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**MINUTES of RIPLEY PARISH COUNCIL MEETING held on THURSDAY 17th NOVEMBER 2016
 at 1930HRS at THE PARISH COUNCIL OFFICE, 4 RIO HOUSE.**

Present: Cllr Jennie Cliff (Chairperson)
 Cllr Richard Ayears
 Cllr Colin Cross
 Cllr Suzie Powell-Cullingford
 Cllr Vernon Wood
 Jim Morris, Clerk of the Council

Apologies: Cllr Caspar Hancock
 Cllr Lisanne Mealing
 SCC Cllr Bill Barker also sent apologies

Also present: 2 members of the public

103/16 STATEMENTS BY THE PUBLIC

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

a) A local resident glad to be at the meeting following time away for holidays.

RESPONSE: Members thanked the resident for attending the meeting.

b) The Conservative Party's Prospective Surrey County Councillor, Julie Iles, introduced herself to the meeting. She hoped to be elected to represent The Horsleys at the SCC election due in May 2017. She expressed a keen interest in keeping abreast of local issues.

RESPONSE: Members thanked Julie Iles for attending the meeting and introducing herself. Julie was asked to contact the Clerk or the Chairperson if there were any issues that needed clarification.

104/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Caspar Hancock and Lisanne Mealing.

105/16 DISCLOSURES OF INTEREST

Cllr Ayears declared a non-pecuniary interest in item 9ii 'Planning & Environment': Cllr Ayears was a volunteer at Ripley Scouts.

Cllr Cliff declared a non-pecuniary interest in item 6v 'Correspondence': Cllr Cliff's spouse was an Allotment plot holder.

Cllr Wood declared a non-pecuniary interest in item 9ii 'Planning & Environment': Cllr Wood was a volunteer at Ripley Scouts. Cllr Wood declared a non-pecuniary interest in item 10ii 'Leisure & Facilities': Cllr Wood was the Chairman of the Ripley Bonfire Association.

106/16 MINUTES

The Minutes of the meeting held on Thursday 20th October 2016 were received, confirmed, and signed as a true and correct record by the Chairperson. An amendment to the Minutes was suggested by Cllr Cliff and was adopted accordingly.

107/16 CHAIRPERSON'S REPORT

The meeting received a report from the parish council Chairperson. The Chairperson made it clear that despite carrying out many extra-curricular activities between meetings; herself and all councillors were not able to make decisions on behalf of the council. All members agreed with this sentiment.

The Chairperson had laid a wreath at the recent Remembrance Service alongside pupils from the primary school and representatives from the police force. It had been a well-received and moving service.

It was noted that the recent removal of Pigeon House Bridge appeared to have been a permanent action. There were no plans to reinstate the bridge at the present time, and it was disappointing that the long-established route had been cut. Members discussed possible solutions, including asking for funding from Guildford and Woking Borough Councils, and proposing that a new bridge similar to the golf club's one could be a cost-effective solution.

It was **RESOLVED: That the report from the parish council Chairperson be noted.**

108/16 PARISH CLERK'S REPORT

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

- Ripley Parish Council meetings
- Standing Orders

The Clerk presented information regarding the schedule of parish council meetings. Ripley Parish Council met on the third Thursday of every month except August and December, and there were often musings surrounding moving meetings in neighbouring months. It was proposed that moving all meetings to the second Thursday of the month would solve the recurring issue.

It was **RESOLVED: That the report by the Parish Clerk be noted. Members agreed that the January and September meetings could be moved in advance of publishing the following year's schedule.**

109/16 CORRESPONDENCE (copies attached to record Minutes)

i) Email regarding the 2017 Surrey Countryside & Rural Enterprise (SCREF) Conference

It was **RESOLVED: That the date of the 2017 SCREF Conference be noted.**

ii) Invitation to join the National Highways and Transport Survey

It was **RESOLVED: That Cllr Ayears would undertake the survey.**

iii) Joint media statement on the proposed merger of Royal Surrey with Ashford & St Peter's Hospital Trust

It was **RESOLVED: That the statement be noted. Members expressed disappointment at the outcome and cost of the proposed merger of local hospitals.**

iv) Invitation to take part in an OPM survey

It was **RESOLVED: That the invitation be noted. Some members had already taken part in the survey, and two more Cllrs agreed to take part.**

v) A query from the Ripley & District Horticultural Society

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

110/16 SCHEDULE OF PAYMENTS, CHEQUES FOR APPROVAL & FINANCE GROUP

Members received and noted the schedule of accounts received and paid for the period from 1/10/16 to 31/10/16, totalling £6,362.35 (copy attached to record minutes). There were no cheques were presented by the Parish Clerk for authorisation and signing due to the inadvertent destruction of the parish council's chequebook. A replacement chequebook had been ordered.

