



Ripley Parish Council Office, Victory House, High Street, GU23 6AF

11th October 2023

To: All Ripley Parish Councillors

You are hereby summoned to attend the meeting of **RIPLEY PARISH COUNCIL** to be held at **Victory House** on **Tuesday 17th October 2023 at 1900hrs** for the purpose of transacting the following business. Members of the public and press have a right and are cordially invited to be present at the meeting. There will be an opportunity to address the Council under item 3 of the Agenda.

A handwritten signature in black ink, appearing to read "E. Harrison".

Ruth Harrison
Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

To RECEIVE any apologies for absence from Ripley Parish Council members

2. DISCLOSURE OF INTERESTS

To RECEIVE any disclosure by members of non-pecuniary interests in agenda items
To RECEIVE any written requests for new disclosable pecuniary interests dispensations.
Without a dispensation, members may neither participate in discussion on a matter nor vote.

3. PUBLIC QUESTIONS

To RECEIVE and CONSIDER questions from members of the public

4. MINUTES

To RECEIVE and SIGN as a correct record the Minutes of the Ripley Parish Council Meeting held on Wednesday 20th September 2023 (Appendix A)

5. MATTERS ARISING

To RECEIVE and CONSIDER a list of the parish council's current actions and matters arising (Appendix B)

6. CHAIRPERSON'S REPORT

To RECEIVE and CONSIDER a report from the Parish Council Chairperson.

7. REPRESENTATIVES' REPORTS

8. FINANCE

- i) **To RECEIVE and APPROVE** the schedule of accounts received and paid for the period 01.09.23 – 30.09.23 totalling £52,010.48 (Appendix C).
- ii) **To RECEIVE and APPROVE** any invoices presented for payment by the Parish Clerk.
- iii) **To RECEIVE and APPROVE** Interim Internal Audit Report for year ending March 2024 (Appendix D)
- iv) **To RECEIVE and CONSIDER** a report on the recent meeting of the Finance Working Group (including draft budget)
- v) **To RECEIVE and APPROVE** allotment fees for 2025 following Finance Working Group meeting (Appendix E)

9. LEISURE & FACILITIES

To RECEIVE and CONSIDER Leisure & Facilities matters:

- i) Ripley Village Hall.
- ii) Correspondence: Request for a tree (Appendix F)
- iii) Correspondence: Litter/Dog Waste container emptying (Appendix G)
- iv) Updated policy for the green (Appendix H)
- v) Christmas Fair – Raffle, Marshalling, Lights (Appendix I)

10. COMMUNICATION & LIAISON

To RECEIVE and CONSIDER Communication & Liaison matters:

- i) Minutes P&E Committee meetings held 16.08.2023 (Appendix J)
- ii) Report on 4 Year Strategy Working Group (Appendix K)
- iii) Report on Climate and Biodiversity Working Group
- iv) Report on Communication and Liaison Working Group
- v) Report on recent meetings of the Ripley Business Association
- vi) Report on recent meetings of Ripley & Send Matters
- vii) Parish Councillor Communication

11. ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

To RECEIVE from members any items for inclusion on the Agenda of a future meeting

12. DATE OF THE NEXT PARISH COUNCIL MEETING

To NOTE the date of the next parish council meeting: **Wednesday 15th November 2023**



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MINUTES of RIPLEY PARISH COUNCIL MEETING held on WEDNESDAY 20th SEPTEMBER 2023 at 1900HRS at VICTORY HOUSE, HIGH STREET, RIPLEY.

Present: Cllr Ian Baker
 Cllr Rowland Cornell (Chairperson)
 Cllr Sarah Gill
 Jess Caine, Assistant Clerk
 Ruth Harrison, Clerk of the Council
 Jim Morris, PSLCC
 Cllr Pat Oven, Send & Lovelace Ward representative
 5 members of the public

061/23 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Ayears, Cllr Bimson, Cllr McLaughlin and Cllr Shoesmith.

062/23 DISCLOSURES OF INTERESTS

No disclosures of interest were received.

063/23 PUBLIC QUESTIONS

A parishioner thanked Jim Morris for his service to the Parish and offered confidence in the new Clerk. They thanked the Parish Council for their support in a recent incident involving a family member. They requested that the Parish Council removed the trees which look dead near Dunsborough Lodges.

RESPONSE: The Council would monitor the situation and further assess in Spring once it was possible to see if the trees would recover.

A parishioner wanted to raise the importance of playground facilities. In her opinion the playground in Ripley needed investment. She considered that parents often travelled to other playgrounds with better facilities.

RESPONSE: The Council responded that the playground was safe but takes considerable funds and investment to replace equipment. The Council suggested that if the parishioner was willing to set up a playground working party then this was a possibility. The parishioner would leave her contact details.

Paul Kennedy from the Liberal Democrat party asked for an update regarding Ripley Primary School.

RESPONSE: As far as the Council was aware, the Diocese had appealed the decision in regards to the Section 554 order and the outcome was awaited. The school was going to be used for educational purposes for Children with Special Educational Needs.

A parishioner brought it to the attention of the Council the wild camping taking place on and near The Green. He asked what action the council were taking. He also noted that local traders were parking overflow vehicles around The Green.

RESPONSE: The Council responded that it was aware of the issues and that overnight stopping was in contravention of the bye laws. The Council was actively encouraging campers to move on and make them aware of the bye laws. A message would be sent to Surrey County Council Officers for advice and potential wording for a sign.

064/23 MINUTES

The minutes of the meeting held on Wednesday 19th July were received, confirmed, and signed as a true and correct record by the Chairperson.

065/23 MATTERS ARISING

Members received and considered a list of matters arising from the minutes of previous meetings.

146/22 MATTERS ARISING

ACTION ARISING: Cllr Cornell to review structures at Nature Reserve.

It was RESOLVED: Cllr Cornell had reviewed the structures at the Nature Reserve. He was satisfied with the condition and will check again in summer 2024.

042/23 LEISURE & FACILITIES

ACTION ARISING: New roundabout to be purchased.

It was RESOLVED: To review at the next Finance and General Purposes Working Group meeting at which year to date expenditure was due to be considered.

050/23 PUBLIC QUESTIONS

ACTION ARISING: Council to consider its hiring policy of the Green with regards to noise level and appropriate finish time.

It was RESOLVED: Clerk to draft additional wording into the hiring policy as circulate by email to Cllrs.

053/23 CHAIRPERSON'S REPORT

ACTION ARISING: Clerk to respond to Parks and Streetscene department at GBC requesting relocation of bin.

It was RESOLVED: Clerk had responded and Parks and Streetscene department at GBC was only willing to remove not relocate the bin. Council requested this be discussed again at future meeting.

054/23 REPRESENTATIVE'S REPORTS

ACTION ARISING: Add to next Planning and Environment Committee agenda to discuss potential support given to GBC.

It was RESOLVED: Council decided there was no requirement for additional support.

056/23 CLIMATE AND BIODIVERSITY

ACTION ARISING: New guidance: 'Complying with biodiversity duty' and that all Councillors involved should read this.

