



Ripley Parish Council Office
 4 Rio House
 High Street
 Ripley
 Surrey
 GU23 6AE
 Phone: 01483 224847
clerk@ripleyparishcouncil.gov.uk
www.ripleyparishcouncil.gov.uk

**MINUTES of RIPLEY PARISH COUNCIL MEETING held on THURSDAY 15th SEPTEMBER 2016
 at 1930HRS at THE PARISH COUNCIL OFFICE, 4 RIO HOUSE.**

Present: Cllr Jennie Cliff (Chairperson)
 Cllr Colin Cross
 Cllr Caspar Hancock
 Cllr Lisanne Mealing
 Cllr Vernon Wood
 Jim Morris, Clerk of the Council

Apologies: Cllr Richard Ayears
 Cllr Suzie Powell-Cullingford

Also present: 3 members of the public

63/16 STATEMENTS BY THE PUBLIC

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

a) A local resident, with reference to the Minutes of the July meeting, queried whether any progress had been made regarding the height of the wall at the development on the former car park of Lutidine House. Poor visibility when exiting Wentworth Close had been experienced, and it was thought to be a safety issue. The resident, and other members of public present, noted the persistent occurrence of traffic jams on the A3 and other surrounding roads, and questioned the wisdom of proposed large scale housing projects contained within the Guildford Borough Council (GBC) draft Local Plan.

RESPONSE: Members thanked the resident for raising the issue again. Further information regarding the wall height would be sought. Cllr Cross repeated the leader of GBC's assertion that no development would be allowed to take place until adequate infrastructure had been provided. Cllr Hancock noted the recent installation of traffic monitoring equipment at Burnt Common and Send Marsh.

64/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Richard Ayears and Suzie Powell-Cullingford.

65/16 DISCLOSURES OF INTEREST

Cllr Cross declared an interest in item 9 'Leisure & Facilities': Cllr Cross owned a dwelling on The Green.

Cllr Cliff declared a non-pecuniary interest in item 14 'Village Hall': Cllr Cliff represented the Over 60s Club on the Village Hall board of Trustees.

Cllr Wood declared a non-pecuniary interest in items 9 'Leisure & Facilities': Cllr Wood was a member of the Bonfire Association, and 14 'Village Hall': Cllr Wood represented the Bonfire Association on the Village Hall board of Trustees.

66/16 MINUTES

The minutes of the meeting held on Thursday 21st July 2016 were received, confirmed, and signed as a true and correct record by the Chairperson.

In accordance with Ripley Parish Council Standing Order 10f, Agenda item 13 'Neighbourhood Plan' was moved in order to receive a report from the Chairperson of the Lovelace Group.

67/16 NEIGHBOURHOOD PLAN

Members received a report from Peter Gelardi, the Chairperson of the Lovelace Neighbourhood Plan Group (LNPG) on progress with developing the Plan. A draft had been produced and was in the process of being edited, although further information was due to be forthcoming from the housing group. Much consultation had taken place since the outset and over the summer 2016. The RHS had been slow to get involved, but had offered help from its consultants. Three separate consultants would now be involved in the process of reviewing the work of the LNPG so far, and GBC had also offered to help review the document. The finished document would mirror the style of the GBC draft Local Plan in order to achieve clarity. The policies contained within the Lovelace Neighbourhood Plan would make a significant difference to future development management. The query over the proposed "insetting" of Ripley from the green belt was discussed. The Neighbourhood Plan would not be able to stop this occurring, but would be able to identify potential issues and impacts that would arise from this outcome. Similarly, the Neighbourhood Plan would not be able to stop strategic site developments within its designated area, but would be able to discuss the impacts and consequences of large-scale development. An air quality survey was due to be carried out in Ripley only.

It was **RESOLVED: That the report from Peter Gelardi on the LNPG be noted. Mr Gelardi was thanked for attending the meeting and providing the report, as were the LNPG members.**

The order of business as per the published Agenda was resumed.

68/16 CHAIRPERSON'S REPORT

The meeting received a report from the parish council Chairperson. Congratulations were offered to local publication Ripley & Send Matters, which had had its 25th anniversary of being published in Ripley and 10th anniversary in Send. It was noted that future editorial and distribution help may be required. A mistake in the previous issue, whereby the new location of parish council meetings had not been noted, would be raised with the editor at the forthcoming meeting.

