

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

8th May 2024

To: All Ripley Parish Councillors

You are hereby summoned to attend the meeting of **RIPLEY PARISH COUNCIL** to be held at **Victory House** on **Wednesday 15th May 2024 at 19.00hrs** 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.

Ruth Harrison
Clerk to the Council

AGENDA

1. **ELECTION OF CHAIRPERSON**

To **ELECT** the Chairperson of the Parish Council for the year 2024-25

2. **ACCEPTANCE OF THE OFFICE OF CHAIRPERSON**

To **RECEIVE** the Chairperson's declaration of acceptance of office

3. **ELECTION OF VICE-CHAIRPERSON**

To **ELECT** the Vice-Chairperson of the Parish Council for the year 2024-25

4. **ACCEPTANCE OF THE OFFICE OF VICE-CHAIRPERSON**

To **RECEIVE** the Vice-Chairperson's declaration of acceptance of office.

5. **APOLOGIES FOR ABSENCE**

To **RECEIVE** any apologies for absence from Ripley Parish Council members.

6. **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.

7. **MINUTES**

To **RECEIVE** and **SIGN** as a correct record the Minutes of the Ripley Parish Council meeting held on Wednesday 17th April 2024 (Appendix A).

8. MATTERS ARISING

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

9. FINANCE

- i) **To RECEIVE and APPROVE** the schedule of accounts received and paid for the period 01.04.24 – 30.04.24 totalling £23,123.17 (Appendix C).
- ii) **To RECEIVE and APPROVE** any invoices presented for payment by the Parish Clerk.
- iii) **To RECEIVE and APPROVE** the 2023-24 Internal Year End Audit report. (Appendix D)

10. ANNUAL RETURN – GOVERNANCE STATEMENT 2023-24

TO RECEIVE and CONSIDER Section 1 of the Annual Return for the year ended 31.03.24 which has been prepared for the external auditors PKF Littlejohn LLP as required by the Accounts and Audit (Amendment) Regulations 2006 (to be tabled at meeting)

11. ANNUAL RETURN – ACCOUNTING STATEMENT 2023-24

To RECEIVE and CONSIDER Section 2 of the Annual Return for the year ended 31.03.24 which has been prepared for the external auditors PKF Littlejohn LLP as required by the Accounts and Audit (Amendment) Regulations 2006 (to be tabled at meeting)

12. DELEGATION ARRANGEMENTS & APPOINTMENT OF COMMITTEES, WORKING GROUPS, & REPRESENTATIVES TO OUTSIDE BODIES

To REVIEW delegation arrangements to Committees; Sub-Committees; and other local authorities (Appendix E):

- i) **To APPOINT** members of the Planning & Environment Committee, and the Planning & Environment Infrastructure Sub-Committee.
- ii) **To APPOINT** members of the Finance & General Purposes Working Group, Christmas Event Working Group, Nature Reserve Working Group, Human Resources Working Group, Communication and Liaison Working Group, Playground Working Group, 4 Year Strategy Working Group
- iii) **To APPOINT** parish council representatives to: Anne Haynes Charity, Eastern Parishes Climate Action Group, Eight Parishes Group, Friends of Ripley Primary School, Joint Committee, Police, Press, Ripley Business Association, Ripley Farmers' Market, Ripley Village Hall, Ripley & Send Matters, and Surrey Association of Local Councils (SALC).
- iv) **To APPOINT** councillors to roles of responsibility for council assets: Allotments; Burial Ground; Bus Shelters; Christmas lights; Council Office; Playground; Public Loos; Nature Reserve & Community Orchard; The Green; Trees (surveys and works); White Hart Car Park: Unauthorised encampments: SCC joint-funded projects

13. COMMITTEES' TERMS OF REFERENCE

To REVIEW the terms of references for parish council Committees. (Appendix F)

14. REVIEW OF ARRANGEMENTS WITH LOCAL AUTHORITIES

To REVIEW arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities (Appendix G)

15. REVIEW OF COUNCIL POLICIES: STANDING ORDERS & FINANCIAL REGULATIONS

To REVIEW Ripley Parish Council policies: Standing Orders; and Financial Regulations (to follow by email)

16. REVIEW OF INVENTORY OF LAND AND ASSETS, BUILDINGS, AND OFFICE EQUIPMENT

To REVIEW Ripley Parish Council's inventory of land and assets, buildings, and office equipment, and confirmation of arrangements for insurance cover in respect of all insured risk (Appendix H)

17. REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

To REVIEW Ripley Parish Council's and staff subscriptions to other bodies. (Appendix I)

18. REVIEW OF THE COUNCIL'S PROCEDURES & POLICIES

To REVIEW Ripley Parish Council procedures: Complaints Procedure; Handling requests made under the Freedom of Information Act 2000; the Data Protection Act 1998; Press & Media Policy and Risk Management Scheme and all other policies listed in Appendix J (all policies on RPC website)

19. DATE AND LOCATION OF MEETINGS 2024-25

To APPROVE the time and place of ordinary meetings of the full council up to and including the 2025 Annual Meeting of Ripley Parish Council (Appendix K).

20. LEISURE & FACILITIES

To RECEIVE and CONSIDER Leisure & Facilities matters:

i) Allotment tree planting (Appendix L)

ii) Permission for a polytunnel on Plot 25 and Plot 2 (Appendix M)

21. COMMUNICATION & LIAISON

To RECEIVE and CONSIDER Communication & Liaison matters:

i) Minutes P&E Committee meeting held 20.03.2024 (Appendix N)

ii) Communication: Horse Riding on the Green (Appendix O)

iii) Communication: Request for a plaque on a bench: Hannah Roberts (appendix P)

22. 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.