It was **RESOLVED: That the schedule of accounts received and paid for the period from 1/10/16 to 31/10/16, totaling £6,362.35 be approved.**

111/16 INTERNAL AUDIT

Members received and considered the Internal Audit report from Mark Mulberry. There had been no high risks or issues identified. Members were reminded to waive relevant Financial Regulations in advance if necessity arose, although due process had been shown to have been followed within the council Minutes.

It was **RESOLVED: That the Internal Audit report be approved.**

112/16 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 26/09/16 and 17/10/16
- Planning Application ref 16/P/02088, deferred from P&E Committee
- Ripley Parish Council Planning Policy
- Ripley Conservation Area
- Fred schedule
- Restrictive Covenants
- Letter from a land agent regarding the Nature Reserve site

It was **RESOLVED: That,**

- a) The Minutes of the Planning & Environment Committee meeting held on 26/9/16 & 17/10/16 be noted.**
- b) Planning Application 16/P/02088 be supported.**
- c) Ripley Parish Council Planning Policy required some work with regards to updating. Some conflicts within the wording of the policy had been identified at a recent meeting of the Planning & Environment Committee, and it was agreed that the policy needed to be clearer and more succinct. Cllr Ayears and Cllr Hancock would carry out a review of the policy, which would be presented to full council for approval at a future meeting.**
- d) The Ripley Conservation Area report, which had been due following a wide-ranging visit to the village in 2012, would be pursued. A Freedom of Information request would be entered with Guildford Borough Council if Cllr Cross was unable to secure further information from the relevant department.**
- e) The Fred schedule be amended to include some other proposed locations within the parish. Members agreed that Fred had been very successful, and the results had been eye-opening. The majority of vehicles passing Fred had been shown to be travelling over the speed limit. Cllr Ayears was using the data generated to press the police force for a response. There had, however, been some reports of perceived inaccurate speeds being reported, and it was resolved to contact the manufacturer regarding calibration of Fred.**
- f) An answer to a query over the restrictive covenants applied to land to the south of the Burial Ground and Nature Reserve would be sought. Cllr Powell-Cullingford would seek a quote for carrying out an analysis of the restrictive covenants and their meaning for the parish council.**
- g) The letter from a land agent acting on behalf of owners of land adjacent to the Nature Reserve be noted. There was a possibility that the owner of the land would get in touch with the parish council, and as such it was resolved to wait until the end of the month before responding to the land agent. It was noted that the previous fencing in the area had been in a very poor condition, and that it was the livestock's owner's responsibility to ensure that their animals did not escape.**

113/16 LEISURE & FACILITIES

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

- Half pipe visit
- Ripley Bonfire
- Wildflower areas report and schedule for The Green
- Burial plots solely for internment of ashes
- Suggested RPC charges 2017-18
- Tree survey report
- Nature Reserve educational hut construction estimates

- a) Members received and considered a report on the recent meeting between Cllrs and a member of the GBC Environmental Health Department regarding a complaint made about the half pipe. Signage was due to be ordered, as per the recent playground safety report. A further visit to the area was due to be scheduled in order to view the signage issue discussed at the October meeting.**
- b) Cllr Wood provided a report on the recent Ripley Bonfire. The bonfire location was proposed to be levelled off, and excess earth moved before the area would be reseeded at no cost to the parish council. It was resolved to offer the Bonfire Association use of a digger, to be hired from HSS. The bonfire had increased its take from donations in comparison to previous years. Cllr Cross offered thanks to the Bonfire Association for running the event, and noted the difficulties recently experienced in allaying the Local Authority's safety concerns. It was resolved that Cllr Cross would represent the**

parish council as its Bonfire Association liaison officer at future meetings of the GBC Safety Advisory Group.

c) Members received and considered the Wildflower Area Report, prepared by Chris Heath. Some discussion was held over the findings contained in the report, and it was resolved that the parish council's former wildflower area, which had not been tended in some years, would be left to become an 'area of biodiversity'. Two cuts per annum would be carried out, as per the maintenance schedule in the report. 'Team Green' volunteers were encouraged to continue to maintain the wildflower area nearby to the bench.

d) An oversight in the parish council's list of charges and fees had been identified. Future iterations would include a separate price for plots purchased solely for the internment of ashes.

e) Members received and considered proposed charges and fees for parish council services for financial year 2017-18. Information on Burial Ground charges by Send Parish Council was considered, and some significant changes to previous charges were proposed and ratified. Some discussion was held over charging users for use of the parish council office. The resulting decision was to not charge users for the office, but to accept donations if offered.

f) Members received and considered the tree survey report, which had been circulated to all members ahead of the meeting. The report was a substantial document, and the Clerk was tasked with identifying necessary tree works and applying for permissions where relevant.

g) Members received and considered estimates for construction of the Nature Reserve educational hut, and materials. It was resolved to purchase materials from Greenjackets of Weybridge, and for Jamie Butler to carry out construction of the hut.