A local resident was thanked for help with taking care of the raised beds on the High Street, which had become unruly. Some loose edging stones had been noted.

A recent communication regarding SORN parking on The Green was discussed. A local resident had left two vehicles on The Green and there had been some confusion over whether this genuinely constituted a SORN classification.

The quote from the parish council's approved contractor had been received for carrying out the completion of the replacement posts on The Green. There was much more than anticipated still to be completed, and a selection of areas for financial year 2017-18 was proposed.

A local resident had raised a query over the possible reduction in the 515 bus service. No details of any consultation had been received, but the resident had heard that many changes to the Kinston service were being proposed.

It was **RESOLVED: That the report from the parish council Chairperson be noted. The parish council's approved contractor would be asked to carry out remedial work to the raised beds. A letter would be drafted regarding the SORN vehicles on The Green. The approved contractor would be asked to provide a modified quote for replacing some areas of posts & rails on The Green. A communication would be drafted to Surrey County Council (SCC) and GBC to put across the parish council's dismay at further proposed changes to bus services in Ripley.**

69/16 PARISH CLERK'S REPORT

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

- Oak Processionary Moth Caterpillar
- Local business forum
- Conclusion of Annual Audit
- Window at Island Cottages
- Office sign

The Clerk had provided Dr John Fellenor of the University of Bath with a short list of potential local people who may agree to be interviewed for the UNPICK project. Cllrs Cliff and Cross had agreed to take part in the interview process.

The idea of a Local Business Forum was discussed. A local shop owner had suggested the idea, but needed funds in order to start the project's website.

The Clerk gave some background information on the conclusion of the Annual Audit for 2015-16, due to be discussed under Agenda item 7. The fixed asset register had been updated on the completion of the skate

ramp installation, but as it hadn't been paid for until the new financial year the conclusion of audit noted it as a 'minor issue'.

A window had been broken at Island Cottages following a recent cut of The Green. Contact had been made with the property owner, but further communication had proven tricky.

Guildford Signs had been asked to provide a proof and estimate for a new office sign, but neither had been received by the time of the meeting.

It was **RESOLVED: That the report by the Parish Clerk be noted. It would be suggested that the parish council would match any funding received from local businesses by the proposer of the Local Business Forum, up to £500.**

70/16 CORRESPONDENCE

i) Request for a shed at the Allotments (copy attached to record Minutes)

It was **RESOLVED: That the Allotment shed request be approved.**

ii) Correspondence regarding posts & rails replacement (copy attached to record Minutes)

It was **RESOLVED: That the correspondence be noted. The Clerk would reply that the further posts & rails replacements would offer greater accessibility across The Green.**

iii) Letter regarding use of The Green on 29/10/16 (copy attached to record Minutes)

It was **RESOLVED: That use of The Green by the Bonfire Association on 29/10/2016 be approved.**

iv) Proposal for a community parking scheme in Ripley (copy attached to record Minutes)

It was **RESOLVED: That the proposal be noted. The costs and benefits would be discussed by the Ripley Parish Council Finance Working Group at their next meeting. Members agreed that it was gratifying to see new ideas coming forward from the Village Hall trustees.**

v) Additional refuse bins review (copy attached to record Minutes)

It was **RESOLVED: That the review be noted.**

vi) Email and information regarding the Great British High Street Awards (copy attached to record Minutes)

It was **RESOLVED: That the information be noted. The closing date had passed, but it was posited that the proposed Local Business Forum could action this in future.**

71/16 SCHEDULE OF PAYMENTS, CHEQUES FOR APPROVAL & EXTERNAL AUDIT

Members received and noted the schedule of accounts received and paid for the period from 1st to 31st July 2016, totaling £2,714.29 (copy attached to record minutes). Cheques were presented by the Parish Clerk for authorisation and signing. Members received and considered the Conclusion of Annual Audit report (copy attached to record Minutes), which had identified a 'minor issue', and had been discussed as part of the Clerk's report.

It was **RESOLVED: That,**

a) The schedule of accounts received and paid for the period from 1st to 31st July 2016, totaling £2,714.29 be noted.

b) Cheques presented be authorised and signed.

c) The Conclusion of Annual Audit report be approved and accepted.