23. DATE OF THE NEXT PARISH COUNCIL MEETING

To NOTE the date of the next Parish Council meeting: **Wednesday 19th June 2023**



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

MINUTES of RIPLEY PARISH COUNCIL MEETING held on WEDNESDAY 17th APRIL 2024 at 1900HRS at VICTORY HOUSE, HIGH STREET, RIPLEY.

Present: Cllr Ian Baker
Cllr Caroline Bimson
Cllr Rowland Cornell (Chairperson)
Cllr Sarah Gill
Cllr Paddy McLaughlin
Cllr Peter Shoesmith
Jess Caine, Assistant Clerk
Ruth Harrison, Clerk of the Council
Cllr Pat Oven, Send & Lovelace Ward representative
0 members of the public

135/24 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Ayears and Cllr Booth (Surrey County Council)

136/24 DISCLOSURES OF INTERESTS

No disclosures of interest were received.

137/24 PUBLIC QUESTIONS

138/24 MINUTES

The minutes of the meeting held on Wednesday 20th March 2024 were received, confirmed, and signed as a true and correct record by the Chairperson.

139/24 MATTERS ARISING

108/24 COMMUNICATION & LIAISON

ACTION ARISING: Farmer's Market Communication
Ripley Parish Council would request to use the community stall in the summer to both promote the playground fund raising and the profile of the Parish Council together.

Update: Cllr Gill had requested space on the community stall for raising the profile of the Parish Council which had been arranged for September. Once details of the playground fundraising were known, it would be requested if this could be at the same time.

It was RESOLVED: Community stall had been arranged for September at the Farmer's market.

119/24 LEISURE AND FACILITIES

ACTION ARISING: A new Playground working group would be set up to look at:
 Fundraising initiatives
 Updating of playground equipment, starting with a new roundabout, and then potential repairs to surfacing.
 Cllr Bimson and Cllr Cornell would be the RPC representatives.
Update: A further meeting working group meeting would take place after Easter.

It was noted that in addition the playground now had a broken spring toy.

It was RESOLVED: Ripley Parish Council decided to go ahead with purchasing the Wildlife Wheelspin roundabout at approximately £10,400. The Clerk would contact Sawscapes for an up to date quote and negotiate whether any sort of payment plan would be acceptable allowing time for fundraising over the Summer.

125/24 PUBLIC QUESTIONS

ACTION ARISING: Cllr Cornell to continue putting notices on campervans parked on the Green.
 Jess Caine to investigate how to remove Ripley Green from the website where it was advertised as a suitable location to stay.

It was RESOLVED: Jess Caine had successfully had The Green removed from the known camping website. A 'No overnight camping' sign would be ordered from IQ Digital.

140/24 CHAIRPERSON'S REPORT

All items covered elsewhere on agenda.

141/24 REPRESENTATIVES' REPORTS

Cllr Oven discussed the latest situation with the man who had been living in the bus shelter. Cllr McLaughlin briefed Cllr Oven of the discussion which had happen at the previous Planning and Environment Committee meeting regarding enforcements at Valentine's farm.

Ripley Parish Council asked Cllr Oven about the latest situation with the updating of the Guildford Plan. He considered that there was not an appetite for major alterations, although he would like to see significant changes. This was particularly in regards to the student population totals which he considered should not be part of the calculation for future housing need.

142/24 FINANCE

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

- i) Schedule of accounts received and paid for the period 01.03.24 – 31.03.24 totalling £5262.23 (attached to record Minutes). Members considered bank reconciliations totalling: £86.75 (Petty Cash, 31.03.2024), £22,985.47 (Unity Current, 31.01.2024), £17646.52 (Unity Current, 29.02.2024), £25274.04 (Unity Current, 31.03.2024), and £54833.74 (Unity Instant Access, 31.03.2024).

It was RESOLVED: That the schedule of accounts received and paid for the period 01.03.24 – 31.03.24 totalling £6828.98 be approved. Bank reconciliation totals were noted.

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

- It was RESOLVED: Councillors approved the invoices.**
- iii) Finance and General Purposes Working group: It was noted there were two significant bills for 2023-4 which had not been paid within the financial year. One for the Christmas lights and the other for groundworks near the playground. These totalled £14439. Had these been paid it would have left a total of £65664 in the bank. The EMR total for 2024-5 had previously been agreed at 30573 leaving a general reserve of £35091. The increase in General Reserve was because of not purchasing a roundabout in 2023-4. It was noted that the Christmas Fair stall bookings for December 2024 had started earlier than previous years and £670 of income had been received in the financial year 2023-4 instead of the financial year where the Christmas Fair would take place.

143/24 LEISURE AND FACILITIES

- i) Ripley Village Hall
It was noted that the opening party for the Village Hall had been delayed.
- ii) Bus Shelter
It was RESOLVED: The homeless man living in the bus shelter had been provided with accommodation by Guildford HOST and they had removed any personal belongings. They requested Ripley Parish Council remove the remaining items from the bus shelter. Parish Councillors would do this following the meeting.
- iii) Car Parking on the Green
It was RESOLVED: Clerk to write to business owner using the Green to park vehicles without MOT/Tax and request that he desists from doing so.
- iv) Bonfire annual visit request Benson's
It was RESOLVED: The request for Benson's to use the Green from 21st-28th October was agreed.

144/24 COMMUNICATION & LIAISON

- i) Minutes P&E Committee meeting held 20.02.2024
It was RESOLVED: Committee minutes be noted.
- ii) Report on recent meetings of the Ripley Business Association
It was noted that there were new committee members but still in particular needed a volunteer with business and technical skills.
- iii) Report on recent meetings of Ripley & Send Matters.
An extension for submission was granted so a confidential item could be submitted after the news was public.
It was RESOLVED: Other items for inclusion should be litter bins and the playground. It was RESOLVED: Clerk to make two notices for the litter bins encouraging visitors to take their rubbish home to put up in the playground and parking areas.
- iv) Parish Questionnaire: Collaborating in Nature in Surrey
It was RESOLVED: Responses were decided and given to Clerk to submit.

