



## Ripley Parish Council

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### MINUTES OF RIPLEY PARISH COUNCIL MEETING HELD ON THURSDAY 15<sup>th</sup> NOVEMBER 2012 AT 7.30PM AT THE CHURCH ROOM, RIPLEY PARISH CHURCH.

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

Alison Jones Clerk of the Council

**Also present:** Surrey County Councillor Bill Barker, PCSO Lisa Clarke

**Apologies:** Borough Councillor John Garrett

#### 130/12 STATEMENTS BY THE PUBLIC

Prior to the commencement of the formal meeting, members of the public were invited to speak.

a) Surrey County Councillor Bill Barker reported that he had objected to the planning application at Jury Farm and that it seemed that a compromise regarding the times of lorry movements was likely. He commented on the fact that the Police Station had been sold and developed in a year whereas White Hart Court was still waiting for the development to start after 8 years.

**RESPONSE: The Chairman thanked Cllr Barker for the above information.**

b) PCSO Clarke reported that she had received reports from young people playing in the woods that their bike jumps were being knocked down. 2 small oak trees had been sawn through and used to block the jumps.

**RESPONSE: The parish council will arrange an informal chat with the young people to discuss the situation.**

c) PCSO Clarke reported that she had been called to attend a bonfire in the parish council burial ground lit by a rough sleeper.

**RESPONSE: the Chairman asked for the support of the Police to move the rough sleeper on.**

d) PCSO Clarkereported that the Youth Club was low in funds and asked if the parish council had any ideas on finding support for them.

**RESPONSE: Cllr Hancock, Treasurer of the Youth Club, reported that funds will be coming in from the Christmas Fair, Farmers Market and Bonfire Association in due course.**

e) PCSO Clarke reported that she had informed the Borough Council enforcement officers of the changes to the track leading to Valentines Farm from Rose Lane. She was disappointed that there had been no action.

f) PCSO Clarke gave the crime statistics for the month: 1 criminal damage, 1 lost purse, 1 fraud, 1 burglary of a dwelling, 2 car crimes, 1 car interference, 1 theft of a phone, 7 non payments on the A3.

#### **131/12 APOLOGIES FOR ABSENCE**

Apologies for absence from Borough Councillor John Garrett were received and accepted.

#### **132/12 DISCLOSURE OF INTERESTS**

Councillor Jennie Cliff declared a non-pecuniary interest in item 18 the Allotments: Cllr Cliff's husband is an allotment holder.

Councillor Caspar Hancock declared a non-pecuniary interest in item 18 the Allotments: Cllr Hancock is an allotment holder.

Councillor Colin Cross declared a non-pecuniary interest in Item 16 The Green and Item 15 Parking on the Green: Cllr Cross lives in a house on the Green.

#### **133/12 MINUTES OF THE MEETING HELD ON THURSDAY 18<sup>th</sup> OCTOBER 2012**

The minutes of the parish council meeting held on Thursday 18<sup>th</sup> October were received, confirmed and signed as a true and correct record by the Chairman, Councillor Jennie Cliff.

#### **134/12 PARISH CLERK'S REPORT**

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

- Pre-consultation by Affinity Water on the draft Water Resources Management Plan and Strategic Direction Statement
- Conservation Area appraisal
- Agreed name of White Hart Meadows and White Hart Close for roads in the new development
- Draft Surrey Local Flood Risk Management Strategy
- Borough Council training on planning 20<sup>th</sup> November and 4<sup>th</sup> December
- Christmas cards selling well
- The cycle mounds in the "Fuzzies"
- Changes to the track to Valentines Farm

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

#### **135/12 CORRESPONDENCE**

a) an e-mail dated 5<sup>th</sup> November 2012 from Surrey Crimestoppers with a copy of their July letter which went astray. A donation of £50 was given last year. (Copy attached to record minutes).

It was **RESOLVED: That a donation of £50 to support the work of Surrey Crimestoppers be approved.**

b) a letter dated 6<sup>th</sup> November from Ripley Over Sixties Club expressing thanks for the Jubilee mugs. (Copy attached to record minutes).

Cllr Wood, Chairman of the Bonfire Committee expressed their thanks also.

#### **136/12 2013/2014 BUDGET**

Members received and considered a report from the Parish Clerk on the first draft of the budget for 2013/14 which will be used as a basis for the precept calculation. (Copy attached to record minutes). The precept calculation is not required by the Borough Council until 23<sup>rd</sup> January 2013.

The Finance Committee recommended a 3% rise in the precept (£1.68 per annum per Band D equivalent) to continue to try to build reserves so as to reduce the size of the loan necessary to provide the Village Hall Development Committee with a £250,000 grant. The Finance Committee recommended that at least 2 members of the Finance Committee be nominated to attend Village Hall development meetings in order that the

parish council may show its understanding of the project on application for the loan from the Public Works Loan Board.