It was RESOLVED: This would be deferred for a future meeting until more Councillors were present.

057/23 LEISURE AND FACILITIES

ACTION ARISING: Cllr Gill to try and help mediate between Toby Cottage and Ripley Village Hall.

It was RESOLVED: The situation had now been resolved between the two parties involved.

ACTION ARISING: A quotation to be requested for the tree works separating the different levels of urgency.

It was RESOLVED: A quotation had been requested but not received.

ACTION ARISING: Site for the memorial bench -The clerk to respond on behalf of the council expressing for the preference of the location to be at 'C'.

It was RESOLVED: The bench quote was deemed too expensive, and a plaque would be put on existing bench instead.

058/23 COMMUNICATION & LIAISON

ACTION ARISING: Ripley and Send matters would be used to update the public on the new Councillors and Clerks and key topics. The Councillors noted who would write each section before the deadline of 24th July.

It was RESOLVED: The public had been updated.

ACTION ARISING: Co-option of three Parish members to the Borough Council's Corporate Governance and Standards Committee for the period 2023-27 - Clerk to respond by 21st July with Council's vote in support of Julia Osborn, Simon Schofield and Tim Wolfenden.

It was RESOLVED: Clerk made response by 21st July.

066/23 VICE-CHAIRPERSON'S REPORT

Cllr Cornell thanked the other Cllrs for their work over the last month when he had been particularly busy with work. He noted that Ripley, with Ockham, Hatchford and Downside welcomed a new Vicar the Rev'd Anna Norton.

067/23 REPRESENTATIVES' REPORTS

Cllr Pat Oven brought to the attention of the Council the withdrawing of CFGA funding by GBC. He discussed Phase 2 of the Burnt Common Warehouse plans which as Phase 1 had already been given approval was likely to go ahead. He went on to discuss the Travelling Showpeople's section of Garlick's Arch. Currently 6 people had objected and this would need to be as high as 20 for the objectors to have a right to speak at GBC's Planning Committee.

068/23 FINANCE

Members received and considered matters ongoing under the auspices of parish council finance:

- i) Schedule of accounts received and paid for the period 01.07.23 – 31.08.23 totalling £16,775.85 (attached to record Minutes).

It was RESOLVED: That the schedule of accounts received and paid for the period 01.07.23 – 31.08.23 totalling £16,775.85 be approved.

- ii) Members received and considered invoices circulate by the Clerk.

It was RESOLVED: Councillors approved the invoices.

- iii) Ripley Parish Council's Annual Governance & Accountability Return S3 and Notice of Conclusion of Audit had been received from PKF Littlejohn. No issues had been raised by the external auditor.

It was RESOLVED: That the Annual Governance & Accountability Return S3 and Notice of Conclusion of Audit be approved.

- iv) Cllrs had received communication regarding the withdrawal of CFGA funding.

It was RESOLVED: It was noted and Cllrs would need to decide how the new roundabout and Christmas lights would be funded going forward.

- v) Councillors discussed the communication received regarding Councillor's allowances.
It was RESOLVED: Nil return as Councillors had no allowances.

069/23 LEISURE AND FACILITIES

- i) Ripley Village Hall – no updates.
- ii) Cllrs considered a Bench application.

It was RESOLVED: Clerk to discuss with parishioner replacing the bench on the green nearest Newark Lane which is in need of repair.

- iii) Cllrs considered the damage to a bollard in the village.

It was RESOLVED: After consultation with the Send and Ripley history society, that the bollard was still in tact and no further repair was required.

- iv) Cllrs considered the need for an extra Cllr for the Nature Reserve Working Group.

It was RESOLVED: Cllr Cornell would join the group.

- v) Cllrs discussed the *Hedgehog Highway Project*.

It was RESOLVED: Although Cllrs like the project unfortunately there were no funds for it.

070/23 COMMUNICATION & LIAISON

- i) Minutes P&E Committee meetings held 14.06.2023, 04.07.2023 & 19.07.23

It was RESOLVED: Committee minutes be noted.

- ii) Report on 4 Year Strategy Working Group.

It was RESOLVED: Cllr Bimson had provided a detailed written report. With only 3 Cllrs present at the meeting it was decided to defer the decision making to a future meeting where more Cllrs would be present.

- iii) Report on Climate and Biodiversity Working Group.

It was RESOLVED: Cllr Bimson had provided a detailed written report. With only 3 Cllrs present at the meeting it was decided to defer the decision making to a future meeting where more Cllrs would be present.

- iv) Report on Communication and Liaison Working Group.

It was RESOLVED: Cllr Bimson had provided a detailed written report. With only 3 Cllrs present at the meeting it was decided to defer the decision making to a future meeting where more Cllrs would be present.

- v) Report on recent meetings of the Ripley Business Association – no updates.

- vi) Report on recent meetings of Ripley & Send Matters.

It was RESOLVED: It was noted that Scott Hutchinson was taking over from Andy James, but they would produce the Christmas edition together.

- vii) Horsleys Division Notice of Election.

It was RESOLVED: It was noted.

- viii) Correspondence on the consultation on draft recommendations for division boundaries in Surrey has begun.

It was RESOLVED: It was noted.

071/23 ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

No items suggested.

072/23 DATE OF THE NEXT PARISH COUNCIL MEETING

The parish council's next meeting was scheduled to take place on Tuesday 17th October 2023, at Victory House at 1900hrs.

073/23 EXCLUSION OF PUBLIC & PRESS

Members of the public and press were excluded from the remainder of the meeting in accordance with Ripley Parish Council Standing Order 10, a, xi.

074/23 WORKPLACE PENSION

Cllrs discussed options for a workplace pension for the new members of staff.

It was RESOLVED: The government run scheme NEST was considered the most suitable option.

The meeting closed at 20.15 hrs.

Date:

Chairperson



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MATTERS ARISING from the MINUTES of RIPLEY PARISH COUNCIL MEETING held on WEDNESDAY 20th SEPTEMBER 2023 at 1900hrs.

136/22 REPRESENTATIVES' REPORTS

ACTION ARISING: Council to calculate its carbon footprint.

137/22 FINANCE

ACTION ARISING: Garlick's Arch Band D allocations to remain on Matters Arising.

042/23 LEISURE & FACILITIES

ACTION ARISING: New roundabout to be purchased. To be reviewed at Finance and General Purposes Working Group meeting on 11th October 2023.

050/23 PUBLIC QUESTIONS

ACTION ARISING: Council to consider its hiring policy of the Green with regards to noise level and appropriate finish time. Clerk to draft additional wording into the hiring policy and circulate by email to Cllrs.

053/23 CHAIRPERSON'S REPORT

ACTION ARISING: Clerk to respond to Parks and Streetscene department at GBC requesting relocation of bin.
 Clerk had responded, and Parks and Streetscene department at GBC was only willing to remove not relocate the bin. Council requested this be discussed again at future meeting.

056/23 CLIMATE AND BIODIVERSITY

ACTION ARISING: New guidance: 'Complying with biodiversity duty' and that all Councillors involved should read this.

