggestions of available land for traveller sites be circulated on Ripley Grapevine and placed on the parish council website.**

18/12 CHRISTMAS FAIR

Members received and considered the minutes of the Christmas Fair Committee meeting held on 24th April 2012. (Copy attached to record minutes).

It was **RESOLVED: That the minutes of the Christmas Fair held on 24th April 2012 be noted.**

19/12 JUBILEE CELEBRATIONS

Members considered the arrangements for the Bring your own picnic Jubilee celebrations and beacon to be held on Monday 4th June at 7pm on the Green. The beacon will be lit at 10.15pm. The plaque will be unveiled by Pat Baker during the music interval. Pat Baker is a local 60 year old resident. (Copy attached to record minutes).

The Jubilee mugs are not being collected by parents of children in the parish aged 11 and under from the

Parish Council office. Jennie will take mugs to Mums and Tots and the Parish Church, and ask for a stall at Ripley Primary School. Caspar will take mugs to the Shed Youth Club. Richard will provide a list of qualifying children at Scouts.

It was **RESOLVED: That the arrangements for the Jubilee Celebrations to be held on Monday 4th June and for the distribution of the Jubilee mugs be noted.**

21/12 OLYMPIC CYCLE ROAD RACES

Members received a summary of the main points from the talk given by Pauline Roussos of the Surrey 2012 Team at the Annual Parish Meeting on 26th April 2012. (Copy attached to record minutes).
The race route roads will be closed from 4.00am on Sat 28th July and from 6.00am on Sunday 29th July. There will be a crossing point for vehicles on the High Street until 9.30am re-opening about 11.30am on Saturday 28th and until 11.30am re-opening about 1.30pm on Sunday 29th July. There will be pedestrian access throughout the day. Carers should contact the Olympic team to ensure access arrangements are put in place.

Members considered a request from a mobile catering unit which normally trades at Ripley Nurseries for a pitch nearer to the centre of the village on the days of the races.

It was **RESOLVED: That**

- a) the main points about the road closures affecting Ripley during the Olympic Cycle Road races be noted;**
- b) permission be given for the mobile catering unit to use the area of the Green by the Millennium sign at a charge of £100.**

22/12 ENVIRONMENT GROUP – THE GREEN

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

- Quotes for the replacement of the missing cradle swing
- The response from Southern Gas Networks regarding the planting of wildflowers to reinstate the Green near Avon House
- The dying lime tree at the entrance to the Green near Ellwood Gallery
- The work previously identified to be carried out on the groups of sycamore trees on the Green (minute 48a/11)
- The need to identify further trees on the Green to be checked by a tree surgeon
- The need to set a date for the next working party on the Green in the autumn.

It was **RESOLVED: That**

- a) the quote from Playsafe Playgrounds to supply and deliver a replacement cradle swing with chains and shackles of £176.00 be accepted;**
- b) the offer by Southern Gas Networks to supply labour to assist with any wildflower planting on the Green be accepted. Clarification as to whether they will pay for the plants has been requested;**
- c) the quote for £360 to pollard all 3 lime trees by Ellwood Gallery be accepted;**
- d) that a further quote for attending to the sycamore trees at the same time as the 3 lime trees be obtained and approved if less than the previous quote of £400-500;**
- e) that a tree surgeon be approached to discuss the process and to quote for inspection of the trees between the Pond Dip and Dunsborough Park;**
- f) Sunday 30th September 10-12pm be agreed as the date of the next working party on the Green to clear land for wildflower planting.**

23/12 PARKING ON THE GREEN

Members received an oral report from Cllr Ayears on the project to restrict parking on the Green in order to re-instate the grass. The posts had gone in in a slightly different position following consultation with residents on the Green to allow a turning space. Members discussed how to re-instate the grass. Topsoil will be required together with some hard sore in the deepest ruts.

It was **RESOLVED: That**

- a) the report form Cllr Ayeards on the project to restrict parking be noted;**
b) quotes for the re-instatement of the grass on the track be obtained for the next meeting.

24/12 LAND ADJOINING THE BURIAL GROUND

Members considered dates for an informal meeting to discuss the project to extend the parish council burial ground and provide a nature reserve.

It was **RESOLVED: That**

- a) an informal meeting be held to discuss the project to extend the parish council burial ground on Monday 11th June at 6pm;**
b) Surrey County Council be contacted for information on the process of applying for exchange land to allow more parking on the Green.

25/12 SCHEDULE OF PAYMENTS

Members received and noted a summary of receipts and payments tabled at the meeting for the period from 1st April to 30th April 2012. (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 April to 30th April 2012 be received and noted.**

26/12 SCHEDULE OF CHEQUES FOR APPROVAL

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

Cheque number	Payee details	Gross £	VAT
100899	Metal detector licence refund	36.00	
100900	Metal detector licence refund	66.00	
100901	Metal detector licence refund	53.00	
100902	Grant aid return re Gateway Signs	6655.00	
100903	Posts on Green	266.30	
100904	Ripley Village Hall – office rent	267.75	
100905	A. Jones – May salary		
100906	Temporary Event Notice - Jubilee	21.00	
100907	Clerks Networking day	57.00	9.50
100908	Installation of posts on the Green	100.00	
100909	April- May maintenance	648.00	
100910	Digging out ditch at West End	520.00	

Accordingly the above cheques for payment were approved and signed.

27/12 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Ripley Village Hall development
 Parking on the Green

28/12 EXCLUSION OF THE PUBLIC AND PRESS

It was **RESOLVED: That members of the public and press be excluded from the meeting at Part 2, Item 27 of the agenda Metal Detecting on the Green. See confidential minute C01/12**

The meeting closed at 9.58pm

Date:

Chairman