



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

11th September 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 18th September 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. **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**

4. **MINUTES**

To **RECEIVE and SIGN** as a correct record the Minutes of the Ripley Parish Council meeting held on Wednesday 17th July 2024 (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**

7. REPRESENTATIVES' REPORTS

8. FINANCE

- i) **To RECEIVE and APPROVE** the schedule of accounts received and paid for the period 01.07.24 – 31.07.24 totalling £13714.89 and 01.08.24 – 31.08.24 totalling £4112.53 (Appendix C).
- ii) **To RECEIVE and APPROVE** any invoices presented for payment by the Parish Clerk.
- iii) **To RECEIVE and APPROVE** Ripley Parish Council's Annual Governance and Accountability Return S3 and Notice of Conclusion of Audit (Appendix D)
- iv) **To RECEIVE and APPROVE** Clear Council Insurance Policy Renewal (Appendix E)

9. LEISURE & FACILITIES

To RECEIVE and CONSIDER Leisure & Facilities matters:

- i) Ripley Village Hall.
- ii) ROSPA report playground (Appendix F)
- iii) Letter from Ripley Bonfire Association (Appendix G)
- iv) Nature Reserve Working Group: Name of Nature Reserve, Ditch clearance, Potential moving of two orchard trees(Appendix H)
- v) Christmas Fair update
- vi) Incident regarding dog on Ripley Green
- vii) Request for tree survey (Appendix I)
- viii) Request for a shed Plot 18 (Appendix J)

10. COMMUNICATION & LIAISON

To RECEIVE and CONSIDER Communication & Liaison matters:

- i) Minutes P&E Committee meeting held 19.06.2024 and 17.07.2024 (Appendix K)
- ii) Report on recent meetings of the Ripley Business Association
- iii) Report on recent meetings of Ripley & Send Matters
- iv) Community Emergency Hub (Appendix L)

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 16th October 2024**

13. EXCLUSION OF PUBLIC AND PRESS

In accordance with RPC Standing Order 10, a, xi, members of the public and press were excluded from the remainder of the meeting.

14. CONFIDENTIAL ITEM



Ripley Parish Council Office
Victory House
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GU23 6AF

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

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

Present: Cllr Ian Baker (Chairperson)
Cllr Rowland Cornell
Cllr Paddy McLaughlin
Cllr Peter Shoesmith
Jess Caine, Assistant Clerk
Ruth Harrison, Clerk of the Council
1 Member of the public

184/24 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Ayears, Cllr Gill, Cllr Bimson, Cllr Booth and Cllr Oven

185/24 DISCLOSURES OF INTERESTS

No disclosures of interest were received.

186/24 PUBLIC QUESTIONS

A member of the public raised the issue of empty council houses on Georgelands.

It was RESOLVED: Clerk to raise the issue of empty council houses on Georgelands with Cllr Pat Oven.

Ripley Parish day was taking place on 21st July and would be advertised in Ripley Reporter on 18th July

187/24 MINUTES

The Minutes of the meetings held on Wednesday 19th June 2024 were received, confirmed, and signed as a true and correct record by the Chairperson.

188/24 MATTERS ARISING

165/24 COMMUNICATION & LIAISON

ACTION ARISING: The request for a plaque on a bench for Paul Willis was approved. Cllr Cornell and Cllr Shoesmith would decide on appropriate benches to offer.

It was RESOLVED: A choice of 2 benches had been given to the relatives and one had been chosen.

181/24 COMMUNICATION & LIAISON

ACTION ARISING: Correspondence: Nature Reserve Water

The Council agreed to follow the Castle Water complaints procedure to try and receive back the money incorrectly charge for the Nature Reserve.

It was RESOLVED: Following a Stage 1 complaint a full refund was received.

189/24 CHAIRPERSON'S REPORT

Cllr Baker thanked Jess Caine and Ruth Harrison for their work over the last year and explained that the Clerk would be taking some annual leave and time in lieu during the school summer holidays and therefore August would be core business.

190/24 REPRESENTATIVE'S REPORTS

None

191/24 FINANCE

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

i) Schedule of accounts received and paid for the period 01.06.24 – 30.06.24 totalling £17489.22 (attached to record Minutes). Bank reconciliations: £86.75 for Petty Cash and £61258.81 for Unity Instant Access Savings at 30.06.2024. Bank reconciliations for Unity Current Account were £57129.80 at 30.04.2024, £31550.44 at 31.05.2024 and £24576.73 at 30.06.2024

It was RESOLVED: That the schedule of accounts received and paid for the period 01.06.24 – 30.06.24 totalling £17489.22 be approved. Bank reconciliation totals were noted.

ii) Members had received and considered invoices circulated by the Clerk via email ahead of the meeting.

It was RESOLVED: That the invoices be approved.

iii) Finance working group/asset register

Members discussed the Q1 spending against budget. The asset register was reviewed in conjunction with the insurance policy.

It was RESOLVED: The Clear Council insurance policy provided adequate cover for the items on the asset register. The asset register was up to date except the Clerk should remove the Christmas tree from the asset register.

iv) Virus protection

It was RESOLVED: McAfee would not be paid for. Once the free period came to an end Microsoft Defender which come with Office 365 would be activated.

v) Meadow cut and bale

The Council agreed that the RFO had undertaken due diligence in trying to obtain three quotes. 5 local companies, including all those recommended by other local parishes had been contacted and they had either ruled themselves out as uncompetitive, were not willing to quote, or could not provide the baling part of the service. The only quote received was from Tom Hill who had completed the task the previous year.

It was RESOLVED: Tom Hill would be asked to cut and bale the meadow at the cost of £1300 + VAT

192/24 LEISURE & FACILITIES

i) Ripley Village Hall
There were no updates

ii) Playground
National Highways had agreed to fund £4550 towards the replacement roundabout. Wider communication on this would be agreed in liaison with National Highways. Members discussed the action points suggested by the playground working group and agreed the volume of work was realistic by the next playground working group meeting.

It was RESOLVED: The proposed action points from the playground working group should be worked on before September 4th

It was RESOLVED: Clerk to inform playground working group of funding for the roundabout from National Highways.

- iii) Grass cutting regime
Currently the grass cutting regime was very dependent on weather conditions so there was no written agreement to the frequency of grass cutting.
It was RESOLVED: The grass should be cut as and when necessary
- iv) Burial Ground expansion update
Surrey Hills Solicitors had done the work on sending the letters to the landowners of the potential site for burial ground extension. No responses had yet been received.