145/24 ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

4 year strategy, Youth Group, Playground.

146/24 DATE OF THE NEXT PARISH COUNCIL MEETING

The parish council's next meeting was scheduled to take place on Wednesday 15th May 2024, at Victory House at 1900hrs.

It was noted the Cllr Ayears and Cllr Gill would be unable to attend this meeting.

The meeting closed at 20.00 hrs.

Date:

Chairperson



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

**MATTERS ARISING from the MINUTES of RIPLEY PARISH COUNCIL MEETING held on
WEDNESDAY 17th April 2024 at 1900hrs.**

136/22 REPRESENTATIVES' REPORTS

ACTION ARISING: Council to calculate its carbon footprint.
Clerk had signed up with Clean Growth UK which provides a free calculator.

056/23 CLIMATE AND BIODIVERSITY

ACTION ARISING: New guidance: 'Complying with biodiversity duty' and that all Councillors
involved should read this.
Summary of actions prepared for January Full Council meeting. 2 Cllrs and
Clerk to attend biodiversity duty workshop on 20th February
The item would defer to another Full Council meeting when the output of the
workshop had been received. Clerk to draft possible objectives based on
current initiatives taking place in the Parish.

Date: 08/05/2024

Ripley Parish Council

Page 1

Time: 09:32

Cashbook 4

User: RUTH

Unity Current

Payments made between 01/04/2024 and 30/04/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
02/04/2024	Guildford Borough Council	DDGBC	27.67			4090 109	27.67	Burial Ground rates
04/04/2024	NEST	DDNEST	185.52			4002 100	24.99	JC Employer pension
						4002 100	44.58	RH Employer pension
						4003 100	41.65	JC Employee pension
						4003 100	74.30	RH employee contributn
15/04/2024	Guildford Borough Council	DDGBC	14,746.80			4111 111	14,746.80	Christmas lights
15/04/2024	Guildford Borough Council	DDGBC	-14,746.80			4111 111	-14,746.80	Alter to income
15/04/2024	Guildford Borough Council	DDGBC	14,746.80		2,457.80	4111 111	12,289.00	Christmas lights
16/04/2024	Co-Op	CD2356	4.85			4026 102	4.85	Milk and tea APM
16/04/2024	Lloyds Bank Commercial Card	CD2357	3.00			4040 104	3.00	Finance
22/04/2024	Emma Morris	2024001	195.00			4054 105	195.00	Loo cleaning
22/04/2024	Surrey ALC Ltd	2024002	646.90			4011 101	646.90	NALC and SALC subs
22/04/2024	Ripley Village Hall	2024003	271.02			4031 103	271.02	Services Victory House
22/04/2024	Chatter Telecommunications Ltd	2024003A	23.25		3.88	4033 103	19.37	Broadband
22/04/2024	British Gas	2024003B	62.88		2.99	4031 103	59.89	Gas via RVH
22/04/2024	Guy Marshall	2024004	405.00			4091 109	90.00	BG mowing
						4051 105	315.00	The Green mow/strim
22/04/2024	Maybury Hill Services	2024004A	7.00		1.17	4062 106	5.83	Strimmer petrol
22/04/2024	Countryside Contracts Ltd	2024005	343.20		57.20	4053 105	286.00	Bench installation
22/04/2024	Cluskey's CCP Ltd	2024006	34.80		5.80	4054 105	29.00	Toilet rolls
22/04/2024	Wolseley	2024007	46.78		7.80	4101 110	38.98	Nature reserve tap
22/04/2024	RBS Software Solutions	2024008	230.40		38.40	4020 102	192.00	Rialtas Year end RH
22/04/2024	Toby Banfield	2024009	2,275.00			4051 105	2,275.00	Groundworks - green parking
22/04/2024	Ripley Village Hall	2024010	1,250.00			4030 103	1,250.00	Office rent
22/04/2024	Joe Ayears	2024011	35.00			4054 105	35.00	Cistern fix loos
22/04/2024	Rowlett Insurance Broking	2024012	196.53			4061 106	196.53	Tractor insurance
22/04/2024	Jim Morris	2024013	184.40			4020 102	184.40	Year end training
22/04/2024	ECOTRICITY	DDECO	17.47		0.83	4062 106	16.64	Electricity lock up
29/04/2024	Chatter Telecommunications Ltd	DDCHAT	16.74		2.79	4033 103	13.95	Office phone
30/04/2024	Jess Caine	2024014				4000 100		Salary JC
30/04/2024	Ruth Harrison	2024015				4000 100		Salary RH
Total Payments:			23,123.17	0.00	2,578.66		20,544.51	



MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t 01252 929 590
e office@mulberrylas.co.uk
w www.mulberrylas.co.uk

Our Ref: MARK/RIP001

Mrs R Harrison
Ripley Parish Council
Victory House
Ripley
Surrey
GU23 6AF

7th May 2024

Dear Ruth,

Re: Ripley Parish Council

Internal Audit Year Ended 31 March 2024 – Year-End Audit report

Executive summary

Following completion of our year-end internal audit on the 6th May 2024 we enclose our report for your kind attention and presentation to the council. This report contains details of the additional testing conducted at year-end and should be considered alongside the interim audit reports issued following our interim audit on the 26th September. The audits were 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. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting 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.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and 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 therefore our opinion that the systems and internal procedures at Ripley Parish Council are well established and followed.

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 Local Authority Services Ltd, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 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.

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.

