



Ripley Parish Council

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MINUTES OF RIPLEY PARISH COUNCIL ANNUAL MEETING HELD ON THURSDAY 16th MAY 2013 AT 7.30PM AT THE CHURCH ROOM, RIPLEY PARISH CHURCH.

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

Alison Jones Clerk of the Council

Also present: 1 member of the public Surrey County Councillor Bill Barker

Apologies: Cllr Richard Ayears, Cllr Lisanne Mealing

01/13 STATEMENTS BY THE PUBLIC

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

Surrey County Councillor Bill Barker informed the meeting that work to demolish White Hart Court would be beginning on Friday 17th May. The new car park would be completed in September and the housing by the end of 2014.

02/13 ELECTION OF CHAIRMAN

Cllr Jennie Cliff was nominated as Chairman by Cllr Hancock. Cllr Cliff declined the opportunity to stand as chairman but thanked Cllr Hancock for his confidence in her.

Cllr Lisanne Mealing was nominated as Chairman by Cllr Vernon Wood, seconded by Cllr Suzie Powell-Cullingford and unanimously elected Chairman of the Parish Council for the forthcoming year. Cllr Mealing had indicated to the clerk prior to the meeting that she was willing to stand as chair.

03/13 ACCEPTANCE OF THE OFFICE OF CHAIRMAN

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

It was **RESOLVED: That the declaration of acceptance of office of Chairman be signed by Cllr Mealing at the earliest opportunity.**

04/13 ELECTION OF VICE CHAIRMAN

Cllr Jennie Cliff was nominated as vice chairman by Cllr Cross, seconded by Caspar Hancock. Cllr Powell-Cullingford had been nominated by Cllr Mealing in an e-mail but was happy not to stand. Cllr Jennie Cliff was unanimously voted in as vice chairman.

05/13 ACCEPTANCE OF OFFICE OF VICE CHAIRMAN

Councillor Cliff duly signed the Vice Chairman's declaration of acceptance of office form and continued to chair the meeting.

06/13 APPOINTMENT OF COMMITTEES AND WORKING GROUPS

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

Planning Committee (with delegated powers to report to Guildford Borough Council)

Cllr Cliff, Cllr Wood, Cllr Mealing, Cllr Ayears, Cllr Hancock, Cllr Powell-Cullingford. (Cllr Cross expressed a willingness to attend when major planning applications were on the agenda).

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, Cllr Ayears

Highways and Transportation

Councillor Cliff, Councillor Ayears

Finance

Councillor Cross, Councillor Mealing, Councillor Powell-Cullingford

7/13 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

8/13 APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Richard Ayears and Cllr Lisanne Mealing were received and accepted.

9/13 DISCLOSURE OF INTERESTS

Councillor Jennie Cliff declared a non-pecuniary interest in item 25 the Allotments: Cllr Cliff's husband is an allotment holder.

Councillor Caspar Hancock declared a non-pecuniary interest in item 25 the Allotments: Cllr Hancock is an allotment holder.

Councillor Colin Cross declared a non-pecuniary interest in item 23 Parking on the Green and Item 22 The Green: Cllr Cross owns a property adjacent to the Green.

The Chairman adjourned the meeting according to Standing Order 10x in order to allow PCSO Clarke to speak.

In the last 6 weeks there had been 2 assaults (one was associated with car crime), 1 theft from the graveyard, 2 thefts from the Talbot Hotel car park, 2 thefts from outbuildings and 1 theft from a shed. 1 vehicle was taken without permission.

PCSO Clarke reported that the next panel meeting will be in Ripley at the end of June. She was trying to get a bike to enable her to patrol Wisley Common more often. The problem of vehicles mounting the kerb in Newark Lane had been reported to Highways. Cllr Bill Barker will arrange for the missing bollard in Newark Lane to be replaced.

The meeting resumed.

10/13 MINUTES OF THE MEETING HELD ON THURSDAY 18th APRIL 2013

The minutes of the parish council meeting held on Thursday 18th April 2013 were received, confirmed and signed as a true and correct record by the Chairman, Councillor Jennie Cliff.