057/23 LEISURE AND FACILITIES

ACTION ARISING: A quotation to be requested for the tree works separating the different levels of urgency.

ACTION ARISING: Treatment of OPM to be considered in high priority areas including playground, picnic benches, parking near the playground, and high use footpaths. Clerk to produce map of priority 'red areas' for potential budget in future years. Notices would go up alerting the public to the potential of OPM.

058/23 COMMUNICATION & LIAISON

ACTION ARISING: The tagline on the website would be updated with Cllr Bimson working with Jess Caine to produce a first suggestion.

063/23 PUBLIC QUESTIONS

ACTION ARISING: Clerk to email Surrey County Council Officers for advice and potential wording for a sign regarding no overnight camping.

069/23 LEISURE AND FACILITIES

ACTION ARISING: Clerk to discuss with parishioner replacing the bench on the green nearest Newark Lane which was in need of repair.

Date: 04/10/2023

Ripley Parish Council

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Time: 13:06

Cashbook 4

User: RUTH

Unity Current

Payments made between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
04/09/2023	Co-Op	CD2328	8.80			4036 103	8.80	Office Costs - stamps
04/09/2023	Apple Distribution Ltd	CD2329	2.99			4032 103	2.99	Office costs - apple
04/09/2023	Co-Op	CD2330	1.60		0.27	4026 102	1.33	Council costs - fizzy water
04/09/2023	Guildford Borough Council	CD2331	41.00			4110 111	41.00	Christmas -notices
04/09/2023	Guildford Lock & Safe	CD2332	91.50		15.25	4063 106	76.25	General Maintenance - keys
04/09/2023	Dell corporation Ltd	CD2333	659.00		109.83	4035 103	549.17	Office costs - new laptop
						341	-549.17	Office costs - new laptop
						6000 103	549.17	Office costs - new laptop
04/09/2023	Post Office Ltd	CD2334	6.85			4036 103	6.85	Special delivery
04/09/2023	ALCC	CD2335	50.00			4011 101	50.00	ALCC union membership
04/09/2023	ALCC	CD2336	50.00			4011 101	50.00	ALCC union membership
04/09/2023	Lyreco UK Ltd	CD2337	64.52		10.75	4034 103	53.77	Noticeboard, magnets, stationery
04/09/2023	Lloyds Bank Commercial Card	CD2338	3.00			4040 104	3.00	Credit card
20/09/2023	Guy Marshall	2023054	471.00			4091 109	135.00	Burial Ground
						4102 110	48.00	Orchard
						4051 105	288.00	The Green
20/09/2023	Little Waitrose & Shell BC	2023054A	15.54		2.59	4062 106	12.95	Strimmer and mower
20/09/2023	Emma Morris	2023055	195.00			4054 105	195.00	The Green - loos
20/09/2023	Dell corporation Ltd	2023056	626.05		104.34	4035 103	521.71	Office Costs
						341	-521.71	Office Costs
						6000 103	521.71	Office Costs
20/09/2023	Cluskey's CCP Ltd	2023057	85.16		14.20	4054 105	70.96	The Green loo cleaning materials
20/09/2023	Guildford Registry	2023058	317.00		44.00	4092 109	273.00	Burial ground specific works
20/09/2023	K H Heating and Plumbing	2023059	70.20		11.70	4054 105	58.50	Blocked loo
20/09/2023	Hire Services (Southern) Ltd	2023061	14.86		2.48	4061 106	12.38	strimmer line
20/09/2023	Ripley Village Hall	2023062	105.31			4031 103	105.31	Office Costs - services
20/09/2023	British Gas	2023062A	55.50		2.64	4031 103	52.86	Office Costs - Electric
20/09/2023	Chatter Telecommunications Ltd	2023062B	23.25		3.88	4031 103	19.37	Office Costs - broadband
20/09/2023	HM Revenue and Customs	2023066	3,009.58			4001 100	3,009.58	PAYE/NI
20/09/2023	Clear Councils	2023067	1,122.35			4010 101	1,122.35	Annual insurance
20/09/2023	RBS Software Solutions	2023068	30.00		5.00	4032 103	25.00	Office costs

Subtotal Carried Forward:

7,120.06

0.00

326.93

6,793.13

Date: 04/10/2023

Ripley Parish Council

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Time: 13:06

Cashbook 4

User: RUTH

Unity Current

Payments made between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
20/09/2023	Surrey ALC Ltd	2023069	96.00		16.00	4020 102	40.00	Cllr attendance SALC conf
						4022 102	40.00	Staff attendance SALC conf
20/09/2023	PKF Littlejohn LLP	2023070	504.00		84.00	4017 101	420.00	External Audit
20/09/2023	Chatter Telecommunications Ltd	DDCHAT	16.74		2.79	4033 103	13.95	Office Costs
20/09/2023	ECOTRICITY	DDECO	17.47		0.83	4060 106	16.64	electricity supply lock up
21/09/2023	Unity Instant Access	PRCPT	40,000.00			204	40,000.00	Precept
27/09/2023	Surrey Office Supplies	2023060	282.00		47.00	4035 103	235.00	Surrey Office Supplies
						341	-235.00	Surrey Office Supplies
						6000 103	235.00	Surrey Office Supplies
29/09/2023	Jess Caine	2023063				4000 100		Staff Costs September salary
29/09/2023	Ruth Harrison	2023064				4000 100		Staff Costs
29/09/2023	Jim Morris	2023065				4000 100		Staff costs - Sept salary
29/09/2023	Unity Trust Bank	2023071	0.60			4040 104	0.60	Fee for paying in cheques
29/09/2023	Standard Life Assurance LTD	STDLF				4003 100		Staff Costs - employee
						4002 100		Staff Costs - employer
30/09/2023	Unity Trust Bank	2023072	30.45			4040 104	30.45	Finance Service Charge
Total Payments:			52,010.48	0.00	477.55		51,532.93	



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Our Ref: MARK/RIP001

Mr J Morris
Ripley Parish Council
Victory House
Ripley
Surrey
GU23 6AF

26th September 2023

Dear Jim

Re: Ripley Parish Council
Internal Audit Year Ended 31 March 2024

Executive summary

Following completion of our interim internal audit on 26th September 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

The interim audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.ripleyparishcouncil.gov.uk

Our sample testing did not uncover any errors or misstatements that are required to be reported to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

The councillors and clerk appear to be well informed with evidence showing that councillor & clerk training has taken place. Communication between the office and councillor is professional and business like.

There is evidence of council taking measured decisions using the reports and financial information provided by the clerk. It is therefore clear the council takes governance, policies and procedures seriously and I am therefor pleased to report that overall, the systems and procedures you have in place are fit for purpose.

Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is our opinion that the systems and internal procedures at Ripley Parish Council are fit for purpose and more importantly followed by councillors and office staff alike.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years’ experience in the financial sector with the last 20 years specialising in local government finance and internal audit.

