



Ripley Parish Council

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MINUTES of RIPLEY PARISH COUNCIL MEETING held on THURSDAY 21st MAY 2015 at 1930HRS at THE CHURCH ROOM, RIPLEY PARISH CHURCH.

Present: Cllr Jennie Cliff (Chairperson)
Cllr Richard Ayears
Cllr Caspar Hancock
Cllr Lisanne Mealing
Cllr Suzie Powell-Cullingford
Cllr Vernon Wood
Jim Morris, Clerk of the Council

Apologies: Cllr Colin Cross

Also present: 7 members of the public

01/15 STATEMENTS BY THE PUBLIC

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

a) A local resident raised concerns over Village Hall redevelopment and the proposal of Parish Council financial support.

RESPONSE: Members assured the local resident that the Parish Council would consult fully with the Parish in order to have the backing of the community before any funding decisions were implemented. Parish Council help with funding redevelopment of the Village Hall was proposed in an attempt to ensure the outside space at the site would not be sold off to a property developer. The Parish Council's view was that the outside space was an essential asset of the Village Hall, and that a new Village Hall could be provided on the existing footprint.

b) Surrey County Councillor Bill Barker congratulated members on their recent electoral success. Cllr Barker expressed regret that the count had been postponed until Monday afternoon. Parking was becoming a major issue in the Parish, and a meeting between Ripley Parish Council (RPC), Guildford Borough Council (GBC), and Surrey County Council (SCC) was suggested. The quality of grasscutting around footpaths on Portsmouth Road was noted. There were plans to use Wisley Airfield as a Park and Ride site on the forthcoming Armed Forces Day on 22nd June.

RESPONSE: The Chairperson thanked Cllr Barker for his comments. Cllr Ayears noted the large puddle which accumulates outside the Parish Church after heavy rainfall. Cllr Mealing noted reports from local residents that speeding traffic in the village had been reported to the police.

c) A local resident expressed concern that a sign on Newark Lane had been turned to face the wrong direction.

RESPONSE: The Chairperson expressed thanks for bring the matter to the attention of the Parish Council.

02/15 ELECTION OF CHAIRMAN

Cllr Jennie Cliff was nominated as Chairman by Cllr Vernon Wood, seconded by Cllr Caspar Hancock and unanimously elected Chairman of the Parish Council for the forthcoming year.

03/15 ACCEPTANCE OF THE OFFICE OF CHAIRMAN

Due to a clerking error, Cllr Cliff was unable to sign the declaration of acceptance for the office of Chairman. It was **RESOLVED:** that The Chairman would attend the Parish Council Office to sign the declaration.

04/15 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Cross.

05/14 DISCLOSURE OF INTERESTS

Cllr Hancock declared a non-pecuniary interest in item 19 'Village Hall': Cllr Hancock represents the Parish Council on the Village Hall Development Committee and represents the Shed Youth Club on the Village Hall board of Trustees.

Cllr Mealing declared a non-pecuniary interest in item 19 'Village Hall': Cllr Mealing represents the Parish Council on the Village Hall board of Trustees.

Cllr Wood declared a non-pecuniary interest in item 19 'Village Hall': Cllr Wood represents the Bonfire Committee on the Village Hall board of Trustees.

06/15 ELECTION OF VICE-CHAIRMAN

Cllr Caspar Hancock was nominated as Vice-Chairman by Cllr Suzie Powell-Cullingford, seconded by Cllr Lisanne Mealing and unanimously elected Vice-Chairman of the Parish Council for the forthcoming year.

07/15 ACCEPTANCE OF THE OFFICE OF VICE-CHAIRMAN

Due to a clerking error, Cllr Hancock was unable to sign the declaration of acceptance for the office of Vice-Chairman.

It was **RESOLVED: that The Vice-Chairman would attend the Parish Council Office to sign the declaration.**

08/15 APPOINTMENT OF COMMITTEES AND WORKING GROUPS

The following appointments to Parish Council Committees and Working Groups were unanimously agreed:

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

Cllr Ayears (Chairperson), Cllr Cliff, Cllr Hancock, Cllr Powell-Cullingford, and Cllr Wood. Cllr Mealing could be available if the meeting would otherwise be inquorate.

Communication & Liaison Committee:

Cllr Cliff, Cllr Cross, and Cllr Mealing.

Leisure & Facilities Committee:

Cllr Cliff, Cllr Hancock, Cllr Mealing, Cllr Powell-Cullingford, and Cllr Wood.