Year-End Audit

The year-end audit was conducted on site. Information was requested from the council in advance of the audit taking place, and this was reviewed along with other information published on the council's website www.ripleyparishcouncil.gov.uk

Table of contents

		TEST AT INTERIM	TEST AT FINAL	PAGE
	INTERIM AUDIT – POINTS CARRIED FORWARD			3
B	FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS	✓	✓	4
C	RISK MANAGEMENT AND INSURANCE	✓	✓	4
D	BUDGET, PRECEPT AND RESERVES	✓	✓	4
G	PAYROLL	✓	✓	5
H	ASSETS AND INVESTMENTS	✓	✓	5
I	BANK AND CASH	✓	✓	5
J	YEAR END ACCOUNTS	✓	✓	6
K	LIMITED ASSURANCE REVIEW	✓	✓	8
L	PUBLICATION OF INFORMATION	✓	✓	8
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓	✓	9
	ACHIEVEMENT OF CONTROL ASSERTIONS AT FINAL AUDIT DATE		✓	9
	AUDIT POINTS CARRIED FORWARD			10

Interim Audit – Points Carried Forward

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.	Completed
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.	Completed
RISK MANAGEMENT AND INSURANCE	Typo in Para 15.1 which refer to regulation 17 in error – I believe this should be 16	Completed
PETTY CASH	I recommend a full rec is drawn up before the year end.	Completed
PAYE	I recommend the PAYE scheme is added to the HMRC business tax account.	On-going

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check that the council's Finance Regulations are being routinely followed.

Further to the testing conducted at the interim audit, I reviewed the March council minutes and noted the approval of March income and expenditure, bank reconciliations, reserves and other financial matters. I am under no doubt council has the proper opportunity to review and understand financial matters and continues to approve payments in accordance with financial regulations.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Comprehensive financial management information is presented to finance committee, including income & expenditure against budget, bank statements and invoices for payment lists, providing councillors with sufficient opportunity to scrutinise the council's overall financial position.

I am under no doubt council properly prepares budgets and financial reports and that councillors can make informed decisions based on these.

Analysis of the council's year-end income and expenditure report shows total income for the year reported as 124.2% and total expenditure as 74.5%. This has resulted in a budget surplus of £66,242. The income was due in the main to additional bank interest, Christmas income and VAT refund. The expenditure underspends were due in the main to public loos, litter bins and Christmas lights.

At the end of the financial year, the council held circa £30,308 in earmarked reserves (EMR) and a further £49,886 in the general reserve. I was able to compare reserve information across the management accounts and the AGAR working documents and found the totals to be consistent.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states 'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure' (para 5.33).

The general reserve balance is within the recommended range.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

I am under no doubt the register is up to date and correct as at 31st March 2024.

The council has a PWLB loans, this has been agreed to the PWLB statement

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

I reviewed the March 2023 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and cashbooks. The balances agreed to the end of year AGAR.

The council benefits from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2022/23 year-end were met
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.

	authority and. Where appropriate, have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no obligations

Section 2 – Accounting Statements

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	43,777	59,695	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	82,001	91,390	Figure confirmed to central precept record
3	Total other receipts	70,015	45,071	Agrees to underlying accounting records
4	Staff costs	34,828	38,491	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	23,812	23,812	Confirmed to PWLB documents
6	All other payments	77,458	53,659	Agrees to underlying accounting records
7	Balances carried forward	59,695	80,194	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	59,695	80,194	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	242,001	252,474	Matches asset register total and changes from previous year have been traced
10	Total borrowings	467,500	450,870	Confirmed to PWLB documents

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

Audit findings

The year-end accounts have been correctly prepared on a receipts and payments basis with no requirement for a box 7 and 8 reconciliation.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2022/23 and published on the council website. The AGAR has been properly restated to income and expenditure and the council has prepared a summary of changes for the external auditor.

The variance analysis has been properly completed.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

Audit findings

At present no specific guidance has been provided to set out what the 'relevant legislation' is in respect of Control Objective L. We have therefore considered the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) Regulations 2015 [<https://www.legislation.gov.uk/uksi/2015/480/made/data.pdf>] and, 2015/494 The Smaller Authorities (Transparency Requirements). https://www.legislation.gov.uk/uksi/2015/494/pdfs/uksem_20150494_en.pdf

In addition to this, we have considered the additional publication requirements as set out in the ICO Model Publication Scheme for Parish Councils. <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> & https://ico.org.uk/media/for-organisations/documents/1266/parish_council_information_guide.doc

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

The council has income and expenditure less than £200k and greater than £25,000 and as such is not required to follow the transparency legislation. However, I recommend the council consider following the transparency code and I have signposted the clerk to West Horsley Parish Council to see this is in action.

The council has a model publication policy dated 18th of May 2023.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for financial years 2018/19 to 2022/23 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23	2023/24 Proposed
Date AGAR signed by council	17 May 2023	15 th May
Date inspection notice issued	4 June 2023	16 th May
Inspection period begins	5 June 2023	3 rd June 2024
Inspection period ends	14 July 2023	12 th July 2024
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓ N/a
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		

M	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (<i>evidenced by the notice published on the website and/or authority approved minutes confirming the dates set</i>).	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Mark Mulberry
Mulberry Local Authority Services Ltd

Year-End Audit - Points Carried Forward

None

Roles May 2023

Planning & Environment Committee – Cllr Ayears, Cllr Baker, Cllr Bimson, Cllr Cornell, Cllr Gill, Cllr McLaughlin, Cllr Shoesmith.

Planning & Environment Infrastructure Sub-Committee – All members of the Planning & Environment Committee.

Christmas Event Working Group – Cllr Baker, Cllr Cornell, Cllr Gill, Cllr McLaughlin.

Finance & General Purposes Working Group – Cllr Baker, Cllr Bimson, Cllr Gill.

Climate Action Working Group – Cheryl Engel and Jamie Hogg.

