



Ripley Parish Council

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MINUTES OF RIPLEY PARISH COUNCIL MEETING HELD ON THURSDAY 16th JANUARY 2014 AT 7.30PM AT THE CHURCH ROOM, RIPLEY PARISH CHURCH.

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

Alison Jones Clerk of the Council

Also present: Surrey County Councillor Bill Barker, PCSO Jon Perry and PCSO Gregor Culross and 2 members of the public

Apologies: None

150/13 STATEMENTS BY THE PUBLIC

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

a) PCSO Culross gave the crime figures for the last month: 5 thefts from shops, 2 vehicle thefts, 2 thefts, 1 burglary, 9 thefts from the A3 petrol station, 1 theft of an i-pad and one theft of garden ornaments. Ockham Parish Council has raised the issue of the flooding by the Ockham roundabout with Highways asking for extra drainage measures.

Cllr Cliff suggested that dotted white lines are painted to mark the boundary between the new Budgens car park and the pavement in order to encourage exiting traffic to look out for pedestrians.

RESPONSE: The Chairman thanked PCSOs Culross and Perry for attending with the crime figures

b) Surrey County Councillor Bill Barker explained that he has written a letter to David McNulty Chief Executive at Surrey County Council explaining the difficulties experienced by residents in Lovelace Ward because of the flooded roads. Traffic diverting down Guilehill Lane was causing severe damage to the verges.

Cllr Ayears noted that the flooding along Ripley Lane from Hungry Hill to Jury Farm was significantly more extensive than that occurring in Ockham Road North by the roundabout.

RESPONSE: The Chairman thanked Cllr Barker for his efforts regarding flooding issues in the area.

c) A resident at West End asked if the drains along Portsmouth Road and the High Street had been cleared in the autumn. Cllr Barker explained that tree roots also caused blockages.

151/13 APOLOGIES FOR ABSENCE

There were no apologies.

152/13 DISCLOSURE OF INTERESTS

Councillor Colin Cross declared a non-pecuniary interest in item 17 The Green: Cllr Cross owns a property adjacent to the Green.

Councillor Hancock declared a non-pecuniary interest in item 5 Clerks Report: Cllr Hancock is an allotment holder.

Councillor Jennie Cliff declared a non-pecuniary interest in item 5 Clerks Report: Cllr Cliff's husband is an allotment holder.

153/13 MINUTES OF THE MEETING HELD ON THURSDAY 21st NOVEMBER 2013

The minutes of the parish council meeting held on Thursday 21st November 2013 were received, confirmed and signed as a true and correct record by the Chairman, Councillor Lianne Mealing

154/13 CHAIRMAN'S REPORT

Cllr Mealing reported that the parish clerk would be retiring on July 31st 2013. This should give sufficient time for a new clerk to be found with a handover period. The Surrey Association of Local Councils can advise and assist with the advertising and interview process.

Cllr Ayears suggested a job share to help cover the evening meetings.

Cllr Mealing will work with Cllr Cliff to put the Ripley perspective on the job description and application process.

155/13 PARISH CLERK'S REPORT

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

- Tree damaged by the recent storm in the burial ground
- Fences damaged in the burial ground
- Street lighting
- Response from Talbot re parking
- Pedestrian safety at Budgens
- www.streetlife.com a new local community website for Surrey
- The allotment site
- Wooden bus shelter
- Tractor service
- Ride London meeting re 2014 arrangements
- Meeting to set up team to look for a rural exception site
- Review of polling stations

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

156/13 FLOODING ISSUES IN THE PARISH AND WEST END DRAINAGE

Members considered areas in the parish and surrounding areas which have flooded and caused problems during the recent wet weather. Cllr Cliff provided maps from the Environment Agency showing the areas at risk on 2nd and 5th January 2014. Photographs are available of the flooding which cut off Georgelands. Barataria Park suffered from an overflow from the sewage works. It was suggested that an appeal is put on the Grapevine asking for more evidence. Flooding hotspots can be reported to the Borough Council by 31st January (Copy attached to record minutes).

Cllr Cross reported on the impact of the drainage clearance carried out by Guildford Borough Council behind the Old Chapel. The work that had been carried out on the drain behind the Old Chapel had been successful and the Old Chapel had not flooded recently. Further work will need to involve Surrey County Council as landowner.

Large puddles form on the High Street by in front of the church where there are no drains.

Members considered a quote for the further clearing of the ditch behind West End Cottages from Guildford Borough Council and noted the lack of response from the drainage contractor recommended to us by Kestrel in November.