Christmas Event Committee:

Cllr Cliff, Cllr Cross, Cllr Powell-Cullingford, and Cllr Wood.

Finance Working Group:

Cllr Ayears, Cllr Cross, and Cllr Mealing.

Nature Reserve Working Group:

Cllr Cliff, Cllr Hancock, Cllr Powell-Cullingford (Chairperson), and Cllr Wood.

09/15 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The following representatives were appointed to outside bodies:

Police	Cllr Ayears
Press	The Parish Clerk
Village Hall	Cllr Mealing
Village Hall Development	Cllr Hancock
Ripley & Send Matters	Cllr Cliff
Surrey ALC	Cllr Cliff
RideLondon [sic]	Cllr Cliff and Cllr Wood

Parish Representatives for charities:

Anne Haynes Charity Marianne Jones

Smiths Charity Geoff Richardson and David Conisbee

10/15 MINUTES OF THE MEETING HELD ON TUESDAY 16th APRIL 2014

The minutes were received, confirmed and signed as a true and correct record by the Chairperson.

11/15 PARISH CLERK'S REPORT

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

- Annual Parish Meeting.
- Ethics training
- Circus
- s.106
- Polytunnel
- Election 2015
- Carers' week

Lots of people had mentioned how much they had enjoyed the Annual Parish Meeting. The Chairperson and Clerk were due to attend ethics training at GBC on 8th June, although their attendance was yet to be confirmed. A not-for-profit circus had enquired about using The Green on the last weekend in September. The s.106 application needed more detail added before a decision by GBC. Two more requests for polytunnels by allotment holders had been received. Members were given the opportunity to raise issues regarding the recent Parish Council election. Carers' week this year was taking place from 8th-14th June.

It was **RESOLVED: That the report by the Parish Clerk be noted. Members agreed in principle to the request from the not-for-profit circus, if skills workshops or free tickets could be provided to local young people. Members agreed to the polytunnel requests. Members discussed the recent Parish Council election. Several points of contention were raised with regard to the organisation of the counting process at the recent Parish and Borough Council elections.**

12/15 CORRESPONDENCE

i) A letter dated 23rd March 2015 from Surrey Wildlife Trust regarding the survey carried out on The Green last year (copy attached at to record minutes). A copy of the survey is available at the Parish Council Office.

It was **RESOLVED: That the letter from Surrey Wildlife Trust be noted.**

ii) A letter dated April 2015 from the Guildford Borough Council (GBC) Planning Officer detailing the Guildford Design Awards (Copy attached to record minutes).

It was **RESOLVED: That the letter regarding the Guildford Design Awards be noted. It was proposed that the Parish Council Nature Reserve could be entered in to the Guildford Design Awards at their next presentation in 2017.**

iii) An email dated 16th April 2015 from GBC detailing 'recommended improvements for Council decision making'. (Copy attached to record minutes).

It was **RESOLVED: That the email from GBC be noted.**

iv) An email dated 22nd April 2015 from Woking Road Depot detailing the 'Parish and Town Ward Programme'. (Copy attached to record minutes).

It was **RESOLVED: That the email detailing the 'Parish and Town Ward Programme' be noted. It was proposed that work tidying the White Hart Court car park could be sought via the scheme.**

v) An email dated 7th May 2015 from Surrey Community Action detailing the 'Community Buildings Survey'. (Copy attached to record minutes).

It was **RESOLVED: That the Clerk seeks further advice from Surrey Community Action regarding the 'Community Buildings Survey'.**

13/15 SCHEDULE OF PAYMENTS and CHEQUES FOR APPROVAL

Members received and noted the schedule of accounts received and paid for the period from 1st to 30th April 2015, totaling £6,356.60, (Copy attached to the record minutes). Cheques were presented by the Parish Clerk for authorisation and signing.

It was **RESOLVED: That the schedule of accounts received and paid for the period from 1st to 30th April 2015, totaling £6,356.60 be noted. Cheques presented by the Parish Clerk were authorised and signed.**

14/15 REVIEW OF COUNCIL POLICIES

Members considered the arrangements for the annual review of the parish council policies:

Health and Safety
 Freedom of information Requests
 Data Protection
 Record Management
 Complaints
 Grant awarding
 Charges for use of The Green
 Flowerbeds

It was **RESOLVED: That Council policies be allocated to Councillors for review and the reviewed policies be brought to the parish council meeting on 18th June for approval.**

15/15 CHARITY ACCOUNTS

Members received and considered the accounts of the Smiths Charity, which provides for residents of Ripley Parish (copy attached to record minutes).