Human Resources Working Group - Cllr Baker, Cllr Cornell, Cllr Gill

Nature Reserve Working Group – Cllr Bimson and Cllr Cornell

Communication and Liaison Working Group – Cllr Ayears, Cllr Bimson, Cllr Gill

4 Year Strategy Working Group – Cllr Baker, Cllr Baker, Cllr McLaughlin

Playground Working Group – Cllr Bimson, Cllr Cornell

Members considered representation to outside bodies, and resolved:

Anne Haynes Charity: Cllr Cornell

Eastern Parishes Climate Action Group: Cheryl Engel and Jamie Hogg

Eight Parishes Group: Cllr McLaughlin

Friends of Ripley Primary School: Cllr Ayears

Police: Parish Clerk

Press: Parish Clerk

Ripley Business Association: Cllr Cornell, Cllr Gill

Ripley Farmers' Market CIC: Cllr Gill

Ripley Village Hall CIO: Cllr Gill

Ripley & Send Matters: Cllr Cornell

Surrey Association of Local Councils: Cllr Bimson

Members considered delegation arrangements, and resolved responsibility:

Cllr Ayears – Unauthorised encampments; SCC joint-funded projects.

Cllr Baker – Christmas lights.

Cllr Bimson – Nature Reserve & Orchard.

Cllr Cornell – Burial Ground; playground.

Cllr Gill – Parish council office.

Cllr McLaughlin – Bus shelters.

Cllr Shoesmith – Allotments; Lock-up garage and equipment; public loos.



Ripley Parish Council Office
Victory House
High Street
Ripley
GU23 6AF
Phone: 01483 224847
clerk@ripleyparishcouncil.gov.uk
www.ripleyparishcouncil.gov.uk

Terms of Reference Planning & Environment Committee

Remit of the Committee

Ripley Parish Council's Planning & Environment Committee has delegated powers to respond to:

- Guildford Borough Council planning applications
- Neighbouring Authority planning applications
- Surrey County Council planning applications
- Local or national consultations on planning, environment, transport, and/or infrastructure matters

Constitution of the Committee

The Committee shall be comprised of Ripley Parish Councillors, although members of the public with an interest or expertise in planning matters may be co-opted. All members of Ripley Parish Council are required to sit on the Planning & Environment Committee, unless special circumstances should lead to a councillor's membership being untenable.

The quorum of the Committee shall be three members of Ripley Parish Council.

The term of office for members of the Committee shall be the 12 months from the parish council's Annual Meeting until the same meeting the following year.

The Committee shall elect a Chairman as the first order of business at its first meeting following the parish council's Annual Meeting.

The Committee shall normally meet every ~~three weeks~~ month at the parish council office or at another suitable venue or remotely via an online platform, where allowed.

~~In the case of the cycle of meetings falling on a public or bank holiday, or for other reasons which may make the three week cycle inexpedient, the Committee shall meet on the fourth week following the previous meeting or on a date agreed by the Committee.~~

The schedule of meetings of the Committee for the forthcoming year shall be published at the council's Annual Meeting.

Function of the Committee

The Committee's representations on Planning Applications and/or Planning & Environment related matters shall be mediated to the relevant authority by the parish clerk.

In the event that the deadline for comment on a Planning Application or other matter within the remit of the Committee falls before the next scheduled meeting of the Committee, the clerk shall make a request to the relevant authority for an extension to the deadline.

Members may be delegated to respond to consultations and/or Planning & Environment related matters by the Committee.

Representations on Ripley Parish planning applications shall be made via the Consultee In-Tray on Guildford Borough Council's website, or by email to planningenquiries@guildford.gov.uk, or directly to the relevant Case Officer.

Planning, environment, transport, and/or infrastructure matters may be passed to full council.

Guildford Borough Council is the Local Planning Authority for Ripley Civil Parish, and neither Ripley Parish Council nor the Planning & Environment Committee has the power to either grant or refuse an application for planning permission.

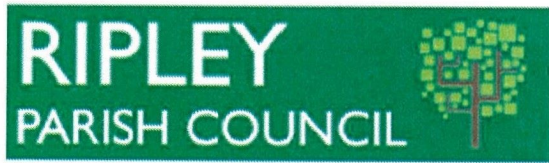
In the event of a split decision over the Committee's representation on a Planning Application or other Planning & Environment related matter, the Chairman shall have a casting vote.

2024-25

Membership of the Planning & Environment Committee:

Cllr Richard Ayears
Cllr Ian Baker
Cllr Caroline Bimson
Cllr Rowland Cornell
Cllr Sarah Gill
Cllr Paddy McLaughlin
Cllr Peter Shoesmith

This document to be reviewed and updated annually
Adopted 16.05.2019
Reviewed and adopted 15.05.2024



Ripley Parish Council Office
Victory House
High Street
Ripley
GU23 6AF
Phone: 01483 224847
clerk@ripleyparishcouncil.gov.uk
www.ripleyparishcouncil.gov.uk

**Terms of Reference
Planning & Environment Committee:
Infrastructure Sub-Committee**

Remit of the Sub- Committee

Ripley Parish Council's Planning & Environment Committee has delegated powers to liaise with and agree potential projects with:

- Guildford Borough Council
- Neighbouring Authorities
- Surrey County Council
- Land and/or housing developers
- National infrastructure providers

Constitution of the Sub-Committee

The Sub-Committee shall be comprised of Ripley Parish Councillors, although members of the public with an interest or expertise in planning matters may be co-opted.

The quorum of the Sub-Committee shall be three members of Ripley Parish Council.

The term of office for members of the Sub-Committee shall be the 12 months from the parish council's Annual Meeting until the same meeting the following year.

The Sub-Committee shall elect a Chairman as the first order of business at its first meeting following the parish council's Annual Meeting.

The Sub-Committee shall normally meet every ~~three weeks~~ month at the parish council office or at another suitable venue or remotely via an online platform, where allowed. The Sub-Committee meeting shall be an Agenda item within the Planning & Environment Committee meeting.

~~In the case of the cycle of meetings falling on a public or bank holiday, or for other reasons which may make the three week cycle inexpedient, the Sub-Committee shall meet on the fourth week following the previous meeting or on a date agreed by the Sub-Committee.~~

The schedule of meetings of the Sub-Committee for the forthcoming year shall be published at the council's Annual Meeting.