Engagement Letter

An engagement letter was previously issued to the council covering the internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover. Although the clerk is leaving this year

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

Interim Audit - Points Carried Forward**2023**

Audit Point	Audit Findings	Council comments
BOOKS OF ACCOUNT	The Clerk/RFO has good notes on how to use the system and the various month end procedures – I recommend this is drawn up into a full tick list of month end items to ensure consistency each month.	
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	The clerk was able to demonstrate quotations had been obtained for the bus shelter; however there was little evidence these had been taken to full council for the necessary discussion of the quotes and purchase approvals, although the clerk did affirm they had been discussed with the chair of council at the time. In the light of this, I recommend council review financial regulation 4 and 11.1h for future high value purchases.	
RISK MANAGEMENT AND INSURANCE	Typo in Para 15.1 which refer to regulation 17 in error – I believe this should be 16	
PETTY CASH	I recommend a full rec is drawn up before the year end.	
PAYE	I recommend the PAYE scheme is added to the HMRC business tax account.	

The rates for 2024 have been set by the parish council at:

Parish full plot:	£51.00	Concession:	£34.00
Out of parish full plot:	£90.00	Concession:	£60.00
Parish half plot:	£25.50	Concession:	£17.00
Out of parish half plot:	£45.00	Concession:	£30.00

The proposed rates for 2025 are:

Parish full plot:	£54.00	Concession:	£36.00
Out of parish full plot:	£100.00	Concession:	£70.00
Parish half plot:	£27.00	Concession:	£18.00
Out of parish half plot:	£50.00	Concession:	£35.00

Request for a tree:

Good evening , I am a member of staff at The Half Moon , Ripley .

We recently lost a much loved member of the village (Steve Brown) , we have been collecting from regulars and thought it would be a lovely idea to plant a tree somewhere on the green in his memory , obviously I am now writing to yourselves seeking permission to do this , if our plea is successful could you please let me know what type of tree and where we could plant it looking forward to hearing from you , might actually like to start a locals memorial area within the green , its a little more affordable than the benches and it helps the environment, but maybe that's something for the future . Thanks for taking the time to read and consider .

Regards

Kim

Email regarding Litter/Dog Waste container emptying 02/10/2023, 08:48

Dear Parish Clerk

Guildford Borough Council is undergoing a full review of its current stock and servicing of all litter and dog waste bins across the Borough.

As part of this review, we are looking at how we can best use the resource we have in a more efficient way, and identify bins that are currently emptied/serviced by us that do not fall part of our statutory requirement. In simply terms, a bin/container that is not on the public highway, or land owned by Guildford Borough Council, would fall into this category. This includes all bins on Parish land, land managed by other agencies such as SWT or other estate managers including land managed by SCC.

In order to assist with your budget planning for 24/25, we are writing to let you know that the litter/dog waste bin emptying service, currently provided by the Borough Council on your behalf, will now carry a recharge for the new financial year.

Due to streamlining and operational resources, we can no longer sustain the financial impact that we incur for this service. The calculated travel time, fuel, man hours and disposal costs to attend all non-statutory litter/dog waste bins has unfortunately forced this review. Historically Guildford Borough Council has responded to requests from the different Parish Councils to supply, install and empty bins placed on their land. It is proposed that the current bins, supplied by us in the past, will become an asset of the landowner unless a request to remove it is made prior to the final agreements which we hope to set early in 2024. We recognise that some Parish Councils may want to provide their own containers depending on circumstances, we will of course accommodate these choices. We would also like to be point out, Parish Councils are not obliged to use Guildford Borough Council as their "Contractor" but are free to source any contractor from the open market.

Listed below are the proposed charges for bin emptying, which will be calculated on each bin on your land being emptied once per week Mon - Fri. Seasonal alterations have not been considered at this time, so the pricing is structured around a set number of emptying over one financial year. This will allow for a simple overall calculation of costs for planning purposes as well as an achievable collection regime by our crews.

- **Single container:** This is a container for either litter, dog waste or both which has been determined as a free standing lone container, not considered as part of a vicinity package.
- **Vicinity Package:** More than one free standing container in any one particular area. Example: a playground that has 3 containers all in close proximity to each other would be considered a “Vicinity”.
- **Pricing:** A single container emptied once per week = £340.00 per year
- **Vicinity Package:** The first container of a multiple number of containers emptied once per week = £340.00 per year, the remainder of the containers emptied once per week = £115.00 per year Example: Playground with 3 containers, the first emptied at £340.00 and the other two at £115.00 each. Total cost = £570.00
- **Supply and Install of a standard dual use container:** We can supply and install a standard dual use container on request, this will be recharged at £300.00

Each different Parish, agency or land manager may have different requirements which is why we want to keep the service as simple as possible. I am sure you can appreciate that changing collections at different times of the year, for different Parish Councils, be it seasonal or event driven could lead to some confusion in terms of route planning, therefore I would ask that you give consideration to this when reviewing your requirements going forward.

Kindest regards

Gary Kirk

Team Leader

Parks & Street Scenes

04/10/2023, 15:01

Good afternoon Jim

My apologies for the delay in getting back to you on this, we have been monitoring the situation over the last few weeks in order to get a realistic idea of the requirement.

Our findings show that since the installation of the x2 additional litter bins, one at the bus stop and the replacement outside the shop on the corner of Rose lane, the litter has reduced quite significantly. The area crew has been feeding back on the litter and bin use, and the one stand out issue appears to be that the bin is being used regularly to deposit nappies and bags of domestic waste.

I know you have intimated that your members would prefer to keep the bin rather than remove it, however with the 2 additional bins make a good impact, and the cost to the council to remove and reinstall, my recommendation would be to remove it. We would of course keep an eye on it, but the fact that someone is using it as an additional way to have their domestic waste removed, and the litter is manageable by our crew, I hope you understand this decision.

Please feel free to contact me if there is any questions regarding this issue.