193/24 COMMUNICATION & LIAISON

- i) Minutes P&E Committee meeting held 15.05.2024
It was RESOLVED: Committee minutes be noted.
- ii) Report on recent meetings of the Ripley Business Association
It was noted that there were new people on board but more members were needed.
- iii) Report on recent meetings of Ripley & Send Matters.
Topics for the next edition were discussed. It was agreed that updates on Wisley airfield would be appropriate.
It was RESOLVED: Jess Caine to draft wording for Ripley and Send Matters and email to Cllr Ayears for consideration.
- iv) Correspondence Rose Lane
It was RESOLVED: The Clerk would write to SCC in regard to repainting the yellow lines on Rose Lane.
It was RESOLVED: The Clerk would contact the local PCSO in regard to parking on the double yellow lines near the junction between Rose Lane and the High Street.
- v) Climate Change GBC online consultation
It was RESOLVED: Ripley Parish Council did not wish to participate in feedback on the draft Climate Change Supplementary Planning Document.

194/24 ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

ROSPA report

195/24 DATE OF THE NEXT PARISH COUNCIL MEETING

The parish council's next meeting was scheduled to take place on Wednesday 18th September 2024, at Victory House at 1900hrs.

The meeting closed at 20.10 hrs.

Date:

Chairperson



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Victory House
High Street
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Surrey
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clerk@ripleyparishcouncil.gov.uk
www.ripleyparishcouncil.gov.uk

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

136/22 REPRESENTATIVES' REPORTS

ACTION ARISING: Council to calculate its carbon footprint.
 Clerk to contact SALC and find out if there is a statutory obligation.

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: 05/08/2024

Ripley Parish Council

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Time: 13:38

Cashbook 4

User: RUTH

Unity Current

Payments made between 01/07/2024 and 31/07/2024

							Nominal Ledger Analysis	
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
03/07/2024	NEST	DDNEST	185.52			4002 100	24.99	JC Employer Pension
						4003 100	41.65	JC Employee Pension
						4002 100	44.58	RH Employer Pension
						4003 100	74.30	RH Employee Pension
16/07/2024	Cloud Next Ltd	CD2364	132.00		22.00	4032 103	110.00	Cloud next domain
16/07/2024	SLCC Enterprises Ltd	CD2365	188.00			4011 101	188.00	RH SLCC membership
16/07/2024	Lloyds Bank Commercial Card	CD2366	3.00			4040 104	3.00	Credit card fee
22/07/2024	Emma Morris	2024036	180.00			4054 105	180.00	Cleaning loos
22/07/2024	Guy Marshall	2024037	524.00			4051 105	322.00	Mowing the green
						4091 109	90.00	Mowing burial ground
						4070 107	112.00	Mowing allotments
22/07/2024	Maybury Hill Service Station	2024037A	5.02		0.84	4062 106	4.18	Petrol for mower
22/07/2024	Little Waitrose & Shell BC	2024037B	7.41		1.24	4062 106	6.17	Petrol for strimmer
22/07/2024	Ripley Village Hall	2024038	283.93			4031 103	283.93	Services VH
22/07/2024	British Gas	2024038A	17.00		0.81	4031 103	16.19	Services Victory House
22/07/2024	Chatter Telecommunications Ltd	2024038B	25.14		4.19	4033 103	20.95	Broadband - via RVH
22/07/2024	Hire Services (Southern) Ltd	2024039	16.43		2.74	4061 106	13.69	Strimmer line
22/07/2024	E bay	2024040	97.60		16.27	4064 106	81.33	Bus Shelter Shingles
22/07/2024	Ripley Village Hall	2024041	1,250.00			4030 103	1,250.00	Rent
22/07/2024	Peter Shoesmith	2024042	107.00			4070 107	107.00	Fix allotment tap
22/07/2024	Surrey Hills Solicitors	2024045	558.00		93.00	4093 109	465.00	BG extension legal
22/07/2024	Surrey Hills Solicitors	2024045A	6.00			4093 109	6.00	BG Search fees
22/07/2024	Amazon EU Sarl, UK	2024046	51.99			4061 106	51.99	Gerry cans RA
22/07/2024	K H Heating and Plumbing	2024047	95.40		15.90	4054 105	79.50	Blocked toilet
22/07/2024	ROSPA	2024048	136.80		22.80	4056 105	114.00	Playground inspection
22/07/2024	ECOTRICITY	DDECO	24.15		1.15	4060 106	23.00	Electricity lock up
26/07/2024	Sawscapes Play Ltd	2024049	6,330.00		1,055.00	4056 105	5,275.00	Roundabout
26/07/2024	T H Contracting & Maintenance	2024050	1,560.00		260.00	4052 105	1,300.00	Meadow cut
29/07/2024	Chatter Telecommunications Ltd	DDCHAT	16.74		2.79	4033 103	13.95	Office phone
31/07/2024	Jess Caine	2024043				4000 100		JC Salary
31/07/2024	Ruth Harrison	2024044				4000 100		RH Salary
Total Payments:			13,714.89	0.00	1,498.73		12,216.16	

Date: 02/09/2024

Ripley Parish Council

Page 1

Time: 10:57

Cashbook 4

User: RUTH

Unity Current

Payments made between 01/08/2024 and 31/08/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
02/08/2024	NEST	DDNEST	185.52			4002 100	24.99	JC Employer pension
						4003 100	41.65	JC Employee pension
						4002 100	44.58	RH Employer pension
						4003 100	74.30	RH Employee pension
16/08/2024	SLCC Enterprises Ltd	CD2367	148.00			4011 101	148.00	JC SLCC sub
16/08/2024	Land Registry	CD2368	6.00			4093 109	6.00	Land search fee
16/08/2024	Land Registry	CD2369	6.00			4093 109	6.00	Land search
16/08/2024	Land Registry	CD2370	3.00			4093 109	3.00	Land search
16/08/2024	Guildford Borough Council	CD2371	175.00			4110 111	175.00	GBC Road Closure
16/08/2024	Electronic Licensing	CD2372	21.00			4110 111	21.00	Electronic license
16/08/2024	Lloyds Bank Commercial Card	CD2373	3.00			4040 104	3.00	Card fee
19/08/2024	Emma Morris	2024051	210.00			4054 105	210.00	Loo cleaning
19/08/2024	Guy Marshall	2024052	463.00			4051 105	243.00	The Green
						4070 107	100.00	Allotment
						4091 109	120.00	Burial Ground
19/08/2024	Little Waitrose & Shell BC	2024052A	7.40		1.23	4062 106	6.17	Mower fuel
19/08/2024	Ripley Village Hall	2024053	75.95			4031 103	75.95	Service Victory House
19/08/2024	British Gas	2024053A	77.83		3.71	4031 103	74.12	BG RVH
19/08/2024	Chatter Telecommunications Ltd	2024053B	37.65		6.28	4033 103	31.37	Broadband
19/08/2024	Eyelid Productions	2024054	100.00			4032 103	100.00	Annual website support
19/08/2024	PKF Littlejohn LLP	2024055	504.00		84.00	4017 101	420.00	External Audit
19/08/2024	Castle Water South East	2024056	63.45			4101 110	63.45	Nature res water
19/08/2024	Castle Water South East	2024056A	61.00		10.17	4101 110	50.83	Nature res Water
19/08/2024	Ruth Harrison	2024057	11.70			4021 102	11.70	RH mileage
20/08/2024	ECOTRICITY	DDECO	22.53		1.07	4060 106	21.46	Electric lock up
29/08/2024	Chatter Telecommunications Ltd	DDCHAT	16.74		2.79	4033 103	13.95	Phone
30/08/2024	Jess Caine	2024058				4000 100		JC salary
30/08/2024	Ruth Harrison	2024059				4000 100		RH salary
Total Payments:			4,112.53	0.00	109.25		4,003.28	