Function of the Sub-Committee

The Sub-Committee and its members have delegated powers to liaise with other local authorities, land and/or housing developers, and national infrastructure providers. Liaison may include the discussion of, and agreement on, infrastructure projects beneficial to the parish of Ripley.

The Sub-Committee has no spending powers, and any potential projects requiring parish council funding or part-funding will be escalated to full council.

The Sub-Committee reports to the Planning & Environment Committee within its schedule of meetings. Planning, environment, transport, and/or infrastructure matters may be passed to full council.

In the event of a split decision over the Sub-Committee's liaison with a local authority, land developer, and/or national infrastructure provider, the Chairman of the council shall have a casting vote.

2024-25

Membership of the Planning & Environment Committee:

Cllr Richard Ayears
Cllr Ian Baker
Cllr Caroline Bimson
Cllr Rowland Cornell
Cllr Sarah Gill
Cllr Paddy McLaughlin
Cllr Peter Shoesmith

This document to be reviewed and updated annually

For adoption 19.05.2022

Reviewed and adopted 15.05.2024

Arrangements with Local Authorities

Emptying of bins on The Green had already been reviewed with final agreement of provision in February 2024

The rental of White Hart Car Park, and Christmas lights installation (reviewed 2020) are all carried out by Guildford Borough Council for the parish council.

25/04/2024

Ripley Parish Council

Page 1

12:09

ASSETS BY CODE

User: RUTH

Asset Code	Description	Location	Original Cost	Current Value	Insurance Value
AS01	Allotments site	Rose Lane GU23 6NE	6,500.00	6,500.00	0.00
BG01	Burial Ground	St Mary Magdalen Church GU23 6AE	1.00	1.00	0.00
BS02	Bus Shelter 2	High Street GU23 6AA	1.00	7,500.00	5,000.00
BS03	Bus Shelter 3	High Street GU23 6AA	4,500.00	4,500.00	5,000.00
BS04	Bus Shelter 4	Grandis Cottages GU23 6AB	4,500.00	4,500.00	5,000.00
BS05	Bus Shelter 5	Avonmoor Mews GU23 6EQ	1.00	1.00	1,000.00
BS06	Bus Shelter 1	Georgelands GU23 6DQ	9,189.00	9,189.00	9,189.00
GE01	Strimmer	Newark Lane GU23 6BZ	280.00	280.00	0.00
GE02	Tractor	Newark Lane GU23 6BZ	9,950.00	9,950.00	1,630.00
GE03	Honda mower	Newark Lane GU23 6BZ	1,133.00	1,133.00	0.00
GR01	Playground equipment	Ripley Green GU23 6AR	44,719.00	44,719.00	98,289.00
GR02	Picnic tables	Ripley Green GU23 6AR	4,622.00	4,622.00	0.00
GR03	MUGA	Ripley Green GU23 6AR	27,151.00	27,151.00	0.00
GR04	Skate ramp	Ripley Green GU23 6AR	22,000.00	22,000.00	0.00
GR05	Benches	Ripley Green GU23 6AR	5,170.00	5,170.00	5,170.00
GR06	Padlocks	Ripley Green GU23 6AR	505.00	505.00	505.00
GR07	Fencing	Ripley Green GU23 6AR	9,180.00	9,180.00	9,180.00
GR08	Benches	Ripley Green GU23 6AR	5,500.00	5,500.00	5,500.00
LU01	Lock Up store	Newark Lane GU23 6BZ	1.00	1.00	49,223.78
NR01	Nature Reserve	West End Cottages GU23 6AD	58,022.00	58,022.00	65,000.00
NR02	Benches	West End Cottages GU23 6AD	1,390.00	1,390.00	1,390.00
NR03	Tree guards	West End Cottages GU23 6AD	4,200.00	4,200.00	4,200.00
NR04	Memorials	West End Cottages GU23 6AD	3,250.00	3,250.00	3,250.00
NR05	Litter bin	West End Cottages GU23 6AD	455.00	455.00	455.00
NR06	Litter bin	West End Cottages GU23 6AD	63.00	63.00	63.00
OF01	Office furniture	Victory House GU23 6AF	4,500.00	4,500.00	5,000.00
OF02	Office computers iMac & iPad	Victory House GU23 6AF	2,000.00	2,000.00	3,000.00
OF05	Shredder	Victory House GU23 6AF	182.00	182.00	182.00
OF06	Office printer Xerox Versalink C405	Victory House GU23 6AF	600.00	600.00	600.00
OF07	Office laptops	Victory House GU23 6AF	1,285.05	1,285.05	1,285.05
WE01	Land at West End Cottages	West End Cottages GU23 6AD	5,000.00	5,000.00	0.00
XM02	Christmas tree	Ripley Green GU23 6AR	70.00	70.00	70.00
XM03	Christmas lights	Victory House GU23 6AF	16,554.00	16,554.00	16,554.00
TOTAL			252,474.05	259,973.05	295,735.83

Appendix I

Council's annual subscriptions:

Information Commissioner's Office	£35 per annum
Parish Online	£41.40 per annum
Rialtas Business Solutions	£192 per annum
Society of Local Council Clerks	£355 per annum
Surrey Association of Local Councils (SALC)	£646.90 2024-25

Appendix J

- Allocation of Allotments Policy
- Allotment Agreement
- Anti-Bribery Policy
- Benches Policy
- Burial Ground Regulations
- Climate Action Plan
- Climate Emergency Declaration
- Code of Conduct for Councillors and Co-opted Members
- Complaints Procedure
- Data Protection Policy
- Freedom of Information Policy & publication Scheme
- Grant Awarding Policy and Application Form
- Health & Safety Policy
- Management Policy – Woodland & Meadow
- Media & Press Policy
- Oak Processionary Moth Caterpillar (OPM) Policy
- Planning Policy
- Risk Management Scheme
- Training & Development Policy
- Use of The Green



