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**MINUTES of RIPLEY PARISH COUNCIL ANNUAL MEETING held on THURSDAY 18<sup>th</sup> MAY 2017  
at 1930HRS at THE PARISH COUNCIL OFFICE, 4 RIO HOUSE.**

**Present:** Cllr Jennie Cliff (Chairman)  
Cllr Colin Cross  
Cllr Caspar Hancock  
Cllr Lisanne Mealing  
Cllr Suzie Powell-Cullingford  
Cllr Vernon Wood  
Jim Morris, Clerk of the Council

**Apologies:** Cllr Richard Ayears

**Also present:** 2 members of the public

**01/17** ELECTION OF CHAIRMAN

Cllr Jennie Cliff was nominated as Chairman by Cllr Mealing, seconded by Cllr Powell-Cullingford and unanimously elected Chairman of the Parish Council for the forthcoming year.

**02/17** ACCEPTANCE OF THE OFFICE OF CHAIRMAN

Cllr Cliff signed the declaration of acceptance for the office of Chairman

**03/17** ELECTION OF VICE CHAIRMAN

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

**04/17** ACCEPTANCE OF THE OFFICE OF VICE-CHAIRMAN

Cllr Hancock signed the declaration of acceptance for the office of Vice-Chairman

**05/17** APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Ayears

**06/17** DISCLOSURES OF INTEREST

Cllr Cliff declared a non-pecuniary interest in Agenda item 13 'Correspondence': Cllr Cliff's spouse was an Allotment plot holder

Cllr Powell-Cullingford declared a non-pecuniary interest in Agenda item 18 'Village Hall': Cllr Powell-Cullingford was an elected member of the Village Hall board of Trustees

Cllr Wood declared a non-pecuniary interest in Agenda item 18 'Village Hall': Cllr Wood represented the Bonfire Committee on the Village Hall board of Trustees

**07/17** THE GENERAL POWER OF COMPETENCE

Under Part 1 of the Localism Act 2011, provision is made for local authorities to have a general power of competence (GPC). This means that eligible parish councils in England can have the power to do anything that generally individuals can do. The power can be exercised in any way whatever, including:

- a. Anywhere in the UK or elsewhere  
 b. For a commercial purpose or otherwise for a charge or without a charge, and  
 c. For, or otherwise than for, the benefit of the authority, its area, or persons resident or present in the area  
 A parish council is eligible if it comes within the compass of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The Order lays down the eligibility criteria:

1. The council has resolved at a meeting of the council and each subsequent relevant annual meeting that it meets the conditions below.

2. (1) At the time a resolution under paragraph 1 is passed: (a) the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council; (b) the Clerk to the parish council holds: (i) the Certificate in Local Council Administration; (ii) one of the other relevant qualifications.

It was **RESOLVED: That Ripley Parish Council met the conditions set out in Localism Act 2011 and was eligible to use the General Power of Competence**

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

#### **08/17** NEIGHBOURHOOD PLAN

Members received a report from the Chairman of the Lovelace Neighbourhood Plan Steering Group on recent progress with the Plan. Draft 1 was complete, bar some finishing touches, and was due to be sent to consultants for comment and analysis. At 70 pages, with a further 56 pages of Appendices, it was likely that some editing would be suggested. Air quality monitoring had begun recently. Initial results showed that EU levels were being consistently breached by significant amounts, and this information had serious implications for the two local Primary Schools. It was felt that air quality was very newsworthy and that the information would help to determine Neighbourhood Plan policies. Clearly action had to be taken to mitigate the pollution from local traffic. Air quality on Ripley High Street was found to be worse than at the nearby Ockham Bites site near to the A3/M25 junction. The Plan had to remain agnostic regarding local strategic sites. The next stages of progress were discussed. Once the Plan was classed as 'emerging', it would inform Guildford Borough Council's Planning Policies. It was anticipated that a referendum would be held in spring 2018.

It was **RESOLVED: That the report be noted. The Chairman of the LNPG was thanked for delivering the report.**

The order of business as per the published Agenda was resumed

#### **09/17** APPOINTMENT OF COMMITTEES, WORKING GROUPS, & REPRESENTATIVES TO OUTSIDE BODIES

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):  
 Cllrs Ayears (Chairman), Cliff, Hancock, Mealing, Powell-Cullingford, and Wood

**Christmas Event Committee:**  
 Cllrs Cliff, Mealing, Powell-Cullingford, and Wood

After some discussion, it was resolved that the Committees tasked with Communication & Liaison, and Leisure & Facilities, would be disbanded. Items covering those topics were placed on full council Agendas.