It was **RESOLVED: That**

- a) a flood file containing photographs (dated) and witness statements be built up to provide evidence of flooding to help with applications for improvements to the drainage system and to help refute planning applications;**
- b) areas at risk from flooding be reported to Guildford Borough Council;**
- c) a letter of thanks be written to Tim Pilsbury at the Borough Council when the work to the drains behind the Old Chapel is complete.**
- d) the quote of £1155 for further clearing of the ditch at West End Cottages be approved.**

157/13 CORRESPONDENCE

a) an e-mail dated 31st December from LORD (Lorries off Rural Detours) recommending action to ensure roads unsuitable for HGVs are only used for deliveries and not for short cuts. (Copy attached to record minutes). "Unsuitable for HGV" signs are not legally enforceable and unlikely to be effective. Width restrictions are programmed into HGV satellite navigation systems and so HGVs will not be directed onto these roads.

It was **RESOLVED: That the next Local Committee meeting be attended in order to raise the problem of Heavy Goods Vehicles using unsuitable lanes in and around the parish.**

158/13 QUARTERLY BUDGET REPORT

Members received and considered a report from the Parish Clerk comparing income and expenditure to date with the budget allocations for 2013/14. (Copy attached to record minutes) At his recent visit, our internal auditor recommended that some of our reserves are earmarked for the village hall in order to make our budgeting policy clear.

It was **RESOLVED: That**

- a) £40,000 of reserves be earmarked for the development of the village hall;**
- b) the quarterly budget report be noted.**

159/13 SCHEDULE OF PAYMENTS

Members received and noted the schedule of accounts received and paid for the period from 1st November to 31st December 2013 and the total receipts and payments to date. Both were circulated with the agenda. (Copies attached to the record minutes).

It was **RESOLVED: That the schedule of accounts received and paid for the period from 1st October to 31st October 2013 and the total receipts and payments to date be noted.**

160/13 SCHEDULE OF CHEQUES FOR APPROVAL

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

Cheque number	Payee details	Gross £	VAT
101120	A. Jones November salary		
101121	Christmas Fair expenses	150.64	
101122	Christmas Fair hot food stall expenses	246.50	
101123	Send Marsh Tractors – repair and parts	137.88	22.90
101124	Website maintenance	30.00	
101125	SLCC Enterprises – Reference books	98.50	
101126	Ripley Village Hall - December rental	281.00	
101127	Fred Cutler Ltd – Xerox extended maintenance kit	86.40	14.40
101128	Charterhouse Tree Care – tree works on Green	2520.00	420.00
101129 (part)	November/ December maintenance	511.28	
101129 (Part)	General maintenance – salt collection, compost bins etc.	490.00	
101130	Ash parish council – 300kg salt	28.80	
101131	A. Jones December salary		
101132	Oct – Dec PAYE/NI	681.60	

Cheque number	Payee details	Gross £	VAT
101133	Ripley PCC - Use of Church Room Jan -March	54.00	
101134	Information Commissioner – data protection	35.00	
101135	Ripley Village Hall – January rent	281.00	
101136	December / January maintenance	468.00	
Direct Debits	EDF Energy - monthly charge	8.00	0.38
	Alliance Trust Pension		
	Guildford Borough Council car park rent (quarterly)	362.50	
	BT	179.54	29.92

Accordingly the above cheques for payment were approved and signed.

161/13 2014/15 BUDGET AND PRECEPT CALCULATION

Members received and considered the final draft of the budget for 2014/15 which will be used as a basis for the precept calculation. (Copy attached to record minutes)

The number of Band D equivalents in the parish is a figure provided by Guildford Borough Council. For 2014/15 the number has reduced due to an increase in factors such as sole occupancy and empty properties. This means that the charge per Band D equivalent will need to rise by 2% to £58.31 per annum to raise the same level of total precept as in 2013/14 (£44,494). The Borough Council is providing a Local Council Tax Support Scheme grant of £3805 as in 2013 to mitigate some of the effect of the changes from the localisation of council tax. (Copy attached to record minutes).

It was **RESOLVED: That**

a) the draft budget for the financial year ended 31st March 2015 be approved.

b) an increase of 2% in the Band D equivalent be approved in order to raise the same level of total precept as in 2013-14.

162/13 WHITE HART COURT CAR PARK LEASE

Members considered a report from the parish clerk on the outstanding snagging points at the White Hart Court car park which need to be dealt with prior to the final draft of the lease being returned to the Borough Council. The parking bays had now been marked with white lines and parking had improved as a result. The height barrier still needed a warning sign and knocking bar.

It was **RESOLVED: That the report on the outstanding snagging points which must be dealt with prior to the signing of the lease be noted.**

163/13 REVIEW OF RISK ASSESSMENTS, STANDING ORDERS AND FINANCIAL REGULATIONS

The parish council risk assessments, standing orders and financial regulations had been reviewed by members prior to the meeting. Cllr Ayears had queried whether the current format was adequate. Research by the clerk indicated that the current format was acceptable.

It was **RESOLVED: That the review of the standing orders, financial regulations and risk assessments be approved.**

164/13 CLEAN UP DAY

Members considered a date for the annual village clean up which is supported by Guildford Borough Council. The date needs to be advertised as much as possible including in Ripley and Send Matters, on the Grapevine, through leaflets in various locations. Ripley Primary School and the British Legion should be informed.