It was **RESOLVED: That the accounts of the Smiths Charity for the year 2014-15 be noted.**

16/15 WHITE HART COURT

Members received the amended lease from GBC for the car park at Land Adjoining White Hart Court, which was tabled at the meeting. Posts had been installed along the boundary of the Parish Council's car park.

It was **RESOLVED: That the amended lease be approved and signed.**

17/15 PLANNING & ENVIRONMENT COMMITTEE

Members received and considered the minutes of the Planning & Environment Committee meetings held on Mondays 30th March and 20th April 2015 (copies attached to record minutes).

Members received and considered a letter drafted by Cllr Hancock on behalf of Ripley Parish Council regarding seeking an Empty Dwelling Management Order for Westward Ho, Newark Lane (copy attached to record minutes).

It was **RESOLVED: That,**

a) The minutes of the Planning & Environment Committee meetings held on 30th March and 20th April 2015 be noted.

b) The letter drafted by Cllr Hancock was considered and approved.

18/15 LEISURE & FACILITIES COMMITTEE

Members received and considered matters ongoing under the remit of the Leisure & Facilities Committee, which included:

- Letter from a visitor to The Green (copy attached to record minutes)
- Community noticeboard and playground signs
- Posts & rails
- Flowerbeds

It was **RESOLVED: that,**

a) A response to the letter from a visitor to The Green be drafted. Members expressed regret at any distress caused by essential treeworks which had been carried out on The Green. It was agreed that a replacement tree be planted, and the existing bench adjacent to the playground be dedicated to Mr Dixon. The family were to be invited to install a permanent plaque near the trees.

b) Members received and considered wording provided by the Rotary Club for a plaque to be installed in the refurbished Cobham-bound bus shelter. Rotarians had offered to install a Community Noticeboard in the area, and discussion was held as to a suitable location.

c) A start had been made to the posts & rails on the Milk Road.

d) An offer of sponsorship and maintenance had been received from a local businessperson. It was resolved to add 'flowerbeds' to the list of Council policies to be considered.

19/15 COMMUNICATION & LIAISON COMMITTEE

Members received and considered matters ongoing under the remit of the Communication & Liaison Committee, which included:

- Request from a local resident of an item for inclusion on the Parish Council's website discussion forum (copy attached to record minutes).

It was **RESOLVED: That the letter from a local resident regarding Village Hall redevelopment be published on the Parish Council's website's discussion forum. The Clerk reported problems with usability of the Parish Council's website, however, and members agreed to discuss updating the site at a later date.**

20/15 VILLAGE HALL

Members received and considered a report from Cllrs Hancock and Mealing on the recent Village Hall Redevelopment meeting. The Parish Council's Consultation with the village over funding a new village hall was discussed, with a draft consultation produced and considered. Discussion was held as to the content of the proposed consultation, and Cllr Hancock agreed to report further at the next full council meeting.

It was **RESOLVED: That the report from Cllrs Hancock and Mealing be noted.**

21/15 NEIGHBOURHOOD PLAN

Members received a report from Cllr Ayears on progress with the Lovelace Neighbourhood Plan. The result of the consultation on the suitability of Lovelace as a Neighbourhood Plan area was being awaited. A meeting was due to take place with the preferred supplier of consultation services.

It was **RESOLVED: That the report from Cllr Ayears be noted.**

22/15 NATURE RESERVE

Members received a report from the Cllr Powell-Cullingford on the recent Nature Reserve Working Group (NRWG) meeting. Preliminary drawings showing development of the area had been received and considered. The 'Village SOS' scheme, administered via Surrey Community Action, had approved the Nature Reserve as a suitable project and would provide help with project management.

It was **RESOLVED: That the report from the Cllr Powell-Cullingford be noted.**

23/15 PUBLIC LOO

Members considered an email from GBC regarding opening times of the public loo on The Green (copy attached to record minutes). Concern was expressed over whether the public loo would remain the responsibility of GBC, and whether someone tasked with closing the loo would be an employee of the Parish Council or of GBC. Members did not want the loo to close permanently.

It was **RESOLVED: That further clarification be sought from GBC, including: overall responsibility for the loo, and the potential cost of closing the loo on a nightly basis.**

24/15 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Website and parking were suggested.

25/15 DATE OF THE NEXT PARISH COUNCIL MEETING

The next Meeting of the Parish Council was scheduled to take place on Thursday 18th June, at the Church Room.

The meeting closed at 2215hrs.

Date:

Chairperson