**Finance Working Group:**  
 Cllrs Ayears, Cross, Mealing, and Powell-Cullingford

**Nature Reserve Working Group:**  
 Cllrs Cliff, Hancock, Powell-Cullingford (Chairman), and Wood

The following representatives were appointed to outside bodies:

<b>Cluster Group meeting</b>	All councillors as availability dictates
<b>Police</b>	Cllr Ayears
<b>Press</b>	Parish Clerk
<b>RideLondon [sic]</b>	Cllr Cliff and Cllr Wood
<b>Ripley Farmers' Market</b>	Cllr Mealing
<b>Ripley &amp; Send Matters</b>	Cllr Cliff
<b>Surrey ALC</b>	Cllr Cliff

**Village Hall Management**      Cllr Wood  
**Village Hall Trustees**      Cllr Mealing

Parish Representatives for charities:

**Anne Haynes Charity**    Marianne Jones  
**Smiths Charity**          Geoff Richardson and David Conisbee

#### 10/17 MINUTES

The Minutes of the meeting held on Thursday 20<sup>th</sup> April 2017 were received, confirmed, and signed as a true and correct record by the Chairperson.

#### 11/17 CHAIRMAN'S REPORT

The meeting received a report from the parish council Chairman. The Chairman was grateful for the response to the recent Annual Parish Meeting and thanked the Village Hall Trustees for putting on a good show. A gate on The Green had been left open after a recent Farmers' Market. The parish council representative to the Committee was asked to feed the information back. The recent Ripley & Send Matters AGM had been attended and it had been a very positive evening. The Chairman had visited GBC's Conservation Team to discuss the recent Ripley Conservation Area Appraisal and most of the parish council's suggestions had been accepted. A Local Listing could be sought for individual cottages on the Milk Road. Blanket invites to the local schools would be offered ahead of the opening of the new Nature Reserve.

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

#### 12/17 CLERK'S REPORT

The meeting received a verbal report from the parish council Clerk

- Social Media training course

The Clerk had attended a recent Social Media training course along with Cllr Powell-Cullingford. There were several social media channels available for potential parish council use. There was no doubt that social media is becoming one of the main ways of communicating in the digital age. It could be used as a tool for finding and disseminating information, for receiving feedback, and for promoting engagement with the community. Social media had the potential to be harnessed for helping with emergency planning, communicating council decisions, and promoting events. Facebook was an interactive platform which could be used to engage with the community. 44% of its 33,000,000 users were aged 35+. For small fees, content can be targeted at users by geographical location, gender, age, etc. Live videos could be streamed, and other users could comment on and 'like' posts. A local person had offered to give further training on Facebook at start of June, with particular regard to the Nature Reserve. Twitter provided a platform for communicating council aims and objectives. Other users would be able to engage with posts and enter into conversation. Hashtags (#) and retweets could reach new audiences and links to websites could be posted. It appeared to be used a lot by politicians and journalists, businesses, organisations and charities, and those interested in such disciplines. Part of the training course included how to set up a twitter profile: [www.twitter.com/ripleyparish](http://www.twitter.com/ripleyparish) Lots of people and businesses were apparently using LinkedIn although the training course hadn't particularly focussed on this. Instagram was a picture sharing site most similar to twitter, and was possibly quite time consuming. Campaign Monitor or Mail Chimp offered email services through which large amounts of people could receive direct a communication. It was thought that this could be very useful for mediating parish council Agendas, decisions, and upcoming events. Although a free service was available on Mail Chimp, a basic package (£9 - £21) could help the council increase its visibility and 'brand'.

It was **RESOLVED: That the Clerk's Report be noted. The parish council would see what benefits twitter could provide and assess the benefits of other social media channels. Cllrs Mealing and Powell-Cullingford asked to attend the forthcoming meeting with a local social media guru. A Ripley Parish Council Social Media Policy was approved.**

#### 13/17 CHARITY ACCOUNTS

The meeting received and considered the accounts of the Henry Smith Charity (attached to record Minutes), which provided for residents of Ripley Parish

It was **RESOLVED: That the accounts be noted**

**14/17** CORRESPONDENCE (copies attached to record Minutes)

i) Insurance information regarding polytunnels

It was **RESOLVED: To write to all Allotment plot holders asking for proof of insurance for polytunnels installed at the site**

ii) Polytunnel request from an Allotment plot holder

It was **RESOLVED: To approve the request, subject to the insurance information requested as per Minute 14/17i**

iii) Correspondence regarding placing a Community Noticeboard on the gable wall of the Old Saddlery

It was **RESOLVED: That the idea of placing a Community Noticeboard at the site would not be pursued. Alternative sites for a noticeboard would be considered**

**15/17** FINANCE

Members received and noted the schedule of accounts received and paid for the period from 1/4/17 to 30/4/17, totalling £12,919.01 (copy attached to record minutes).

Cheques for authorisation were presented by the Parish Clerk.