It was **RESOLVED: That the reports be noted and matters ongoing be progressed.**

In accordance with Ripley Parish Council Standing Order 10f, Agenda item 12 'Nature Reserve' was moved in order to receive a report from Cllr Powell-Cullingford.

114/16 NATURE RESERVE

Members received and considered a report from Cllr Powell-Cullingford on progress with the Parish Council's Nature Reserve. The Nature Reserve had been entirely funded by s106 monies to date, but was facing a slight funding shortfall as the final elements were due for purchase during the current financial year. Ideas were proposed to encourage local residents and businesses to sponsor trees and/or benches. Cllr Cross agreed to look into the possibility of further s106 funding from GBC. An issue with the track at the site had been reported and would be looked into. A volunteer planting day was scheduled to take place on a forthcoming Saturday.

It was **RESOLVED: That report be noted. £4,000 from parish council ear-marked reserves would be made available to fund further items of expenditure in the current financial year.**

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

115/16 COMMUNICATION & LIAISON

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

- Tree works letter
- Christmas Fair flyers delivery schedule

a) Members considered a letter describing forthcoming tree works, which had been prepared by the Clerk and would be delivered to local residents and published on the parish council's website and noticeboards, as per Minute 72/16. There were no proposed changes.

b) Members agreed to deliver Christmas Event flyers on their usual routes within the forthcoming 10 days.

116/16 CHRISTMAS EVENT

Members received and considered a report on progress with the forthcoming Christmas Event. The Committee had put all the necessary actions in place, the event had sold out of stalls, and the BBQ was due to be manned entirely by voluntary staff with no changeovers for the first time.

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

117/16 NEIGHBOURHOOD PLAN

Members received a report from Cllrs Ayears and Cross on recent progress of the Lovelace Neighbourhood Plan Group (LNPG) with developing the Plan. The first draft of the document for general consumption was nearing completion. Final edits were taking place from group leaders, after which the document would move on to a 'star chamber', comprised of three members who would further distil the information. Consultants would then be employed to check and review the work completed so far. The proposed Neighbourhood Plan would then be passed on to GBC for review, after which a Regulation 19 Consultation would take place. A referendum would follow, and it was hoped that the document would be adopted. Air quality monitoring was due to begin on Ripley High Street, nearby to the junction with Newark Lane. GBC were helping with the installation, which was due to analyse the presence of particulates as well as NO². Further diffusion tubes were also due to be installed at various village locations. It was thought that the results may form part of the Lovelace Neighbourhood Plan. It was noted that the Highways Agency had recently approved junction improvements at the M25 J10, but there had not been any detail of the approved works released.

It was **RESOLVED: That the report be noted. Members thanked those involved in the Neighbourhood Plan for their continued hard work in producing the document.**

118/16 REVIEW OF COUNCIL POLICIES

Members reviewed the Parish Council's policies: Financial Regulations.

It was **RESOLVED: That the alteration to the policy be noted. Section 18.1 had been updated to reflect the parish council's commitment to review the policy on an annual basis.**

119/16 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Finance, pavement parking, obstructed footways, and restrictive covenants were suggested.

120/16 DATE OF THE NEXT PARISH COUNCIL MEETING

The next full meeting of the parish council was scheduled to take place on Thursday 12th January 2017, at the Parish Council Office.

121/16 EXCLUSION OF PUBLIC AND PRESS

In accordance with Ripley Parish Council Standing Order 2a, members of the public and press were excluded from the meeting for Agenda item 19.

122/16 CLERK'S SALARY

Members received and considered the National Salary Award from the National Association of Local Councils (NALC). The Clerk had elicited sufficient information for members to be able to make an informed decision from the Contract of Employment, advice from the Internal Auditor, and advice from an independent advisor from the Society of Local Council Clerks. The Clerk left the room in order for members to discuss the findings freely.

It was **RESOLVED: That the Clerk's salary be increased to SCP30 and backdated to 1/10/2016.**

The meeting closed at 2220hrs.

Date:

Chairperson