HSBC had written to the council offering a Business Review.

It was **RESOLVED: That**

- a) the budget be scrutinized by the Finance Committee for further cost savings;**
- b) a formal letter be written to the chairman of the Village Hall Development Committee asking for one of two nominated members from the Finance Committee to attend Village Hall Development meetings;**
- c) HSBC be requested to meet with Cllrs Cross and Mealing in the parish council office to carry out a business review.**

#### **137/12** WHITE HART COURT CAR PARK

Members received and considered a report from the Finance Committee regarding the draft lease proposed by Guildford Borough Council for the new public car park at White Hart Court. Concern was expressed regarding several terms in the draft lease namely: Length of term, Rent Review, Assignment and Subletting. (Copy attached to record minutes).

It was **RESOLVED: That**

- a) Guildford Borough Council be informed that the parish council is contacting a solicitor;**
- b) Hedleys Solicitors be approached to act for the council;**
- c) the insurance implications be investigated by the clerk.**

#### **138/12** RISK ASSESSMENTS

Members considered the risk assessments of the council which had been reviewed by Cllr Powell-Cullingford together with the clerk. (Copies attached to record minutes). There are risk assessments for the Allotments, Burial Ground, Bus Shelters, Car Park, Office, Finance, Lock Up, Playground, Green and Salt bins. Only minor changes had been required to the assessments but the need to carry out work on the oak trees by the playground and the recommendation for a light outside the office were highlighted.

It was **RESOLVED: That the review of the risk assessments be noted.**

#### **139/12** MEETING DATES

Members received and considered the following proposed council meeting dates for 2013 in order that the Church Room at the parish church may be booked. 17th January, 21<sup>st</sup> February, 21<sup>st</sup> March, 18<sup>th</sup> April, 16<sup>th</sup> May, 20th June, 18th July, 19<sup>th</sup> September, 17<sup>th</sup> October, 21<sup>st</sup> November

The Annual Parish Meeting must be held between 1<sup>st</sup> March and 1<sup>st</sup> June (inclusive). Easter is 31<sup>st</sup> March. April 25<sup>th</sup> was proposed.

It was **RESOLVED: That**

- a) the Church Room be booked for the Parish council meetings as listed above;**
- b) the Church Room be booked for the Annual Parish Meeting to be held on Thursday 25<sup>th</sup> April 2013 at 7.30pm.**

#### **140/12** AIMS AND OBJECTIVES

Members received and considered the revised council aims and objectives following the review in October. (Copy attached to record minutes).

It was **RESOLVED: That the revised council aims and objectives be noted.**

#### **141/12** S.106 MONIES

Members considered an oral report from the parish clerk on the money available for recreation projects in the parish resulting from s.106 agreements with developers. £13,281 was available from the Stansfield site and £16,290 from the former Suzuki garage site. Total £29,571. Members discussed possible ways to spend the

money on recreation projects e.g. a skateboard park, the Village Hall, Bowls Club. This could be a topic for the annual parish meeting.

It was **RESOLVED: That the policy for allocating s.106 money be requested from Guildford Borough Council by the clerk.**

#### **142/12 PLANNING GROUP**

Members received and considered the minutes from the planning meetings held 1<sup>st</sup> October 2012 and 12<sup>th</sup> November 2012 (Copy attached to record minutes). Members considered how the information from forthcoming Borough Council training sessions can best be shared.

Cllr Cross informed members that he was meeting with Guildford Borough Council to discuss the drainage problems at the Chapel.

It was **RESOLVED: That**

- a) the minutes of the planning committee held on 1<sup>st</sup> October and 12<sup>th</sup> November 2012 be noted;**
- b) information from the forthcoming Borough Council training sessions be shared at the end of a planning committee meeting.**

#### **143/12 RURAL HOUSING SURVEY**

Members noted that Surrey Community Action is willing to start the process of a rural housing survey in the new year rather than the spring as previously agreed.

It was **RESOLVED: That Cllr Ayears, Hancock and Wood meet to draw up the questionnaire for the survey of housing need in the parish.**

#### **144/12 CHRISTMAS FAIR**

Members received and considered the minutes from the Christmas Fair meeting held on Monday 12<sup>th</sup> November 2012 (Copy attached to record minutes).

It was **RESOLVED: That that the minutes from the Christmas Fair meeting held on Monday 12<sup>th</sup> November 2012 be noted.**

#### **145/12 PARKING ON THE GREEN**

Members considered the need to further restrict parking on the Green to allow for damage to the grass to be repaired in the area to the left as you walk on to the Green from Ellwoods Gallery. Posts and rails would be used to create 8-9 spaces for residents only. A "Residents only" sign would be erected. Residents and other interested parties would need to be informed of the council's intentions in good time.