It was **RESOLVED: That,**

**a) The schedule of accounts received and paid for the period 1/4/17 to 30/4/17, totalling £12,919.01 be approved**

**b) Cheques presented for authorisation be approved and signed**

**16/17** PLANNING & ENVIRONMENT

Members received and considered matters ongoing under the remit of the Planning & Environment Committee:

- Minutes of the P&E Committee meeting held on 3/4/17 (attached to record Minutes)
- SID schedule and results to date, with information on the scheme from Surrey Police and Surrey County Council (attached to record Minutes)
- 20mph speed limit
- Restrictive covenants
- Three Farms Meadows (TFM) Planning Inquiry
- GBC draft Local Plan
- West End Cottages

It was **RESOLVED: That,**

**a) The Minutes of the Planning & Environment Committee meeting held on 3/4/17 be noted**

**b) The speed indicator unit results be noted**

**c) The concept of having a 20mph village speed limit would be pursued by Cllr Cross working with Horsleys Division Cllr Julie Iles**

**d) Letters to local landowners regarding the parish council's restrictive covenants be approved**

**e) The report on the TFM Planning Inquiry be noted. A meeting with other Rule 6(6) parties was scheduled to take place on 24/5/17**

**f) The report on the GBC Local Plan be noted. The next iteration of the Plan had been passed onward to further public consultation, despite strong opposition led by Cllr Cross. A cost of up to £2,500 was approved for further analysis and comment by the parish council's retained QC. An extra edition of The Parish Review would be produced in order to encourage residents to enter comments**

**g) The brief report on a new sign that had appeared at West End Cottages be noted. Previous Minutes would be checked in order to rediscover any relevant former resolutions**

**17/17** LEISURE & FACILITIES

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

- Schedule for flail mowing on The Green (attached to record Minutes)
- Estimate for posts on The Green (attached to record Minutes)
- GBC Press Release regarding the 'Great Get Together' (attached to record Minutes)
- Information from SCC regarding PRow maintenance funding (attached to record Minutes)

It was **RESOLVED: That,**

**a) The information provided regarding acid grassland was inadequate. The offer of a spring cut was not regarded as necessary, although the autumn cut would be welcomed**

**b) The estimate be noted. It was unclear whether VAT was added or not to the estimate. The parish council resolved to proceed with areas 1, 5, 6, and 7, with area 8 to be added if VAT had been included in the price. Recent communication from Surrey County Council had been received, which approved**

the parish council's request for a grant towards installing posts along the Milk Road in order to halt the erosion of the bank

c) The Press Release be noted

d) The information from Surrey County Council be noted. Members were disappointed with the apparent disregard from SCC over rural PRow issues

#### 18/17 COMMUNITY GOVERNANCE REVIEW

Members received and considered a report from Cllr Cross regarding the potential Community Governance Review. An informal meeting had been held with representatives of Ockham Parish Council. It was hoped that the media attention generated could cause embarrassment for GBC over its continuation with the current draft Local Plan.

It was **RESOLVED: That report be noted. The notion of carrying out a CGR would continue to be pursued**

#### 19/17 VILLAGE HALL

Members received and considered a report from Cllr Mealing on the recent meeting of the Village Hall Trustees. The recent meeting had discussed fundraising and the successful recent mediation of the idea for a new Hall at the parish council's APM. Internal systems such as financial and operational requirements were being discussed, including Health & Safety, fire alarms, etc. Pre-application advice was due to be sought, and fundraising events were likely to be held through to spring 2018

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

#### 20/17 NATURE RESERVE

Members received and considered a report from Cllr Powell-Cullingford on recent meetings of the Nature Reserve Working Group and progress with the site. The Risk Assessment for the site had been prepared and a site visit undertaken with the auditor for the Assessment. The next iteration would be sent to the auditor for comment. Health & Safety Executive (HSE) approved signs had been purchased and were due to be installed. Cllr Wood had worked incredibly hard to create signs for each entrance to the site. The list of invitees to the site's grand opening was discussed

It was **RESOLVED: That report be noted. The Nature Reserve Risk Assessment was adopted, subject to any changes suggested by the auditor**

#### 21/17 ANNUAL PARISH MEETING

Members received and considered a report on the recent Annual Parish Meeting (APM). The Chairman thanked the Village Hall Trustees and all those who attended for making the evening very memorable

It was **RESOLVED: That the report on the APM be noted**

#### 22/17 REVIEW OF COUNCIL POLICIES

Members received and considered the parish council's Code of Conduct. The document was based upon Guildford Borough Council's version.

It was **RESOLVED: That the National Association of Local Councils (NALC) version be considered at a future meeting**

#### 23/17 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

NALC guidelines on parish council Code of Conduct, Standing Orders, & Financial Regulations was suggested

#### 24/17 DATE OF THE NEXT PARISH COUNCIL MEETING

The next meeting of the parish council was scheduled to take place on Thursday 15<sup>th</sup> June 2017, at the Parish Council Office.

The meeting closed at 2205hrs.

Date:

Chairman