Ms Ruth Harrison
 Ripley Parish Council
 RIPLEY PARISH COUNCIL
 VICTORY HOUSE
 HIGH STREET
 RIPLEY
 SURREY
 GU236AF

DDI:

+44 (0)20 7516 2200

Email:

sba@pkf-l.com

Date:

25 July 2024

Our Ref:

SU0063

SAAA Ref:

SB07036

Ripley Parish Council**Completion of the limited assurance review for the year ended 31 March 2024**

Dear Ms Harrison

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Ripley Parish Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP
 15 Westferry Circus,
 Canary Wharf, London
 E14 4HD

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SU0063 or Ripley Parish Council as a reference when paying by BACS.

Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
 - at the latest, between Tuesday 1 July and Monday 11 August 2025.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2023/24

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Ripley Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Ripley Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Ripley Parish Council on application to: (a) _____ _____ _____ _____ (b) _____ _____ _____ 3. Copies will be provided to any local government elector of the area on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d) _____ Date of announcement: (e) _____	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for, the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
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Ms Ruth Harrison
Ripley Parish Council
RIPLEY PARISH COUNCIL
VICTORY HOUSE
HIGH STREET
RIPLEY
SURREY
GU236AF

Our ref SU0063
SAAA Ref SB07036
Invoice No. SB20240159
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 25 July 2024

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	£420.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£420.00
VAT @ 20%	£84.00
TOTAL PAYABLE	£504.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include SU0063 or Ripley Parish Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com



Ms Ruth Harrison
Ripley Parish Council
RIPLEY PARISH COUNCIL
VICTORY HOUSE
HIGH STREET
RIPLEY
SURREY
GU236AF

Our ref SU0063

SAAA Ref SB07036

Invoice No. SB20240159

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 25 July 2024

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	£420.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£420.00
VAT @ 20%	£84.00
TOTAL PAYABLE	£504.00

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For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include SU0063 or Ripley Parish Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
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T: +44 (0)20 7516 2200
www.pkf-l.com

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

RIPLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		Yes	No*	Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
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 authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
				✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

15 / 05 / 20 24

and recorded as minute reference:

156 / 24

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

ripleyparishcouncil.gov.uk

Section 2 – Accounting Statements 2023/24 for

RIMEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	43,777	59,695	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	82,001	91,390	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	70,015	45,071	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	34,828	38,491	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	23,812	23,812	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	77,458	53,659	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	59,695	80,194	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	59,695	80,194	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	242,001	252,474	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	467,500	450,870	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

07/05/2024

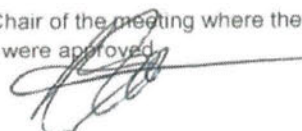
I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2024

as recorded in minute reference:

157/24

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Ripley Parish Council - SU0063

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

17/07/2024

Appendix E

Email from Clear Council 21st August

Good afternoon,

Following on from our recent renewal invitation, please be advised that should the Council wish to re-enter a further 3-year Long Term Undertaking, this would bring the renewal premium down to £1,284.74.

We trust that this is in order. Should you have any further questions, please do not hesitate to contact us.

Kind regards

Clear Councils Enquiries

 [Web clearcouncils.co.uk](http://clearcouncils.co.uk)  **Direct** [0330 013 0036](tel:0330 013 0036)

 **Address** Clear Councils, AGM House, 3 Barton Close, Leicester, LE19 1SJ

Mr Jim Morris

Ripley Parish Council

Ripley Village Hall, Victory House
High Street, Ripley
Woking
Surrey
GU23 6AF

14 August 2024

Policy Number: 100723637BDN/LCO02332

Dear Mr Morris,

LOCAL COUNCIL RENEWAL INVITE

We have pleasure in enclosing your renewal invite and terms for your Local Councils Insurance policy, together with a Schedule of Insurance and Statement of Fact. It is important that you review all the documentation, ensuring the information is correct and cover meets your requirements. If any of the information is incorrect, or you would like to make a change to your cover level(s) please contact our team.

Policy Type:	Local Councils
Insurer:	Aviva Insurance Ltd
Renewal Date:	01 October 2024
Premium:	£1,285.38
Arrangement Fee:	£45.00 non-refundable in the event of cancellation
TOTAL PREMIUM	£1,330.38

Please note the premium above is based on the information you have provided, should any information change or be incorrect the premium may be subject to change.

IMPORTANT DOCUMENTS: Please read the following documents carefully.

- **Policy Schedule:** This is an outline of the cover provided under the policy including cover levels, and relevant sums insured, excesses and exclusions.
- **Statement of Fact:** This is an outline of the information you have provided to Clear Councils and the insurer.
- **Summary of Cover:** This provides a summary of the risk information held and levels of cover provided
- **Policy Summary:** This provides an overview of the key aspects of the insurance policy.
- **Policy Wording:** This sets out the cover provided and the terms, conditions and exclusions which apply.
- **Important Notices & Information Document:** A summary of any important information regarding a Local Councils insurance policy.
- **Clear Councils Cyber Policy Information:** A summary of an additional Cyber Insurance policy Clear Councils can arrange for you.
- **Terms of Business** Clear Councils's Terms and Conditions, which explain how we will manage your policy.
- **Notice to Policyholders:** Details of any important changes to your policy.

Renewal details for any other insurance policies arranged through Clear Insurance Management (CIM) alongside your Local Councils Insurance will be issued under a separate communication.

Policy Documents

Your documents will be emailed, however if you would prefer to receive a copy by post, please let a member of our team know.