Many thanks

Gary

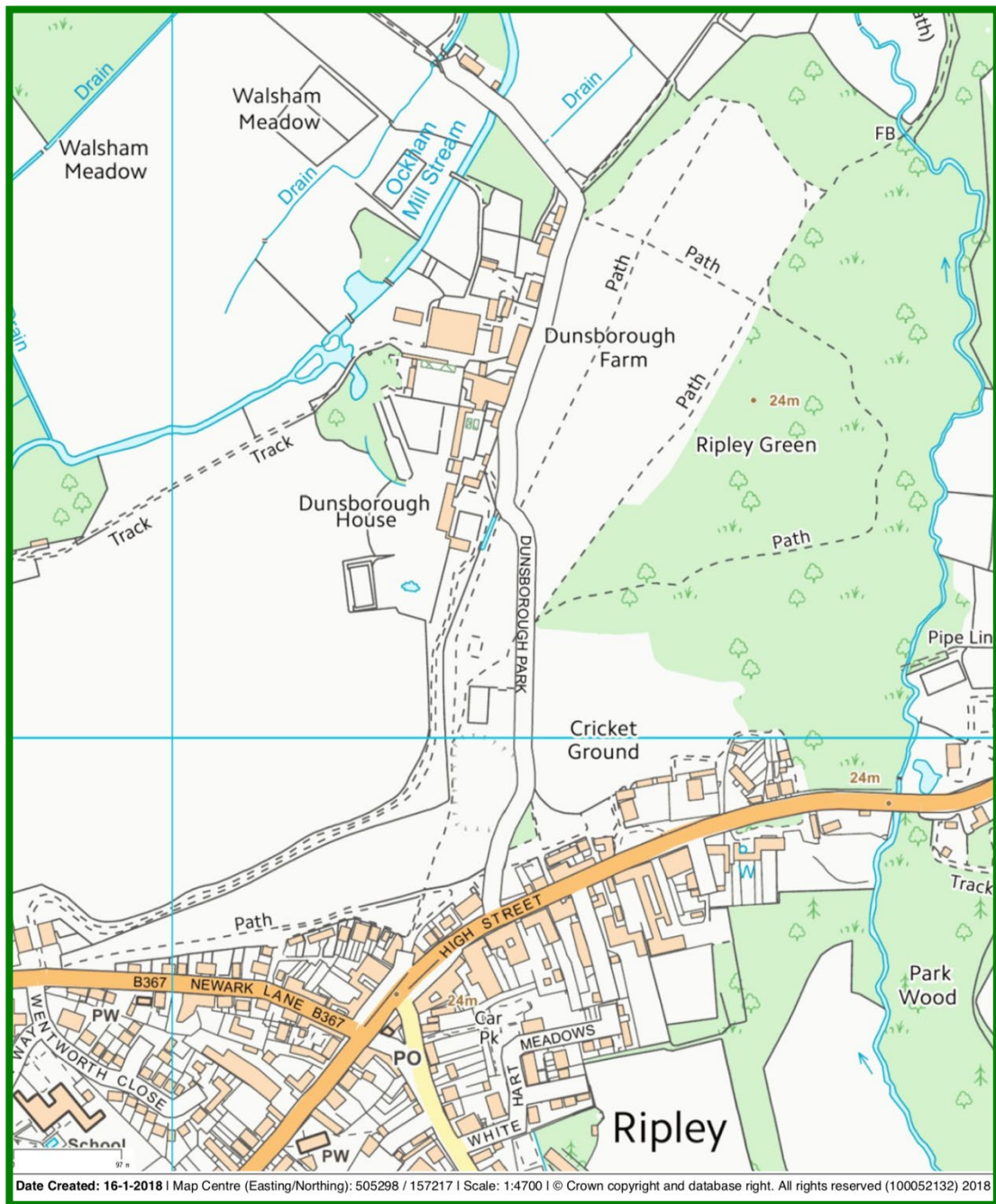


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Policy – Use of The Green

Reviewed and adopted 17/10/2019



1. Introduction

Ripley Village Green is amongst the largest in the UK, covering approximately 68 acres of land. This Policy provides a usage guide to members of the public, organisations, businesses, and charities wishing to use The Green for events.

Ripley Parish Council is committed to managing The Green for the benefit of residents and visitors. General use of The Green would include, for example:

Picnics, barbeques*, and non-organised celebrations

Organised and non-organised sporting events or games

*Please use equipment that does not cause harm to the grass or surface beneath

Some uses of The Green attract a charge, which is thereafter used to support the council's budget for the upkeep of the area. Such uses are, for example:

Markets

Fairs or Circuses

Organised events such as live music

Events that would financially benefit an organisation

This list is not exhaustive. Please contact clerk@ripleyparishcouncil.gov.uk to discuss your proposal.

2. Rules regarding use of The Green

Hirers of The Green are required to either keep gates locked when not in use or to provide a minimum of three marshals for the duration of their event. The same rule applies to the overspill car park.

Arisings from the event booked must be bagged and left in the approved position for collection by Guildford Borough Council Cleansing Services. The Parish Clerk will make arrangements for waste collection.

Hirers of The Green are required to end the event by 11.30pm at the latest, with 30 minutes following allowed for clearing up.

3. Charges for use of The Green

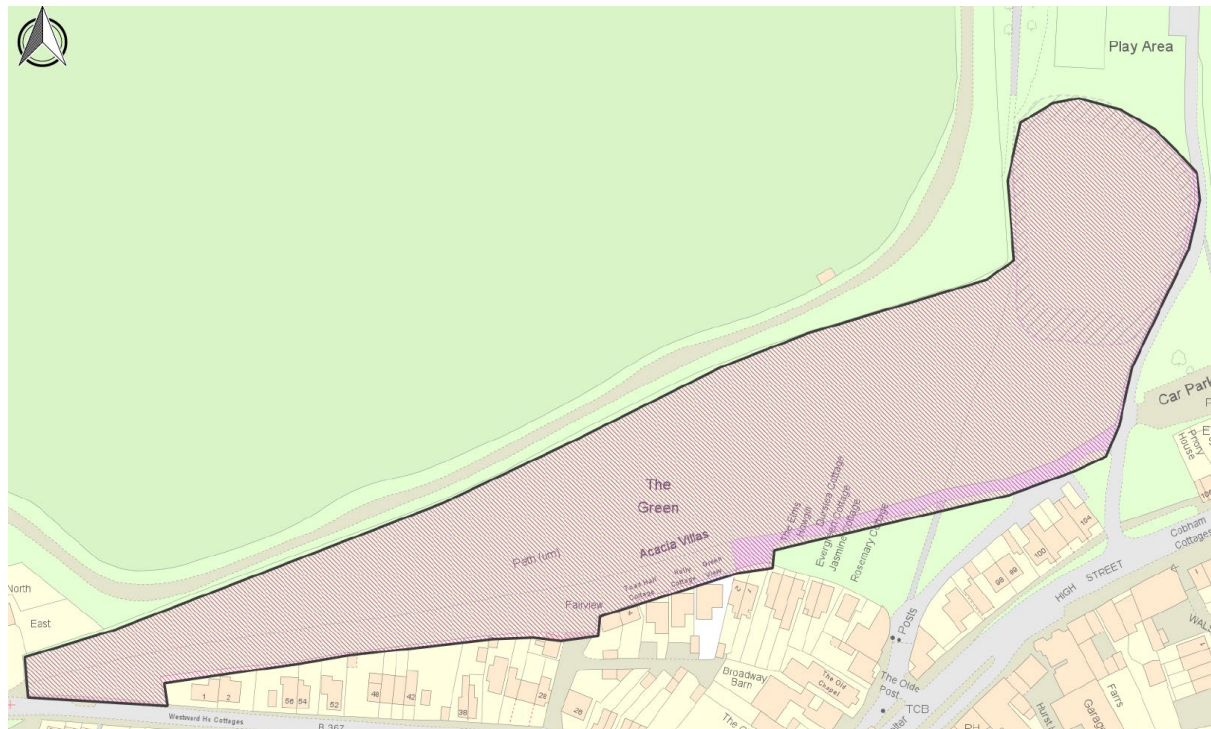
Use of The Green is charged at a daily rate:

Parish organisation	£125 per day
Registered charity	£125 per day
Out of parish rate	£250 per day