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

Schedule of meetings

Date	Description	Time
March 2024		
20/03/2024	Planning & Environment Committee	18:00
20/03/2024	Full Council	19:00
27/03/2024	Annual Parish Meeting	19:00
April 2024		
16/04/2024	Finance Working Group	19:00
17/04/2024	Planning & Environment Committee	18:00
17/04/2024	Full Council	19:00
May 2024		
15/05/2024	Planning & Environment Committee	18:00
15/05/2024	Full Council	19:00
June 2024		
19/06/2024	Planning & Environment Committee	18:00
19/06/2024	Full Council	19:00
July 2024		
10/07/2024	Finance Working Group	19:00
17/07/2024	Planning & Environment Committee	18:00
17/07/2024	Full Council	19:00
August 2024		
21/08/2024	Planning & Environment Committee	18:00
September 2024		
18/09/2024	Planning & Environment Committee	18:00
18/09/2024	Full Council	19:00

	October 2024	
9/10/2024	Finance Working Group	19:00
16/10/2024	Planning & Environment Committee	18:00
16/10/2024	Full Council	19:00
	November 2024	
20/11/2024	Planning & Environment Committee	18:00
20/11/2024	Full Council	19:00
29/11/2024	Christmas Fair Marshalls meeting	17:00
	December 2024	
1/12/2024	Christmas Fair	
18/12/2024	Planning & Environment Committee	18:00
	January 2025	
8/01/2025	Finance Working Group	19:00
15/01/2025	Planning & Environment Committee	18:00
	Full Council	19:00
	February 2025	
19/02/2025	Planning & Environment Committee	18:00
19/02/2025	Full Council	19:00
	March 2025	
19/03/2025	Planning & Environment Committee	18:00
19/03/2025	Full Council	19:00
26/03/2025	Annual Parish Meeting	19:00
	April 2025	
09/04/2025	Finance Working Group	19:00
16/04/2025	Planning & Environment Committee	18:00
16/04/2025	Full Council	19:00
	May 2025	
21/05/2025	Planning & Environment Committee	18:00
21/05/2025	Full Council	19:00

*Nature Reserve Working Group meetings held at the Nature Reserve

24.05

Hello Ruth

Brianne and I have been having a conversation with Alison about the allotment and have looked at the land at the rear for tree planting to help stem the flooding and soil erosion problem. We think we can get a volunteer party together to clear and plant. We would like to have both feathers and whips and do a mix of tree and hedgerow planting. I definitely think double what we had last year. We can always add more the following year.

Many Thanks

Glenda Charlick

25th April 2024

Hi

I am just emailing to ask permission to erect, roughly, a 2mX3m polytunnel on plot 15.

Many Thanks

Leanne Blanch

Polytunnel request Plot 2 Received on 7th May

Hi Ruth, can I apply to put a polytunnel on the plot please. Whatapp group say you need to take to next council meeting for authorisation.

Many thanks, Laurence



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

Phone: 01483 224847
clerk@ripleyparishcouncil.gov.uk
www.ripleyparishcouncil.gov.uk

**MINUTES of RIPLEY PARISH COUNCIL PLANNING & ENVIRONMENT COMMITTEE
MEETING held on WEDNESDAY 20th MARCH 2024 at 1800HRS at VICTORY HOUSE**

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

P&E 100/24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

P&E 101/24 DISCLOSURES OF INTEREST

Cllr Bimson declared an interest in Agenda item 7i: *National Highways - M25 J10/A3 Wisley Interchange Improvement Scheme update; Development Consent Order Regulation 19*. Cllr Bimson was employed by Atkins.

P&E 102/24 PUBLIC QUESTIONS

There were no public questions.

P&E 103/24 MINUTES & MATTERS ARISING

The Minutes of the Planning & Environment Committee meeting held on Tuesday 20th February 2024 were received, confirmed, and signed as a true and correct record by the Chairperson.

P&E 104/24 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 15th May 2024.**

19/P/01126 (Appeal)

Location: The Shed Factory, Portsmouth Road, Ripley, Woking, GU23 6EW
Proposal: Erection of 7 residential units, retention of commercial sales area in separate building for established garden shed business and associated

development together with demolition of existing building and retention of some display sheds/outbuildings.

Ripley Parish Council objects to the appeal of 19/P/01126 on the grounds that only eighteen numbered parking spaces were included in "Appendix 5a - amended block plan (showing red line and footpath removed)". Furthermore, dimensions quoted in the appeal statement are not present on Appendix 5a, which are necessary to verify if the planning application is compliant with policy. Dimensions were added to the policy to ensure that parking spaces are accessible for all.

The appeal states that bin stores would be removed back to the road. Ripley Parish Council requires confirmation from the Local Authority that the bin location meets their requirements for operatives to collect from the main road without having to enter the site where there is insufficient vehicular turning space for Guildford Borough Council (GBC) refuse waste removal vehicles. This contravenes the Parking Standards for New Development Supplementary Planning Document (2023), hereafter referred to as PSND. Furthermore, this contravenes the Lovelace Neighbourhood Plan (2021), hereafter referred to as the LNP.

Policy LNPH3: Housing Design and Density

Development proposals will be supported providing they are well designed, enhance the special qualities of each location and are sympathetic to local character and history, and where:

- o) Service roads within major developments and culs-de-sac must be of a size sufficient for service vehicle access and have turning space.
- p) Bin stores should be unobtrusive and accessible from the road.