It was **RESOLVED: That Ripley Clean Up be held on Saturday 5th April from 10.00 -12.00pm and advertised as widely as possible.**

165/13 JOINT COMMUNITIES – LENGTHSMAN SCHEME

Members received and considered a report from the parish clerk on possible projects on which to spend the available £3500 from the Lengthsman scheme as arranged by Surrey County Cllr Bill Barker by the end of March 2014. (Copy attached to record minutes).

Clearance of the ditch by the A3 flyover bridge and along Grove Heath Road were thought to be suitable projects in addition to the open ditch on Portsmouth Road by Georgelands for which £1200 has been quoted. Trees blocking the bridleway are also in need of removal.

Cllr Cross offered to improve the gravel path in front of the houses on the Green past Ellwood Gallery.

It was **RESOLVED: That**

- a) quotes be obtained for the clearance of the ditches on Grove Heath Road and by the A3 flyover on Rose Lane and for clearance of tress on the bridleway;**
- b) Cllr Cross be authorised to purchase gravel for the improvement of the footpath on the Green up to £25.**

166/13 PLANNING GROUP AND LOCAL PLAN

Members received and considered the minutes from the planning meeting held on Monday 9th December 2013 and Monday 6th January 2014. (Copies attached to record minutes).

Members noted the decision of members to support Guildford Green Belt Guardians GGBG. GGBG is a group working to protect the Green Belt from overdevelopment. A letter has been written to Planning Minister Nick Boles MP seeking clarification of the government's directions to Guildford Borough Council regarding development of Green Belt land. (Copy attached at to record minutes).

Members noted the invitation to a joint meeting with other parish councils in the Borough on Monday 3rd February in Normandy to discuss a joint approach to the Borough Council proposals to reduce the size of the Green Belt and an invitation from The Borough Council to a workshop on the draft SHMA on 27th January at Millmead.

Cllr Cross had attended a meeting of the Guildford Residents Association on 15th January. A letter had been sent to all the Borough councillors outlining a joint response to the Issues and Options consultation. (Copy attached to record minutes).

It was **RESOLVED: That**

- a) the minutes of the planning committee held on Monday 9th December 2013 and Monday 6th January 2014 be noted;**
- b) the decision of members to support Guildford Greenbelt Guardians be approved;**
- c) the joint meeting of parish councils on Monday 3rd February 2014 in Normandy be attended by Cllr Mealing and Cllr Cliff.**
- d) the Borough Council workshop on 27th January be attended by Cllr Ayears and Cllr Mealing.**
- e) a copy of the Guildford Residents Association letter to the borough councillors be circulated to all parish councillors.**

167/13 ENVIRONMENT GROUP – THE GREEN

Members received and considered a report from the parish clerk (copy attached to record minutes) on various on-going matters including

- Dens on the Green
- Quotes for posts by the Playground car park and consider another barrier such as a bank
- Quote for repair of playground car park surface
- Dog glove dispenser
- Replacement tree for felled Maple
- Parking on the Green – access from Island Cottages

Surrey County Councillor Bill Barker offered to fund for the replacement tree from his Local Committee budget.

It was **RESOLVED: That**

- a) the builders of the dens be asked again by Cllr Hancock to clear them on or before the Clean Up day to be held on 5th April;**
- b) the suggestion of a bank by the playground car park be considered again once the posts have been renewed;**
- c) the repair to the lock of the Dog glove dispenser be noted and the condition of the dog bin opposite Toad Hall be monitored to check it is being emptied regularly;**
- d) a 6ft Norway Maple Tree "Norwegian Sunset" be purchased from Mail order trees at £24.99 plus VAT together with a tree guard;**
- e) the offer of financial assistance from Cllr Bill Barker be noted**
- f) a letter be written to Ryde Cottage asking for documents to prove any access rights over the Green prior to arrangements being made to restrict driving onto the Green to protect the grass.**

168/13 PLAYGROUND

Members received and considered 3 quotes for various for the removal of the 4 way ramp and bridge on the cycle track. The laminate ramps are damaged on these elements.

It was **RESOLVED: That the quote of £300 from a local contractor for the removal of the 4 way ramp and bridge be approved.**

169/13 CHRISTMAS FAIR AND CHRISTMAS CARDS

Members received and considered the minutes of the Christmas Fair meeting held on Wednesday 8th January 2014 at 6.30pm at South View, Polesden Lane. (Copy attached to record minutes).

Members considered whether to purchase a new Christmas card for 2014 or to sell the remaining 140 packs at a reduced price.

It was **RESOLVED: That**

- a) the minutes of the Christmas Fair meeting held on Wednesday 8th January 2014 be noted;**
- b) the remaining packs of the Christmas card "Ripley Green in the Snow" be sold at a reduced price in December 2014.**

170/13 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Parking on the Green – access from Island Cottages
New Clerk

171/13 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 22 of the agenda Access track at West End Cottages. See confidential minute CO08/13**

The meeting closed at 9.40pm.

Date:

Chairman