72/16 PLANNING & ENVIRONMENT COMMITTEE

Members received and considered matters ongoing under the remit of the Planning & Environment (P&E) Committee, including:

- Minutes of the P&E Committee meetings held on 4th and 25th July and 15th August (copies attached to record minutes)
- Report regarding the course of action taken in respect of Ripley Parish Council Minute 182/15(g) at the recent meeting of the Planning & Environment Committee

It was **RESOLVED: That,**

a) The minutes of the Planning & Environment Committee meeting held on 4th and 25th July and 15th August 2016 be noted.

b) The report on the course of action taken in respect of Ripley Parish Council Minute 182/15(g) be noted. The Planning & Environment Committee had found that it would be impracticable and virtually impossible to write to "all" those connected to burial plots. The parish council's letter to adjacent residents had been added to the noticeboards and homepage of the council's website in order to mediate the proposals.

73/16 LEISURE & FACILITIES

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

- Meeting with members of the Bonfire Association
- Wildflower areas on The Green
- Tree survey estimates

a) A meeting between parish councillors and members of the Ripley Bonfire Association had taken place in the office. Members of the Bonfire Association had agreed to cordon off some areas of The Green, including areas within the copses of trees, ahead of this and future year's events in the week leading up to the arrival of funfair equipment. It was also agreed that fixed benches would not be removed in future and that dog litter bins would be left freely available. Further discussions would take place at a later date regarding cutting of the wildflower areas, once the parish council had an action plan in place. The next Newsletter would carry an article regarding the collaboration between the Bonfire Association and the parish council. All present had agreed that the meeting had been very useful.

b) A dedicated and knowledgeable local resident had moved away from the village and, as such, it was resolved to ask Send Parish Councillor Chris Heath to help the parish council create an action plan for the wildflower areas on The Green.

c) Two quotes for carrying out the proposed annual tree survey were considered. Harrison Advisory Service was preferred.

74/16 COMMUNICATION & LIAISON

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

- Newsletter

It was **RESOLVED: That the next Newsletter would include items on: The Lovelace Neighbourhood Plan, Ripley Bonfire Association, wildflower meadow management, the Nature Reserve, Christmas event and raffle tickets, Local Business Forum, the forthcoming Elected Mayor Referendum.**

75/16 NATURE RESERVE

Members received and considered a report on progress with the Parish Council's Nature Reserve site. Work had begun and a big hole had been created, which had some water in it. The parish council's offer to dredge the ditch on adjoining land had been turned down by the owners' land agent.

It was **RESOLVED: That report be noted. The position of the access track across the site would be discussed with the contractor.**

76/16 CHRISTMAS EVENT

Members received and considered a report on progress with the Christmas Event. Preparations were progressing very well and a new Christmas Card design had been chosen at the recent meeting.

It was **RESOLVED: That report be noted.**

78/16 VILLAGE HALL

Members received a report on the recent developments with the Village Hall. Three meetings of trustees had taken place since the AGM, mostly focused on issues with the CIO's Constitution. The Constitution document was due to be sent for legal opinion. New cleaners and caretakers had been appointed and the trustees were beginning to gel as a unit. Ripley Parish Council still had a mandate to provide up to £250,000 for redevelopment of the Village Hall, although this would require further discussion if the council was approached by the trustees. Caspar Hancock had stood down as the Shed Youth Club's representative.

It was **RESOLVED: That the report be noted.**

79/16 WEST END COTTAGES

Members considered whether to carry out works to the track at West End Cottages. No further information had been provided since the last meeting, and the consensus was that the track was in an acceptable state of repair. Monitoring of the track would continue to take place, and the successful tree survey contractor would be asked to review the condition of trees in the area.

It was **RESOLVED: That the condition of the track be monitored.**

80/16 REVIEW OF COUNCIL POLICIES

Members reviewed the Parish Council's policies: Standing Orders, Publication Scheme, and Health & Safety.

It was **RESOLVED: That alterations to the policies be noted. Standing Orders would still be subject to an annual review, whilst the next review of the Health & Safety Policy would take place in September 2018 and the next review of the Publication Scheme would take place in September 2019 or sooner if new legislation came into force.**

81/16 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

The Mayoral Referendum was suggested.

82/16 DATE OF THE NEXT PARISH COUNCIL MEETING

The next full meeting of the parish council was scheduled to take place on Thursday 20th October 2016, at the Parish Council Office. Cllr Mealing offered apologies for the October meeting.

The meeting closed at 2140hrs.

Date:

Chairperson