Policy LNPI4: Parking

- a) All developments must provide sufficient provision for off-street parking within their own boundaries and, as a minimum, comply with the adopted standards.
- b) Parking bays on-plot must be a minimum of 6m x 2.6m, or 7m x 2.6m if parallel parked, and garages should have a minimum internal size of 7m x 3m to facilitate inclusive mobility for all residents.
- c) Proposals to increase the number of bedrooms in a property, where this requires planning permission, must include a commensurate increase in the number of off-street car parking Spaces.
- d) Minimum parking standards required are:
 - i. Studio apartments: 1 car Space
 - ii. 1 bedroom dwelling: 1 car Space
 - iii. 2 bedroom dwelling: 2 car Spaces
 - iv. 3 bedroom or larger dwelling: 3 car Spaces
 - v. Elderly (sheltered): 0.5 car Spaces per unit

22/P/01552 (Appeal)

Location: Land to the rear of The Kilns, 2, Portsmouth Road, Ripley, GU23 6EZ
Proposal: Erection of one dwelling following demolition of existing non-agricultural buildings.

Ripley Parish Council reiterates the previous objections of Planning Application ref 22/P/01552. The proposal site is neither within the identified settlement boundary nor can it be demonstrated that it should be considered within the village, and therefore cannot be classed as infill development under GBC LPSS Policy P2. The proposal would result in a detrimental impact on the openness of the Green Belt.

24/P/00288

Location: Waterside Cottage, Milestone Close, Ripley, Woking, GU23 6EP

Proposal: Erection of a two storey rear extension following the demolition of a rear conservatory.

Ripley Parish Council supports Planning Application 24/P/00288.

24/P/00109

Location: Unit 1, Valentines Farm, Rose Lane, Ripley, GU23 6NE

Proposal: Change of use from Use classes B1, B2 and B8 to use as a dog swimming pool (Sui Generis) (retrospective application).

Ripley Parish Council objects to Planning Application 24/P/00109 due to Valentines Farm on the grounds that there are insufficient details with regards to vehicle movement and access to the site and using a track that enters from Rose Lane that is subject to an Enforcement action to have it removed in May 2024. Furthermore, the noise pollution from dogs barking and additional vehicles on roads will impact local residents.

P&E 105/24 PLANNING ENFORCEMENT, APPEALS, & DECISIONS

Members received and considered planning enforcement cases in the parish. Decisions and informatives were received for 23/P/00484, 24/P/00043, 23/P/00797 and 23/P/01816

It was RESOLVED: That the reports be noted.

P&E 106/24 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.
Cllr Richard Ayears reported that there have been no further communications from the Project Manager for M25J10/A3 Wisley interchange but reiterated that Surrey County Council have confirmed that traffic calming in the village has been approved. This is currently pending detailed drawings of speed table locations and speed zones, which is due by August 2024.
- ii) Local Cycling & Walking Infrastructure Plan (LCWIP).
There were no updates.

P&E 107/24 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; notification of Public Inquiry.
There were no updates.
- ii) Flood forum
Cllr Paddy McLaughlin and Assistant Clerk Jess Caine confirmed that they will be attending a flood forum that will be held on Friday, 22nd March 2024. Angela Richardson MP will be chairing the meeting, and the other expected attendees include representatives from the eight local parishes, Surrey County Council, Guildford Borough Council, Thames Water, and the Environment Agency.
Cllr Paddy McLaughlin reported that there are repair and maintenance issues within the village that have been neglected for between twenty-five and thirty years.

Cllr Richard Ayears reported that the blocked drain at Grove Heath Road junction of Portsmouth Road and the blocked drain thirty metres east of Grove Heath North junction of Portsmouth Road had been reported to Vincent Lovegrove, a highways maintenance officer at Surrey County Council. Vincent Lovegrove confirmed that the drains will be investigated in April 2024.

P&E 108/24 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 17th April 2024 at 18.00.

The meeting closed at 19.00 hrs.

Date:

Chairperson

Subject: Horse Riding on the Green

From: Phil <philipg4eft@papafoxtrot.plus.com>

Date: 13/04/2024, 11:53

To: clerk@ripleyparishcouncil.gov.uk

Dear Ruth Harrison

I spoke the other day to your assistant Clerk, Jess Caine, regarding horses being ridden way off the bridleway and permissive bridleway, on nearly all the paths and tracks of The Green. I phoned, basically, to find out if the rules had changed and horse ridding was now permitted. Jess informed me that no rules had changed.

On Friday 12 April at approximately 15:20 four horses were ridden out of the wooded area across the road and into the far end of the children play area to gain access to the double gates on the other side of this play area. Please see attached photo.

I do own a horse and I know what it is like exploring different paths and tracks. Fortunately, where I rode it was only footpaths that needed to be avoided. I certainly would never ride where these riders are going as the ground is soft and could give way due to mole or rabbit activity. Also, if a rider came off and landed up in the brambles people in the next county would most probably hear the screams!

Regards.

Philip Flint

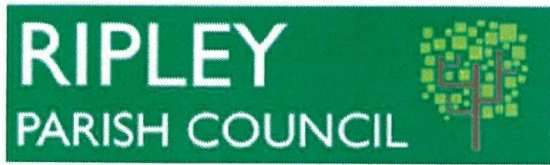
—IMG_2377.JPG—



Attachments:

IMG_2377.JPG

5.0 MB



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

Phone: 01483 224847
clerk@ripleyparishcouncil.gov.uk
www.ripleyparishcouncil.gov.uk

Application to place a bench on parish council owned or managed land

Name:.....Hannah Roberts.....

Address:.....164 Upper Lewes Road, Brighton,, BN2 3FB.....

.....

Email:.....hannahjwillis@hotmail.com.....

Phone:.....07954376336.....

~~Location for new bench to be agreed with Ripley Parish Council (please contact the Clerk for a current map)~~

Existing bench to be agreed

~~*I agree to pay Ripley Parish Council £xxx for the purchase and installation of a new *Ranmore* bench~~

*I agree to pay Ripley Parish Council £50 for the addition of a plaque to an existing *Ranmore* bench

*Delete as applicable

Signed:.....Hannah Roberts