Film & Television crews

£1,000 per day

This charge covers use of The Green on all or part of the area between Dunsborough Lodges at the westernmost end and the beacon at the easternmost end, including the former pond dip:

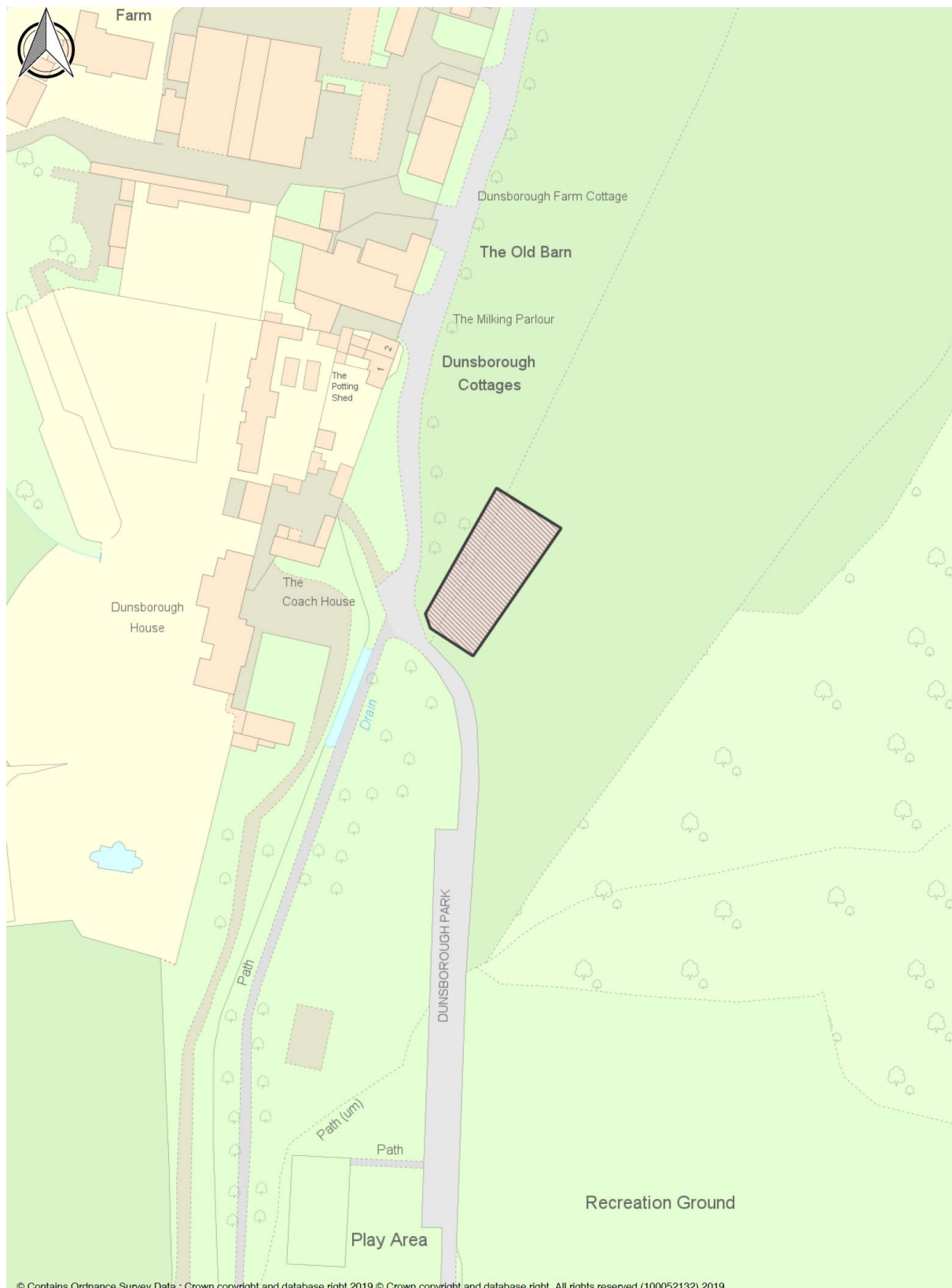


In addition, an overflow car park is available to hire. This is located at the northern end of The Green.

4. Charges for use of The Green Overspill Car Park

Use of The Green overspill car park is charged at a daily rate:

Parish organisation	£25 per day
Registered charity	£25 per day
Out of parish rate	£50 per day



Cost of Christmas Lights:

2020: 7836

2021: 7692

2022: 8408

2023: 12289

2024: 10349

The 2022 cost was lower than it should have been. GBC were approached for solutions for the potentially large increase. The fee was lower than it should have been in 2022 but the extra added on to 2023.



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**MINUTES of RIPLEY PARISH COUNCIL PLANNING & ENVIRONMENT COMMITTEE
MEETING held on WEDNESDAY 16th AUGUST 2023 at 1800HRS at VICTORY HOUSE**

Present: Cllr Ian Baker
Cllr Caroline Bimson
Cllr Rowland Cornell
Cllr Sarah Gill (Chairperson)
Cllr Paddy McLaughlin
Cllr Peter Shoesmith
Jess Caine, Assistant Clerk
Ruth Harrison, Clerk of the Council
Jim Morris, PSLCC
6 members of the public

P&E 037/23 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Ayears.

P&E 038/23 DISCLOSURES OF INTEREST

Cllr Bimson declared an interest in Agenda item 6i: *National Highways - M25 J10/A3 Wisley Interchange Improvement Scheme update; Development Consent Order Regulation 19*. Cllr Bimson was on sabbatical from employment with Atkins.

Cllr Gill declared an interest in Agenda item 5: *Planning Application ref 23/P/01228*. Cllr Gill was an employee of Ferma, based at Teulon House.

P&E 039/23 PUBLIC QUESTIONS

Members of the public from Kiln Lane and nearby came to explain their objections to planning application **23/P/01070**. As residents they were aware that the site was completely unsuitable due to flooding. There were serious concerns regarding the lack of information available about the plan including information about sewerage and drainage. There were concerns over the potential leaking of chemicals from cleaning equipment which would end up in the water course, in particular the River Wey. They noted that the Travelling Showpeople's Guild had spoken at the main planning meeting for Garlick's Arch and said the site was inappropriate. Further concerns were raised by the residents of the unsuitability of Kiln Lane for such vehicular access with the likely subsequent road and verge damage. A resident raised the concerns over noise and the impact on her livery business. The acoustic fencing was a recognition that noise was expected. However, no fencing was planned to the north which leads to ancient woodland. Any encroachment onto the woodland was deemed unacceptable. Residents noted that the boundary line of the application had been kinked to ensure the application was not in flood risk area zone 3. However, this area was known to have serious flooding issues by those who use the site for dog walking. Residents asked that Send & Lovelace Ward Cllr Pat Owen be made aware of the concerns regarding this planning application.

It was RESOLVED: Parish clerk would inform Cllr Owen regarding concerns over planning application 23/P/01070.