Please note if you receive your documents by post a Policy Wording will not be enclosed, the version (v02.10.2019) you have been provided with previously is still valid, however if you would like another copy please contact us on 0330 013 0036 or email councils@thecleargroup.com

Is This Policy Suitable for You?

This policy is designed for Local Town and Parish Councils domiciled in the UK who require insurance cover:

- as an employer against damages and legal costs made against them by employees for injury or disease arising out of their employment
- for claims made against them by third parties for injury, disease or damage to property during the policy term
- for claims made against them by third parties for injury, disease or damage to property caused by or in connection with products sold during the policy term.
- against theft of the council's own money, securities or property by an employee, partner, contractor or volunteer.
- for money which is lost or stolen.
- against the cost of compensation claims made against your business's directors and key managers (officers) for alleged wrongful acts.
- against libel and slander for certain events.
- for assistance with legal expenses incurred for certain events.

We do not give advice or make a personal recommendation in relation to this policy regarding its suitability for your needs. It's important that you review the cover levels and sums insured and read and understand all documentation and policy terms to ensure it meets your requirements.

It is important that you check the levels of cover and sums insured noted on the enclosed documents are correct and reflective of current valuations, and that you are not under insured. Please check the statements and answers that are shown on these documents and let us know if anything is incorrect, as any inaccuracies or omissions may invalidate your cover. Should any alterations be required then please contact our Local Councils Team on 0330 013 0036.

What is Underinsurance?

This refers to inadequate insurance coverage which could leave you unable to claim for your full loss, and making you susceptible to the average rule, reducing your claim further. We recommend you obtain professional valuations for the reinstatement of your Buildings, every three years, to ensure your sum insured is set at the right level, avoiding the potentially damaging effects of underinsurance.

Index Linking

Certain Sums Insured on this policy are Index Linked, which means they will be adjusted annually according to recognised UK price indices. These indices measure the effect of inflation on such things as the price of raw materials and goods and the cost of labour. Each year, the relevant sums insured are automatically uplifted by your insurers. The revised values will be shown on your policy schedule at each renewal and the appropriate revised proportional premiums are charged accordingly. If your policy is subject to a Long-Term Agreement (see below), index linking will continue to be applied annually, and your premiums will therefore fluctuate proportionally, according to the revised values noted in your renewal invitation schedules. These rates fluctuate monthly, according to the most recent recommendations from the selected indices. Typically, different index linked rates may be applied to Buildings, Contents, Machinery, Plant and Equipment. These annual fluctuations are designed to help your sums insured to keep pace with the effects of inflation, however, you remain responsible for ensuring that your declared values and sums insured represent the correct replacement and/or reinstatement values of the items insured, at all times. Further information and explanation on this subject is available on request from the Clear Councils Team.

Market Selection

We have approached a Single Insurer. You should also be aware that in sourcing and placing business with Aviva Insurance that we have acted as your agent. We will also act as your agent in the event of a claim.

Significant Endorsements, Exclusions, Limitations, Warranties and Subjectivities

Please refer to the enclosed Policy Schedule, Policy Summary and Policy Wording which outline all conditions and exclusions applicable to your policy.

Additional endorsements applied to your policy are listed below:

■

- [30] - Tree Felling and Lopping Cover
- [31] - Fly Tipping Cover
- [AMENDED] - Amended Policy Introduction
- [COVEX] - General Exclusions - Coronavirus
- [FIREWORKS_23] - Firework Displays & Bonfires
- [GDPRCLP] - Data Protection Act wording amendment (CLP)
- [GDPRELPL] - Data Protection Act wording amendment (EL/PL)
- [IL001] - Index Linking
- [KEYPERSONS] - Key Persons
- [PL002_23] - Skateboard Parks
- [PL003_23] - Injury to Participants Exclusion
- [PL004_23] - Playgrounds and Amusement Devices
- [HAWKEYE_FLOOD_500] - Increased Flood Excess - Lock Up Store, GU23 6BZ

You will find that additional endorsements have been applied from this renewal, notably those detailing increased Flood excesses (where applicable to your locations according to Aviva's flood and surface water risk mapping data), and, in some cases, additional requirements for the storage of stock held in basements or at ground floor level.

In addition, the following four endorsements have now been added to our standard Local Councils policy:

- PL002_23 Skateboard Parks
- PL003_23 Injury to Participants
- PL004_23 Playgrounds & Amusement Devices
- FIREWORKS_23 Firework Displays & Bonfires

Full details of these endorsements can be found on the enclosed Policy Schedule. It is important that you read and understand these endorsements, exclusions, limitations and other conditions and warranties. Please contact the Clear Councils Team if you require any further explanation or assistance.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The **Policy Wording** will include conditions that you must meet so cover applies if a claim is made. The insurer can refuse to pay out if all the policy's conditions are not met.

The policy may also include warranties. A **warranty** is a condition you must comply with precisely; if a warranty is not fulfilled, the insurer can suspend cover or cancel it.

Your insurer can refuse to pay out if you don't meet all its conditions. The proposal from the insurer can contain conditions called subjectivities. A **subjectivity** is something the insurer will want you to carry out within a standard timescale. For example, you could be asked to fill in a proposal form, provide details of your claims history, or undertake risk improvement measures.

Excesses

All excesses are detailed in your Policy Schedule, please ensure you familiarise yourself with these. **Please note that, with effect from this year's renewal, the Section 1 - Property Damage Excess has increased from £125 to £250. In addition to this, Flood cover is now subject to increased excesses (where applicable to your locations according to Aviva's flood and surface water risk mapping data). Please refer to the location specific endorsements contained in the Policy Schedule.**

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The insurer may also add an excess or exclusions. An excess is the amount paid, or the insurer holds back in the event of a claim (excess details are noted below). An exclusion is a clause in the policy that states which risks the insurance won't cover.

Important Changes to the Current Policy from Renewal

Please refer to the emboldened paragraphs above, under the headings 'Significant Endorsements, Exclusions, Limitations, Warranties and Subjectivities' and 'Excesses'.

Please refer to the enclosed **Notice to Policyholders** document which details any important changes to your policy.

Important Information

Please refer to the enclosed **Clear Councils Insurance Important Notices & Information** document.

This policy is renewable.

Duty of Fair Presentation

It is your responsibility to provide a fair presentation of the insurance risk by carrying out a reasonable search for information, including obtaining information from senior managers or other parties within your organisation or anybody who your business outsources any tasks to.

You must disclose every material circumstance which you know or ought to know or failing that disclose sufficient information to put your insurer on notice that it needs to make further enquiries. You must ensure that any information you provide is correct to the best of your knowledge and representations that you make in expectation or belief must be made in good faith.