11/13 PARISH CLERK'S REPORT

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

- Rospa Play area inspection in June
- White Hart Court
- Reinstatement of land behind West End Cottages
- Guildford Design Awards
- Mayor's Award for Services to the Community – Cllr Cross and Cllr Ayears
- Anne Haines and Smith's Charity accounts

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

12/13 CORRESPONDENCE

a) an e-mail dated 3rd May 2013 from a person with a strong local connection, requesting permission to place a marquee on the Green by the cricket club in order to hold a wedding reception on Friday 4th October or Friday 11th October 2013. (Copy attached to record minutes)

It was **RESOLVED: That a charge of £50 be made for use of the Green.**

b) an e-mail dated 23rd April from a Guildford Based Charity, the Halow Project which supports young people with learning disabilities, requesting support. (Copy attached to record minutes).

It was **RESOLVED That Papercourt Sailing Club be put in touch with the Halow project and the details passed onto Ripley and Send Matters for possible inclusion in the magazine.**

13/13 SCHEDULE OF PAYMENTS

Members received and noted a summary of receipts and payments circulated with the agenda for the period from 1st April to 30th April 2013. (Copy attached to the record minutes).

It was **RESOLVED: That the summary of receipts and payments tabled for the period from 1st April to 30th April 2013 be noted.**

14/13 SCHEDULE OF CHEQUES FOR APPROVAL

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

Cheque number	Payee details	Gross £	VAT
101037	Temporary Event Notice for Coronation picnic	21.00	
101038	Hedleys Solicitors – fees re West End track	947.00	160.00
101039	A. Jones April salary		
101040	Cllr Expenses Grass seed for Green	65.50	
101041	HSS Ltd 20 iron stakes for Green	28.80	4.80
101042	Fred Cutler Ltd t/a Inksticks Printer ink	157.20	26.20
101043	Viking Direct Epson black ink cartridge	21.59	3.60
101044	Ripley Village Hall - May office rent	281.00	
101045	SCAPTC – Chairs networking day x2	120.00	20.00
101046	April- May maintenance	502.15	

Accordingly the above cheques for payment were approved and signed.

15/13 ANNUAL RETURN - APPROVAL OF ACCOUNTS

Members received and considered Section 1 of the Annual Return for the year ended 31st March 2013 which has been prepared for the external auditors BDO Stoy Hayward LLP as required by the Accounts and Audit (Amendment) Regulations 2006. (Copy attached to record minutes). The significant variances for the year were considered.

It was **RESOLVED: That**

- a) the accounts as shown in Section 1 of the Annual Return for the period to 31st March 2013 be approved;**
- b) the charges for council services including allotments be reviewed by the Finance Committee for inclusion in the 2014-15 budget.**

16/13 ANNUAL RETURN – GOVERNANCE STATEMENT

Members received and considered Section 2 of the Annual Return for the year ended 31st March 2013 which has been prepared for the external auditors BDO Stoy Hayward LLP as required by the Accounts and Audit (Amendment) Regulations 2006. (Copy attached to record minutes). The council agreed with all the governance statements.

It was **RESOLVED: That the Annual Governance Statement, Section 2 of the Annual Return for the period to 31st March 2013 is approved as recommended by the Parish Clerk.**

17/13 INTERNAL AUDIT

Members received and considered the internal audit report following Paul Hartley's visit on Wednesday 8th May 2013. (Copy attached to record minutes). The report recommended that the payment of bank interest to the council as net rather than gross interest be investigated.

It was **RESOLVED: That the payment of bank interest to the council as net rather than gross interest be investigated by the parish clerk.**

18/13 REVIEW OF COUNCIL POLICIES

Members considered the formation of a working party to review policies of the parish council including Health and Safety and Freedom of Information requests.

It was **RESOLVED: That Cllr Ayears and Cllr Mealing be asked to review the policies of the parish council and to report back at the next council meeting.**

19/13 WHITE HART COURT CAR PARK

Members received and considered the draft lease for the new car park at White Hart Court which had been drawn up by Guildford Borough Council according to the Heads of Terms previously agreed. (Minute 186/12)

Hedleys Solicitors had looked over the lease and not identified any problems requiring the parish council to engage their services. (Copy attached to record minutes).