A member of the public raised the issue of the Ripley section of the bus 463 which with no prior notice had on multiple occasions not stopped in Ripley due to increased traffic from the roadworks. This would have a serious impact for the disabled and anyone waiting for the bus in Ripley which never arrives. He knew of this happening from other bus users on at least 4 occasions. He had raised his concerns with White Bus. Cllrs considered that there should be better communication from the bus

S. Gill 20/9

company regarding any alterations to the route or timetable amendments to take the planned traffic works into consideration.

It was RESOLVED: A letter would be sent to SCC/White bus from RPC.

P&E 040/23 MINUTES

The Minutes of the Planning & Environment Committee meeting held on Wednesday 19th July 2023 were received, confirmed, and signed as a true and correct record by the Chairperson.

P&E 041/23 PLANNING APPLICATIONS

The Planning & Environment Committee considered the following planning applications, formulated the following observations, and **RESOLVED: That the agreed comments of the Planning & Environment Committee be forwarded to Guildford Borough Council (GBC) and reported to the Ripley Parish Council meeting scheduled to be held on Wednesday 18th October 2023.**

23/P/01139

Location: 5 Georgelands, Ripley, GU23 6DE.

Proposal: Proposed single storey rear extension following demolition of existing conservatory.

Contact: Anjana Jayan anjana.jayan@guildford.gov.uk

Ripley Parish Council supports Planning Application Ref 23/P/01139.

23/P/01070

Location: Land at Garlick's Arch, Portsmouth Road, Send.

Proposal: Use of site for 6 Travelling Showpeople plots, with associated access, supporting infrastructure and other associated works.

Contact: Kelly Jethwa kelly.jethwa@guildford.gov.uk

Ripley Parish Council objects to Planning Application ref 23/P/01070. The allocated site within GBLPSS Policy A41 is wholly unsuitable for use as Travelling Showpeople plots (TSP).

Despite the Applicant's assertion that an 18-tonne weight limit would be applied, Kiln Lane is not suitable for large vehicles. The Lane is bounded by private property to one side and Ancient Woodland to the other. Red kites, which are protected under the Wildlife & Countryside Act 1981, are known to nest in the Ancient Woodland and the area has biodiversity indicators such as wild service trees. The inaccessibility of the site cannot be mitigated.

The Applicant's Design & Access Statement (p. 9) depicts surface water run-off towards the adjacent watercourse, and states: "The water will be slowed down and find natural flowpaths to the East Clandon Stream." This raises serious concerns over potential contamination of the stream, which disperses into the River Wey. The parish council has been provided with evidence that the allocated TSP area of the Garlick's Arch site suffers from poor drainage and is often waterlogged.

Table 15: Current supply, need and future requirement for Travelling Showpeople in the 2017 Guildford Borough Traveller Accommodation Assessment (p. 40), depicts a need for eight TSP over the lifetime of the Local Plan (2017-2034). Ripley Parish Council maintains its position that this allocation, directly adjacent to the A3, is not suitable for human habitation. There are more appropriate sites within the Garlick's Arch site allocation and the wider borough which should be considered ahead of resolving this application. Ripley Parish Council also notes that GBLPSS Policy A41, para 17, states that: "Travelling Showpeople with a local connection should have priority for ownership." The apparent applicant to purchase the site is attached to the Norwich & Eastern Counties Section of the Showmen's Guild. Ripley Parish Council questions whether the identified need in Guildford Borough is accurate.

The Applicant does not offer significant detail, such as elevations. Ripley Parish Council also notes that further information is required to satisfy Surrey County Council's Principal Transport Development Planning Officer.

23/P/01228

Location: Teulon House, High Street, Ripley, GU23 6AY.

Proposal: Advertisement Consent for externally illuminated fascia signage on shop front, wall sign and hanging sign; installation of branded awning.

Contact: Sakina Khanbhai sakina.khanbhai@guildford.gov.uk

Ripley Parish Council supports Planning Application ref 23/P/01228.**23/P/01265**

Location: 4 Hedgecroft Cottages, Newark Lane, Ripley, GU23 6DD.

Proposal: Single storey side/rear extension and changes to rear fenestration.

Contact: Anjana Jayan anjana.jayan@guildford.gov.uk

Ripley Parish Council supports Planning Application ref 23/P/01265.

23/P/01270 & 23/P/01271

Location: The Cottage, Rose Lane, Ripley, GU23 6NE.

Proposal: Planning and Listed Building Consent for the proposed replacement of 8 windows and one back door on the rear elevation.

Contact: James Tang james.tang@guildford.gov.uk

Ripley Parish Council supports Planning Application refs 23/P/01270 & 23/P/01271.

23/P/00938

Location: Ripley Court Cottage, Rose Lane, Ripley, GU23 6NE.

Proposal: Listed Building Consent for a replacement window to the rear elevation.

Contact: James Tang james.tang@guildford.gov.uk

Ripley Parish Council supports Planning Application ref 23/P/00938.

P&E 042/23 PLANNING ENFORCEMENT, APPEALS, & DECISIONS

Members received and considered current planning enforcement cases in the parish.

It was RESOLVED: That the reports be noted.

P&E 043/23 PLANNING & ENVIRONMENT INFRASTRUCTURE SUB-COMMITTEE

Members received and considered matters ongoing under the remit of the P&E Committee:

i) National Highways – M25 J10/A3 Wisley Interchange Improvement Scheme update; Development Consent Order Regulation 19. There were currently no further updates.

ii) Local Cycling & Walking Infrastructure Plan (LCWIP).

Cllr McLaughlin had submitted around 7 suggestions on the LCWIP website.

It was RESOLVED: Provision of bike racks in the village should be considered at a future meeting in around 6 months.

P&E 044/23 PLANNING & ENVIRONMENT

Members received and considered matters ongoing under the remit of the P&E Committee:

i) Inquiry ref: APP/Y3615/W/23/3320175 Ripley Parish Council and Send Parish Council joint Rule 6 representation. The Proof of Evidence needed to be submitted by 4th September along with a list of witnesses who would speak at the enquiry. Cllr Osborn was investigating the cost of both a traffic consultant and professional support writing the Proof of Evidence. She would report back to the Rule 6 group the following week.

It was RESOLVED: That the item be noted.

ii) Correspondence: 463 17:25 service from Guildford to Woking 26/07/2023.

It was RESOLVED: That the item be noted.

iii) Correspondence: RE: 463 17:25 service from Guildford to Woking 26/07/2023.

It was RESOLVED: That the item be noted. See item 039/23

iv) Correspondence: TRO- Portsmouth Road (B2215) Ripley SLO.

It was RESOLVED: That the item be noted.

v) Speed Data results Portsmouth Road 12.07.2023-25.07.2023.

It was RESOLVED: That the item be noted.

P&E 045/23 DATE OF THE NEXT P&E COMMITTEE MEETING

The next meeting of the parish council's Planning & Environment Committee was scheduled to take place on Wednesday 20th September 2023.

The meeting closed at 1855hrs.

Date:

Chairperson



1.0 Four-year strategy

A four-year strategy working group was held on 16th August 2023 . The meeting took a workshop format with the aim of defining the structure and overall aims of the four-year strategy and to agree key next steps.