To ensure that your business is adequately covered, you have an ongoing responsibility to share all material circumstances about your business are accurate and in good faith. Details about your business, its activities and how it is managed must be reported to your insurers. This means you must disclose:

- All known material circumstances which may influence your insurers' assessment of the risk, for example:
 - Changes to your address, premises, or security
 - Contractual obligations to customers and suppliers
 - Changes to processes or your customer base
 - New products and services
 - Importing/Exporting to or from foreign markets
 - Opening offices or employing staff overseas
 - Past Convictions, County Court Judgements, Bankruptcies, or company/individual voluntary arrangements
 - Been the subject of recovery action by HM revenue and customs
 - Been prosecuted, served prohibition, or served an important order or notice under health and safety legislation or environmental protection legislation
 - Been disqualified from being a company director
- The knowledge of your senior management team, as well as directors, middle management and staff who may have knowledge of information material to the nature of your business now or any changes which might affect the profile of your risk in the future.
- You are obliged to undertake a reasonable search of any information relating to your business held by external parties employed to advise the business, such as consultants, managing agents, accountants, solicitors, or risk managers.

Cancellation Rights

You have the right to cancel this insurance after the inception or renewal date, as described in the Insurance Product Information Document (IPID) or in your Policy Wording.

Claims

Insurers require you to notify details of claims or circumstances that may give rise to a claim against you. This Condition sets out the insurer's requirements for notifying claims and the procedures to be adopted and complied with. For example, you must not admit liability or prejudice the insurer's position and if you do, insurers could repudiate claims.

Additional Benefits

Local Council Awards Scheme (LCAS)

If you hold a Foundation, Quality or Gold Quality Award, you are entitled to a premium discount, in addition to any discounts already applied to this quotation. Simply contact the Local Councils Insurance Team on the contact number noted below, confirming your LCAS status for us to provide an amended quotation.

Secure Your Council Insurance Renewal for 3 Years and Reduce your Premium

You have the option to reduce your premium for the next three years, by agreeing to a Long-Term Undertaking (LTU) with Aviva Insurance. Doing so gives you the benefit of ensuring that your policy will renew based on the same underlying rates as those used for the first year's quotation. Please be aware that premiums are adjusted proportionally, according to any revised sums insured you declare to us, for example, during the policy period, or in advance of a renewal. Premiums are also adjusted proportionally, according to fluctuations in the value of annual index linking applied at each renewal by your insurers (as explained above). Your insurers reserve the right to adjust the underlying rates and terms, where there have been claims made during the period preceding a renewal. Any changes to the rate of Insurance Premium Tax, in accordance with HMRC instructions, will also apply at each renewal. Should you choose to enter the Long-Term Undertaking, you are making a commitment to maintain this insurance policy until the point of renewal in three years' time. This Long-Term Undertaking relates solely to this product and cannot be transferred to another policy or insurer.

Please contact the Clear Councils Insurance Team for a reduced premium option.

Other Insurance Products

Clear Cyber for Councils

Working with Talbot Underwriting Ltd we can arrange additional cover which will help you in the event of a cyber-attack, and any liabilities that arise due to a breach of privacy legislation (GDPR).

The policy provides:

- Limit of Indemnity: £250,000
- E-Theft Extension (Social Engineering/Funds Transfer): £25,000
- 10 free device licences for award-winning endpoint protection AVAST Antivirus Pro Plus and cloud data backups (RRP £400 per annum) which satisfies policy conditions.

The policy also offers a range of benefits which are exclusive to the Clear Cyber for Councils policy, including:

- Small councils can work in partnership and have a joint policy with up to 3 other councils, enabling you to split the cost and share the 10 free AVAST Antivirus Pro Plus device licences
- Free 1 hour Cyber/GDPR consultation with a Compliance specialist who has experience as a councillor, to offer information and guidance. Further consultancy is available at an extra cost.

Please find further details enclosed.

Your Parish Online Subscription

Your free Parish Online subscription from Clear Councils Insurance will end at this renewal (date as above). To continue to benefit from using Parish Online, your mapping software renewal subscription will include a 20% discount, courtesy of Clear Councils Insurance. If you wish to renew your subscription or require support please contact support@parish-online.co.uk or visit www.parish-online.co.uk.

What To Do Next

Please read through the enclosed documents carefully, ensuring the cover details accurately reflect your requirements.

If you would like to go ahead and renew cover, please contact us by phone or email. It is essential that we receive instructions to proceed with cover and payment prior to the renewal date.

Paying for Your Policy

Credit/Debit Card:	Please access our online Clear Self Service Portal* or call Clear on 0330 013 0036 and have your card details ready. * Please refer to our recent email communications detailing the registration and access process. If you need any assistance getting started, please email, or call the team and we will be happy to help.
BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.

Premium Finance

You may be able to spread the cost of your insurance premium across regular monthly instalments; if you choose this method a Premium Finance Loan Application will be sent to you for completion. Please note Clear is a credit broker and not a lender, we will not provide you with any advice regarding finance and will only approach Close Brothers Premium Finance (CBPF). Clear Insurance Management Limited is remunerated for arranging credit. Please refer to the enclosed Premium Finance Information Sheet for further information.

Finance Provider	Close Brothers Premium Finance (CBPF)
Loan Amount	£1,330.38
Interest Amount (7.95%)	£105.77
10 Monthly Instalments of	£143.61
Total Payable	£1,436.15
APR	20.77%
Instalment Term	10 Months
Policy Term	12 Months

The above table shows the premium which would be financed by Close Brothers Premium Finance, at a charge of 7.95% (Typical 20.77% APR variable).

The policy term is 2 months longer than the instalment plan. Financing the premium at £1,436.15 means the overall cost will be more expensive than making a single payment of £1,330.38, the additional cost amounts to £105.77

Please refer to the enclosed Premium Finance Information Sheet for further information.

We look forward to receiving your instructions, however, should you have any queries in relation to the quotation please contact us.

Yours Sincerely

Clear Councils Team
Email: councils@thecleargroup.com
Telephone: 0330 013 0036
Website: www.clearcouncils.co.uk



Secretary:
Mr Steve Lock
28 Waltham Avenue
Guildford
Surrey GU2 9QF
Tel: 01483 506015
Mobile: 07854 017362
Email: steve_lock47@btinternet.com

10th July 2024

Ruth Harrison
Clerk to the Council/RFO
Ripley Parish Council
Victory House
High Street
Ripley
Surrey
GU23 6AF

Dear Mrs Harrison

We would be grateful for your confirmation that it will be in order to allow the Ripley Bonfire Association to use the facilities on Ripley Green for the celebrations this year on Saturday 26th October.