It was **RESOLVED: That Guildford Borough Council be requested to check the description of the Access way as formerly known as 4 Rose Lane and informed that the parish council had no other issues with the draft lease.**

20/13 OFFICE PRINTER

Members considered a report from the parish clerk on the options for the repair or replacement of the Xerox 8560 solid ink printer which was no longer working. The current printer was 4.5 years old and had done 86,655 prints. 100,000 was considered to be the maximum number of prints before replacement was necessary so any repair would be only for about 12 months further use. £200 cash back is available on purchase of the new model Xerox ColorQube reducing the price to £289 ex VAT.

It was **RESOLVED: That a replacement solid ink printer (Xerox ColorQube) be purchased at the cost of £289 ex VAT.**

21/13 PLANNING GROUP

Members received and considered the minutes from the planning meeting held on 29th April 2013. (Copy attached to record minutes).

It was **RESOLVED: That the minutes of the planning committee held on 29th April 2013 be noted.**

22/13 CORONATION DAY SUNDAY 2ND JUNE 2013

Arrangements for the informal picnic to be held on the Green on Sunday 2nd June to celebrate the 60th anniversary of her Majesty the Queen's coronation were discussed. Cllr Wood had received the Temporary Event notice. A rota of parents to man the bouncy castle provided by the Farmers Market was being organised by the Mother and Baby Group. The Bonfire Committee will set up and supervise the barbecue. A first aid box and contact details for a first aider will be provided in the marquee. A request to provide story telling was considered.

It was **RESOLVED: That**

- a) Guildford Borough Council be requested to keep the public toilets open by the clerk;**
- b) the request to provide story telling be approved with the condition that no selling takes place to comply with the temporary event notice.**

23/13 ENVIRONMENT – THE GREEN

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

- The need to identify further trees on the Green to be checked by a tree surgeon
- posts and rails
- wildflower meadow
- problem of stones following clearance of the wildflower area
- potholes on the service track behind 103 High St

It was **RESOLVED: That**

- a) Cllr Ayeards be consulted regarding arrangements for the inspection of the trees on the Green along the Avenue and near Bridge End;**
- b) the improvements to the posts and rails by the playground be noted;**
- c) A selective weed killer for brambles be investigated by Councillor Wood to control the regrowth along the Dunsborough boundary;**
- d) a margin of rough grass be left adjacent to the wildflower meadow;**
- e) 2 tons of scalplings be purchased and delivered to 103 High St to fill the potholes along the service track;**
- f) the contractor be asked to remove the temporary netting from the reinstated grass near Acacia Villas.**

24/13 PARKING ON THE GREEN

Members considered the next stage of the project to restrict parking on the Green following the fencing off of temporary bays on Sunday 21st April. The temporary fencing was not attractive and had split in one place.

It was **RESOLVED: That**

- a) a quote for square wooden posts be obtained as soon as possible;**
- b) neighbours be informed of the date for the installation of the wooden posts;**

25/13 BURIAL GROUND EXTENSION

The Finance Committee recommended the quote from Cemetery Development Services for the Tier 1 groundwater assessment required by the Environment Agency for the proposed burial ground extension.

Rev Elson was concerned that the boundary of the proposed extension with the old church yard should be made clear. An arrangement had been made for Councillor Cliff and the parish clerk to meet with him on site on Wednesday 22nd May at 11.45pm.

The Finance Committee recommended the virement of budgeted expenditure (£4900) from exchange land application to the burial ground extension now that the exchange land application was not going to be actively pursued.

It was **RESOLVED: That**

- a) The quote from Cemetery Development Services for the Tier 1 groundwater assessment be approved;**
- b) the meeting with Rev Elson to discuss the boundary of the old churchyard with the burial ground extension be noted;**
- c) the virement of budgeted expenditure from Exchange land application to the burial ground extension be noted.**

26/13 ALLOTMENTS

Members received an oral report from the parish clerk. All the allotment rent had been received but there were 2 vacant half plots which have been advertised in the recent newsletter.

It was **RESOLVED: That report on the allotment site be noted.**

27/13 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Wisley Common School catchment areas Council fees review

28/13 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 28 of the agenda Transfer of access track at West End Cottages. See confidential minutes CO01/13.**

The meeting closed at 9.30pm. Cllr Hancock proposed a vote of thanks to Cllr Jennie Cliff for her hard work as Chairman of the Council.

Date:

Chairman