It was **RESOLVED: That**

- a) a letter be written by Cllrs Cross and Ayears with the clerk to explain the council's intentions for restricting parking. This will be delivered to adjacent properties and placed on vehicles parking in the area to the left as you approach from Ellwood Gallery;**
- b) posts and rails be put in to create 8 to 9 spaces for residents in early spring or later to allow the grass to recover.**

#### **146/12 ENVIRONMENT – THE GREEN**

Members received a quote from Cllr Ayears for the clearing back of the Green alongside the Dunsborough boundary and around derelict building on Newark Lane of £800 for 4 days work. It was expected that the ploughing of the area between the two stands of sycamore trees will cost £200 leaving £500 in the budget for wildflowers.

Members received a quote for the parkland fencing to protect the Jubilee oak tree. An unpainted quarter guard will cost £39.50 plus VAT. A quote for a plaque has yet to be obtained.

Members received and considered a report from Cllr Ayears on the condition of posts and rails and the ruts alongside the Milk Road. The rails adjacent to the playground car park have missing connectors and many posts are broken. The posts are in poor condition on the opposite side of the Milk Road but as the area behind is wooded these rails could be taken and used for repairs elsewhere. The rails by the football pitch could be raised to enable reversing cars to avoid them. It was not thought necessary to repair any roadside ruts at present.

Members received and considered a report from the parish clerk (copy attached to record minutes) on the following matters:

- Survey of trees
- Missing cradle swing
- Bridleways

It was **RESOLVED: That**

**a) the quote of £800 for the clearing of the brambles and dead elms along the Dunsborough boundary and around the Newark Lane entrance to the Green be accepted;**

**b the quote for £39.50 plus VAT for parkland fencing to protect the Jubilee oak be accepted;**

**c) Cllr Ayears be responsible for organising repairs to the posts and rails by members of the community;**

**d) 3 quotes be obtained for carrying out work to the 7 oak trees near the playground and 7 large limes trees near Dunsborough Park as identified in the tree survey;**

**e) the visit by Ann Wood from Surrey County Council to look at the problem of horses accessing the Green via a footpath from Dunsborough Park be noted.**

#### **147/12** EXCHANGE LAND APPLICATION PROCESS

Members received and considered a report from Cllrs Cliff and Cross on the exchange land application process. (Copy attached to record minutes). The parish council will need to work closely with Surrey County Council, the release land owners. It is important that the application is completely correct as there is no refund of the application fee of £4900 and so further legal costs may accrue. Widespread consultation should take place prior to the application being submitted

It was **RESOLVED: That Surrey County Council be contacted by the Clerk to determine how to work with them on the proposed exchange land application.**

#### **148/12** ALLOTMENTS

Cllr Wood identified the following improvements to the site: work to the track alongside the bamboo and work to flatten the bank alongside the boundary with the bowling club. There are 3 ash trees at the allotments which will need to be looked at for signs of disease.

The Clerk reported that Section 12 of the 1950 Allotments Act specifically allows for the keeping of hens but not cockerels on allotment sites. The current tenancy agreements will need to be amended.

It was **RESOLVED: That quotes for the suggested improvements to the allotment site be obtained.**

#### **149/12** BURIAL GROUND

The requested pre-application advice for the burial ground extension had not yet been received.

#### **150/12** SCHEDULE OF PAYMENTS

Members received and noted a summary of receipts and payments circulated with the agenda for the period from 1<sup>st</sup> October to 31<sup>st</sup> October 2012. (Copy attached to the record minutes).

It was **RESOLVED: That the summary of receipts and payments tabled for the period from 1<sup>st</sup> October to 31<sup>st</sup> October 2012 be noted.**

## 151/12 SCHEDULE OF CHEQUES FOR APPROVAL

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

Cheque number	Payee details	Gross £	VAT
100968	Royal British Legion - wreath	25.00	
100969	Ripley Village Hall – room hire October	267.75	
100970	A. Jones October salary		
100971	GBC – road closure fee	113.00	
100972	Christmas stall refund	15.00	
100973	Ripley Village Hall – room hire November	267.75	
100974	Surrey Rural Partnership Conference	25.00	
100975	Direct Colour – Parish Christmas Card	480.00	80.00
100976	JFC Designs – website migration and support	20.00	
100977	Parish Online – mapping subscription	36.00	6.00
100978	Fred Cutler Ltd – printer ink & maintenance kit	273.60	45.60
100979	Christmas Fair photocopying	14.26	2.38

Accordingly the above cheques for payment were approved and signed.

## 152/12 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

2013-14 Budget and Precept approval Burial Ground extension, Allotment and chickens, Flooding in the High Street

## 153/12 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 24 of the agenda Transfer of access track at West End Cottages. See confidential minutes C07/12.**

The meeting closed at 10.20pm

Date:

Chairman