We confirm that we will have the usual Public Liability Insurance in the sum of £5m for the day and for the building of the bonfire. Dynamic Fireworks are the company who will deal with the fireworks and will have their own insurance.

No doubt you will arrange for Steve Hill, as before, to collect Mr Benson's cheque for the Ripley Parish Council for the time vehicles are parked on the green.

Thank you in anticipation for your continuing support of this event.

Yours sincerely

Steve Lock
Secretary

Nature Reserve

Actions to consider from NRW meeting

- It was discussed the renaming of the Nature Reserve to 'Chapel Nature Reserve'
- To consider the clearance of the ditch
- Potential of moving to Orchard Trees from where there is significant flooding

APPENDIX I

Request for Tree survey

Good morning,

As we approach this winter and our trees become dormant, we would like to ask you to do a '**beat up**' count of your 2023-24 SCC donated trees before **September 30th 2024**.

A *beat up* is a count of your planted trees and a report of how many of them have survived. Now is the perfect time to do this when your trees are still in leaf. A beat up is a key part of tree planting, and allows us to determine how many trees successfully survived the growing season at your planted sites. In addition, please could you send 3 photographs of your planted trees?

We have written guidance on how to carry a up a beat up below. We have also included a table where you can document the numbers of the beat up.

Carrying Out a Beat Up Survey

- To successfully undertake a beat up you need to count how many of your trees are alive and growing
 - o To identify this, these are the trees that have green leaves.
 - o If you are unsure if the tree is alive, you can make a small scratch with your nail in the middle of the upright the stem (trunk). If you uncover green tissue, then your tree is alive.
 - o You may need to remove or lift the guard to do this.
 - o A dead tree is likely to have no green leaves, shrivelled brown leaves and does not have green tissue when scratched.
 - o If you are unsure if your tree is dead or alive and has some signs of life, please count this as alive.
- It is useful to section off your trees if you have high numbers, and work with others using a tally system.
- It does not matter what time of day you undertake the survey, you can do this over several days providing you have a record of where you started/stopped.

- If there is long grass around your trees it is advisable to wear long trousers to avoid ticks and injury.
- Please take 3 photos when you are on site.
- Don't forget to take a notebook or clipboard!

Your site details:

Please fill in the pink section below with the number of alive trees you count on your site.

TREES PLANTED		ALIVE TREES	
Whips	Feathers	Whips	Feathers
105	12		

Please respond to this email with your beat up results and your three photos by **September 30th 2024.**

Kind regards,

Request for a shed: Plot 18

Dear Ruth,

I hope this email finds you well. I am writing to you today in order to request a slightly bigger shed than the 6 x 4 that is stated in the contract. I am requesting permission to install a 7 x 5 summer house/ shed.

My wife, Osha, and I love spending time at our allotment and are very proud of our accomplishments there to date. We have managed to upcycle and repurpose a lot of materials that we have been given/ able to source for free and are firm believers in reuse, recycle, repurpose ethos. As such we have found a great deal for a 7 x 5 summer house/ shed.

The reason why we are requesting the extra space are for the following reasons:

1. We have recently found out that my wife, Osha, is pregnant. We are expecting our little addition around mid- Feb. We still intend to tend our allotment on a regular basis and greatly enjoy the social interaction with other allotment holders. My wife has a very stressful job as a primary school teacher at a local primary school and really feels the mental health benefits of being able to spend a lot of time in our allotment year round. This being said, we would need somewhere to be able to put our child safely whilst we tend our plot. We would also need somewhere to sit during periods of inclement weather.
2. A light and airy summer house/shed also provides an ideal environment for growing. We have our 6x4 greenhouse which is regularly used for seedlings but it often reaches capacity, so having somewhere else to store/ pot on our plants/ wrap up for winter would enable us to further develop our plot. At 6' 4" I am not able to stand up and thus join my wife in the greenhouse as I am not able to stand upright in it. However I would be able to stand upright in a 7 x 5 shed.
3. We also need a place to be able to lock away and store our essential tools safely. We would be more inclined to spend longer periods more frequently tending our allotment plot without the need to lug items back and forth from our home.

It wouldn't be creating a precedence as we have noticed that there are already larger glasshouses and sheds than 7 x 5 on the site. We have spoken to the plot holders behind us, and to either side, as to position and if they would object and everyone has been very supportive of the idea. It would greatly enhance our enjoyment of the allotment plot during the less clement weather months.

I look forward to hearing from you soon. If you have any further questions or queries please don't hesitate to get in touch with either myself or my wife.

Yours faithfully,

Alex Leman-Lawrie



Ruth Harrison, Clerk to the Council

Ripley Parish Council,
Victory House,
High Street,
Ripley,
Surrey,
GU23 6DE

01483 224847

clerk@ripleyparishcouncil.gov.uk

ripleyparishcouncil.gov.uk

**MINUTES of RIPLEY PARISH COUNCIL PLANNING & ENVIRONMENT COMMITTEE
MEETING held on WEDNESDAY 19th JUNE 2024 at 1800HRS at VICTORY HOUSE**

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

P&E 127/24 ELECTION OF CHAIRPERSON

Cllr Cornell proposed Councillor Gill as Chairperson of the Planning and Environment Committee for the term spanning 2024 to 2025. Councillor Shoesmith seconded the nomination. Councillor Gill accepted the nomination and resumed her role as Chairperson.

P&E 128/24 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Pat Oven.

P&E 129/24 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 130/24 PUBLIC QUESTIONS

There were no public questions.

P&E 131/24 MINUTES & MATTERS ARISING

The Minutes of the Planning & Environment Committee meeting held on Wednesday 15th of May 2024 were received, confirmed, and signed as a true and correct record by the Chairperson.

P&E 132/24 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 17th July 2024.**

Reference: 24/P/00679

Location: Woodside, Wisley Lane, Wisley, Woking, GU23 6QD
Proposal: Retrospective application for continued and permanent use of 'Woodside' (former RHS Director's house) as a cafeteria with associated seating on the ground floor and external terraced area and associated storage space in garage and office use on the first floor.
Contact: Elliot Finc

Ripley Parish Council chose not to comment on the planning application.

Reference: 24/P/00857

Location: Ryde Cottage, The Green, Ripley, Woking, GU23 6AR
Proposal: Replacement windows.
Contact: Jennifer Esan

Ripley Parish Council supports Planning Application 24/P/00857.

P&E 133/24 PLANNING ENFORCEMENT, APPEALS, & DECISIONS

Members received and considered planning enforcement cases in the parish. Decisions and informatives were received for 24/P/00445 and 24/P/00601.

It was RESOLVED: That the reports be noted.