1.1 Ripley Parish Council Strapline: all members agreed to use the strapline “**Representing Ripley Residents**”. **Request the full council** either to agree or to provide an alternative for further discussion.

1.2 Structure: all members agreed to use the following structure for setting strategic priorities:

Action Areas				
Planning - Take responsive and proactive action to new proposals in line with local plans; - Raise community awareness; - Separate big developments for focus inc Wisley Airfield site.	Environment - Actively manage council land for sustainability and biodiversity; - River restoration project; - Create a separate plan to report to gov (including carbon net zero) by January 2024.	Highways - Active liaison on A3 widening and Ripley traffic calming; - Influence other development, Burnt Common slips; - Act as point of liaison with SCC.	Events - Christmas event; - Annual meeting;	Funded Projects - Plan whether there should be proactive spend on one or more key projects; - Support and publicise local projects outside the scope of the RPC.
Underpinned by: - Improved communications with residents - Proactive budgeting and finances - Existing working groups and policies				

Request the full council either to agree or to provide updates.

1.3 What we do well: the working group agreed there is much that RPC does well, including:

- Management of the green, the nature reserve, allotments and other land;
- Making planning information available to residents;
- Christmas and other village events.

1.4 General areas for change or improvement:

- Communications including digital engagement and two-way communication with residents:** working group has been set up;
- Clarity around carbon/environment imperatives and what action RPC takes:** environment sub-group is being re-invigorated with Cllr Bimson leading with support from Ripley resident Brianne Vally;

- **Input to cycle and walking path planning:** Cllr McLoughlin to work on this area;
- **Proactive spending:** see below, also further strategy working groups to progress further.

1.5 Key potential projects to consider: proposed areas for focus and investment fell into three broad categories:

- **Burial Ground Extension:** clerk Jim Morris presented research to look at the costs and viability of extending the burial ground.

Pros:

- high demand for this in the village;
- costs should be self-sustaining over time, even profitable;
- RPC could introduce positive environmental management of the area.

Cons:

- complexity in understanding land ownership and appropriate steps to take;
- Initial outlay would be needed to understand viability (including solicitors) which may result in a no-go decision;
- High capital costs to buy land.
- **Activities for Young People:** with the youth group no longer running and the primary school having closed, there was a general appetite to do something to provide activity and interest for young people. Further discussion needed here to understand options, pros/cons.
- **Proud to Be Part of the Village:** there were several suggestions such as 'best kept village', 'meet your councillors stall at farmers market once a year', 'annual garden competition', 'have a traffic warden to discourage poor parking.' Further discussion to prioritise and understand whether smaller actions are simply allocated and taken forward or whether there is a bigger action for focus/investment here.

Request the full council to provide:

- a point of view on what has been agreed so far;
- additions/amendments for consideration.

A further meeting had been scheduled for 25/09/2023 but was postponed.

2.0 Communications Strategy and Plan

A Communications working group was held on 19th July 2023. The aims of the meeting were to

1. agree an outline comms strategy;
2. discuss possible new comms channels / updates to website;
3. agree and allocate short term actions ahead of the creation of a comms plan.

2.1 Communications Strategy: an outline strategy was agreed which maps to the overall strategy.

The key stakeholder group is Ripley Residents and the group recognised the need for different types of communications to:

- **Inform:** clear and regular communications including ‘the basics’ of what the RPC is and does;
- **Consult:** understand better what residents want and how we can help;
- **Encourage / enable action:** we have many residents already engaged in activities that contribute to making Ripley such a pleasant and vibrant place to live (e.g. Ripley Team Green, event volunteers etc). There will be a small number of other projects we undertake that will need action or change from residents – these will need to be identified and given the appropriate focus.

Next Step: Assistant clerk Jess Caine is creating a Communications Strategy draft for approval.

2.2 Communications Channels: the working group explored options of ‘how’ to communicate as well as what to communicate.

- **Website:** clerk Jess Caine is exploring options to update the website;
- **Newsletter:** options for producing a newsletter were discussed but the group resolved that the existing slot in Send & Ripley Matters (produced quarterly) should fulfil this requirement;
- **Face-to-face engagement:** plan opportunities to meet and speak to residents;
- **Social Media:** clerk Jess Caine to
 - a. review RPC current and previous social media presence;
 - b. draft a social media policy for approval at next meeting;
 - c. propose practical next steps for publicising key messages and events via social media.

2.3 Short-Term Actions: ahead of having a plan to work against, some initial actions were agreed:

- **Send and Ripley Matters:** the summer edition had a refreshed look-and-feel with key news items and information. Also a separate item on the Anne Haynes charity from Cllr Cornell. **Clerk** is checking whether the RPC update could be extended to 3 pages instead of 2 pages (noting that Send Council had three pages in the Autumn issue). **Clerk** to make sure that the dates are correct for council meetings on the Ripley Dates page (complaints that these were incorrect in summer edition).
- **Brochure:** clerk Jess Caine has produced a draft welcome brochure for estate agents to give to home buyers. **Request the full council** to either review and approve, or, to provide changes for inclusion.

A further meeting will be rescheduled following the 4 year strategy meeting.

3.0 Climate, Environment and Biodiversity Strategy and Plan

A Climate, Environment and Biodiversity working group was held on 11th September 2023. The purpose of this meeting was to discuss the request from Jamie Hogg for the RPC to set the direction for this area of council responsibility.

- **Ripley Parish Council Climate and Sustainability Strategy and Associated 5-year Plan:** resident Brianne Vally has drafted an outline strategy and plan. **Next step** is for the clerks to share this with Jamie Hogg for review; also **request the full council** to review.
- **Complying with the Biodiversity Duty:** as a public authority, Ripley Parish Council has a newly introduced duty to report our proposed actions to central gov by 1st January 2024. We will build the fulfilment of this duty into the plan and it will also provide some structure to the types of actions needed in this area.
- **Actions already underway:**
 - **River restoration project:**
 - Balfour Beatty has kindly offered for their ecologist to meet with Brianne. They are hoping to meet at the end of September/early October. The visit will help inform the method of works and any mitigation measures which may need to be taken to not harm wildlife.
 - Brianne has registered for a flood risk activity permit exemption from the Environment Agency (free) for the location. If the exemption is valid, Brianne will register others and start planning a date for the works to take place in 2023.
 - Brianne has publicised the project with Ripley Team Green and there are plenty of offers of volunteers to help.
 - **Management of Nature Reserve:**
 - A meeting of the Nature Reserve Working Group took place on 24th August at the Nature Reserve;
 - There is currently only one councillor (Cllr Bimson) who is part of the Nature Reserve Working Group. The clerks have requested interest from others as there should be **at least two councillors** involved to cover times when Cllr Bimson is not available;
 - The **community orchard** has plenty of ripe fruit and we communicated that via Ripley Reporter, Ripley Grapevine and the Team Green WhatsApp;
 - Balfour Beatty are providing some clearance services in the graveyard for overgrown brambles and weeds. We resolved how much and how far this clearance should take place and clerk Jim Morris will liaise.