P&E 134/24 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 Ayears convened with Jonathan Wade, Senior Project Manager at National Highways, and reviewed drawings detailing all speed limiters and speed tables. Cllr Ayears was informed that a draft Section 278 Order necessitates approval from Surrey County Council (SCC). National Highways must also submit a Traffic Regulation Order (TRO) to SCC. The Development Consent Order (DCO) issued pertained to a 1km section on the B2215, with scheduled works for speed limiters and tables originally planned for completion around September – October 2024. These works are now anticipated to be postponed, likely until October – November 2024, to align with activities at the Ockham Bypass roundabout. Additionally, Balfour Beatty administers a community fund that potentially could contribute towards the new playground roundabout. A request to access this fund was submitted on 19th June 2024. At present the Slips at Burnt Common have been deferred into a post-2030 programme by Highways England.
- ii) Correspondence regarding Former Highlands Nurseries Project money
Discussions included correspondence concerning funds allocated to the Former Highlands Nurseries Project. The approval notice indicated the availability of funds from Section 106 (S106) contributions. Ripley Parish Council has expressed interest in participating in the S106 negotiations.

P&E 135/24 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.
The planning inspector approved the Wisley Airfield development. In response, Villages against Wisley New Town (VAWNT) and the Wisley Action Group (WAG) have appealed for donations to potentially pursue a judicial review. This review would scrutinise the procedural aspects of the inspector's decision rather than revisiting the substantive arguments of the case.
- ii) Flood forum
Cllr McLaughlin raised concerns with Surrey County Council (SCC) regarding Riparian Drainage advice. SCC clarified that residents are responsible for their own drainages, citing *Attorney General v Waring* (1899) J.P. 789. SCC also noted holding documentation indicating residents' requests for manmade drainages.

Furthermore, The Send and Ripley Flood Forum is chaired by Angela Richardson, Conservative MP for Guildford. Depending on the outcome of the upcoming General Election on 4th July 2024, it may be advisable to contact the newly elected MP if Angela Richardson is not re-elected.
Cllrs discussed the importance of communications to external bodies expressing the view of Ripley Parish Council and not individual concerns.

P&E 136/24 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 July 2024 at 18.00.

The meeting closed at 19.00 hrs.

Date:

Chairperson

**MINUTES of RIPLEY PARISH COUNCIL PLANNING & ENVIRONMENT COMMITTEE
MEETING held on WEDNESDAY 17th JULY 2024 at 1800HRS at VICTORY HOUSE**

Present: Cllr Ian Baker, Acting Chairman
Cllr Rowland Cornell
Cllr Paddy McLaughlin
Cllr Peter Shoesmith
Ruth Harrison, Clerk of the Council
Jess Caine, Assistant Clerk
Four members of the public.

P&E 137/24 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Richard Ayears, Cllr Sarah Gill, Cllr Caroline Bimson, Cllr Pat Oven, and Cllr Dennis Booth.

P&E 138/24 DISCLOSURES OF INTEREST

No interests were disclosed.

P&E 139/24 PUBLIC QUESTIONS

A parishioner raised concerns regarding the planning application for Caterpillar Cottage (Ref: 24/P/00999). The parishioner asserted that the plans available online do not accurately reflect the property's boundaries and interfere with them. It was noted that the architect had not visited the site, nor had any representative engaged with the parishioner, who is a tenant. The parishioner has previously submitted a letter to Guildford Borough Council requesting a revised planning application.

The owner of Ryde Cottage (Ref: 24/P/00857) attended the meeting and presented his plans to the Council, indicating his intention to restore the property to its original Georgian design.

IT WAS RESOLVED to put a screen around the scaffolding for the building works for Ryde Cottage that will take approximately twelve weeks.

P&E 140/24 MINUTES & MATTERS ARISING

The Minutes of the Planning & Environment Committee meeting held on Wednesday 19th of June 2024 were received, confirmed, and signed as a true and correct record by the Chairperson.

P&E 141/24 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 17th July 2024.

Reference: [24/P/00944](#)

Location: 2 Grove Heath North, Ripley, Woking, GU23 6EN

Proposal: Single storey front extension, single storey rear extension, hip to gable roof extensions, front and rear dormer windows and fenestration changes.

Contact: Adam.Hinchliff-Walz@guildford.gov.uk

Ripley Parish Council does not object to Ref. No: 24/P/00944.

Reference: [24/P/00941](#) and [24/P/00950](#)

Location: The Ship Inn, High Street, Ripley, Woking, GU23 6AZ

Proposal: Advertisement Consent for 2 externally illuminated pictorial signs, 2 non illuminated amenity signs, 2 non-illuminated fascia signs, 1 externally illuminated menu case, 2 decorative lanterns and 4 flood lights.

Contact: Elliot.Finch@guildford.gov.uk

Ripley Parish Council does not object to Ref. No: 24/P/00941 and 24/P/00950.

Communication in regard to application 24/P/00857.

See public questions.

Reference: [24/P/00975](#)

Location: Valentines Farm, Rose Lane, Ripley, Woking, GU23 6NE

Proposal: Application under section 73 of the Town and Country Planning Act 1990 for the removal of condition 8 (storage of materials) of planning permission 19/P/01881 approved 12/11/2021 which was for the enclosure of Barn B and change of use of the whole barn building (comprising Barn A and Barn B) from light industrial use (B1(c)) to a mix of general industrial (B2) and storage and distribution (B8) uses, the sub-division of the barns into 8No. separate units (4 No. units in Barn A and 4No. units in Barn B) and the installation of 2 No. extractor fan chimneys on the south-west facing roof of Barn A.)

Contact: Hoda Sadri, Email: hoda.sadri@guildford.gov.uk

Reference: [24/P/01014](#)

Location: Valentines Farm, Rose Lane, Ripley, Woking, GU23 6NE

Proposal: Change of use of the land for external open storage

Contact: Hoda Sadri, Email: hoda.sadri@guildford.gov.uk

Ripley Parish Council objects to planning applications 24/P/00975 and 24/P/01014. The grounds for objection are as follows:

The removal of condition 8 (storage of materials) of planning permission 19/P/01881, as proposed in application 24/P/00975, along with the proposed change of use for external open storage in application 24/P/01014, are likely to result in increased HGV traffic, elevated noise levels, and potential environmental hazards. These factors would adversely affect the local infrastructure and degrade the quality of life for residents.

Additionally, the track leading to the site has been made up and widened without the necessary planning consent. The junction of this track with Rose Lane is particularly dangerous, situated on a bend, and the high level of traffic generated by the school opposite exacerbates this risk. There have been several non-injury vehicle accidents at this location in recent years. Rose Lane itself is narrow, with parked cars reducing it to a single lane for much of its length towards the village centre. The junction of Rose Lane with the High Street is frequently obstructed by illegal parking. Any increase in the number of HGVs visiting Valentines Farm, as permitted by previous planning consents, will further exacerbate these issues, significantly increasing safety risks.

Furthermore, there is an existing Enforcement Action on the site. Valentines Farm has been the site of numerous breaches of planning control, unauthorised development, and

unlawful uses of land over several years. The site is wholly unsuitable for the level of development that has taken place, with large vehicles needing to use unsuitable local residential roads for access. The openness of the Green Belt has been harmed, as has the character of the Ripley Conservation Area. The parish council's Allotments site has become waterlogged during winter since large areas of hardstanding have been laid, and plot holders have been concerned about possible levels of contamination from idling vehicles at the site.

Reference: [24/P/00946](#)

Location: 30 Wentworth Close, Ripley, Woking, GU23 6DB

Proposal: Erection of a single storey front extension with lean to roof to form new porch area.

Contact : Holly Craig, Email: holly.craig@guildford.gov.uk

Ripley Parish Council does not object to Planning Ref 24/P/00946.

Reference: [24/P/00999](#)

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

Proposal: Single storey rear extension with roof lantern together with new front porch following demolition of existing rear conservatory and existing front porch.

Contact : Adam Hinchliff-Walz, Email: Adam.Hinchliff-Walz@guildford.gov.uk

Ripley Parish Council does not object to Planning Application Ref: 24/P/00999, as it is consistent with the Lovelace Neighbourhood Plan. However, the Council expresses concern regarding the proximity of the proposed extension to the neighbouring property's boundary.

P&E 142/24 PLANNING ENFORCEMENT, APPEALS, & DECISIONS

Members received and considered planning enforcement cases in the parish. Enforcements received included N/23/00474 RE: Land between Grandis Cottages and Hurst Farm, Portsmouth Road, Ripley GU23 6AB. Peter Muir, Planning Enforcement Officer at Guildford Borough Council, visited the site and observed two structures. The furthest from the road consisted of two wooden, moveable shelters which he determined did not require planning permission. Closer to the road was a second structure with two containers supporting a roof, deemed to require planning permission. The owner has since removed the roof, and a re-evaluation of the remaining elements will be conducted. Further updates will follow this re-evaluation.

It was RESOLVED that Assistant Clerk Jess Caine would write to Peter Muir to invite him to speak with Councillors regarding Enforcement.

P&E 143/24 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.
There were no updates.
- ii) Communication: Letter regarding traffic calming and other local issues
The issues mentioned in the letter were noted by the committee.
- iii) Communication: Letter regarding traffic calming in Grove Heath area
Ripley Parish Council expressed support for the letter. It was RESOLVED that Assistant Clerk, Jess Caine, would write to Cllr. Dennis Booth, County Councillor for the Horsleys, to request assistance with the traffic calming measures in the Grove Heath area.
- iv) Burnt common slips – paper from Cllr McLaughlin.
It was RESOLVED to defer the discussion on the Burnt Common slips to a subsequent meeting due to time constraints and the importance of the subject.

P&E 144/24 PLANNING & ENVIRONMENT

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

i) Flood forum

Angela Richardson was not successful in her re-election campaign to the Guildford constituency. Therefore, the Send and Ripley Flood Forum currently is without a chair should that chair be acting in the capacity as a Member of Parliament.

It was RESOLVED for Assistant Clerk Jess Caine to liaise with Send and consequently Zöe Franklin regarding the Flood Forum to assess next steps.

P&E 145/24 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 21st August at 18.00.

The meeting closed at 19.05 hrs.

Date:

Chairperson

3rd September: Communication received from Surrey Community Action via Jamie Hogg who would like this discussed and considered as an option for Ripley

Good afternoon,

Introduction

Surrey LRF is working with the National Consortium for Societal Resilience (NCSR) to pilot the development of a community emergency hub. The idea is to start with just one to test the approach, and then if it is successful we would aim to introduce them across the county.

After initial guidance and discussion with the LRF, the community sets up and manages the hub with its own resources, as a place where the community can come together safely to coordinate activity and share information during the response to an incident or disruption. Involvement from official responders would be minimal, although the hub can be a useful contact point between the official and community side.

The project is at a very early stage at the moment. A small steering group from LRF partners is being established to discuss the approach, develop the message to community groups, and to choose the pilot area.

The emergency hubs are distinct from emergency assistance centres and official rest centres, etc.

Objectives and roles

The local council and emergency services aren't the only ones who respond to a disruption. Communities will very often self-organise quickly during an incident, drawing on local networks, skills and experience. A community emergency hub can provide a way to coordinate this activity in an organised and safe way, while acting as a contact point between the community and official responders.

Official involvement in the hub is minimal. The location is chosen by the community and community members assume the roles needed to help the hub function.

Individuals are not tasked to do anything by the local authority or other official responders. Official comms can help promote and share information on what the community is doing and where, and individuals will make up their own minds on whether to get involved or not.

The Community Emergency Hub has the objectives to:

- Provide information and advice to the community.
- Focus the community response on using what is available to give the most help.
- Match peoples' needs with offers of help.
- Provide a safe and supportive gathering place.
- Connect the community with the local council and emergency services.

The Hub consists essentially of a place and a container. The place could be a pub, a local hall or a gazebo in a car park – anywhere that is accessible and well-known. The container will have community maps, stationery, a radio, a user guide and safety briefing (drafted by NCSR), and lanyards for Community Emergency Hub roles which should be worn when on duty.

The following roles have been identified:

- Hub Coordinator.
- Information.
- Communications.
- Needs and Offers.
- Reception.

They can be filled by anyone who feels comfortable and competent – the individuals present will decide between themselves, and the role can be switched between individuals as the incident progresses. Assuming a role does not confer any legal powers onto the individual.

NCSR has prepared more information describing how hubs can operate, and the activities associated with individual roles. This video is a useful introduction [NCSR+](#)

[Introduction to Community Emergency Hubs \(youtube.com\)](#), and here is a recording of a May 2024 webinar presented by Dan Neely of the Wellington Region Emergency Management Office in New Zealand, describing the development of the community emergency hub approach: [NCSR+ webinars - Community Emergency Hubs in New Zealand \(youtube.com\)](#).

Please let me know if this is something you would be interested in being involved with.

Kind Regards

Kym Pearson, Community Buildings Administrator

Surrey Community Action, Astolat, Coniers Way, Guildford, Surrey, GU4 7HL

Tel (direct): 01483 447135

I work Tuesday - Thursday

www.surreyca.org.uk