

A Virtual Meeting (via Teams) of Ripple Parish Council  
held on Monday, 12th April 2021 at 7.00pm

## **MINUTES**

Attendees: Cllrs Aldridge, Armitt, Baum, Cozens, Davis, Jones & Peters  
County Cllr Middlebrough, District Cllr Owenson  
Clerk – Mrs V Portch

Cllr Aldridge welcomed members to the meeting and thanked them for attending.  
He advised that as RPC were without a clerk Mrs Portch would be taking the minutes of this meeting.

**1. Apologies** - Apologies received from Cllrs Weyman and Sutton, reasons approved.

### **2. Declarations of Interest:**

a. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

b. To declare any Other Disclosable Interests in items on the agenda and their nature.

Cllr Jones declared an interest in item 9(d) as a landowner containing a public footpath. Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items.

### **Democratic Public Time:**

To access Microsoft Teams please email [philaldrige@rpcworcs.co.uk](mailto:philaldrige@rpcworcs.co.uk)  
No requests received.

### **3. Minutes** – To consider the approval of the minutes of:

a) the meeting held on 1<sup>st</sup> March 2021

Minutes of the meeting held on 1<sup>st</sup> March 2021 were approved by the meeting and will be signed by the chairman when COVID regulations permit.

Proposed by Cllr Davis Seconded by Cllr Peters

b) the extraordinary meeting held on 17<sup>th</sup> March 2021

Minutes of the meeting held on 17<sup>th</sup> March 2021 were approved by those present subject to the amendment to include a paragraph to Item 3 to clarify the following:

The Applicants had submitted an E mail to the Council that afternoon and this was considered. It promised an update to the flood risk assessment submitted at the time of the original application, together with new flood datum. The applicant also offered to consider the possibility of a combined cycle/footpath from the emergency exit location through the proposed housing site to link up with the Marina site and onwards to East Waterside. This would have to be included in any subsequent detailed planning application for the site.

Proposed by Cllr Peters, Seconded by Cllr Davis

The Minutes will be signed by the chairman when COVID regulations permit.

### **4. Reports** - To receive reports from:

a) District Councillor

Cllr Owenson advised that the SWDP is in place and this offers some protection regarding rural development and the 5 year land supply. The Bluebell Farm site lends

itself to be a potential development site. Cllr Jones raised the question of the possible development of 2,400 homes on a site in Strensham. Cllr Owenson advised the main sites were Rushwick, Worcester Parkway and Throckmorton.

b) County Councillor

Cllr Middlebrough advised that Gold Command reports would now be issued fortnightly. The concerns raised by residents regarding Ryall Road suffering with additional traffic during the new roundabout constrictions were clarified and Cllr Middlebrough advised that the works would be carried out "off line" with potentially little impact on existing traffic. Signage "Unsuitable for Works Traffic" would be put up. It was anticipated that works would commence at the end of April following archaeology and Great Crested Newt surveys. The speeding on Ryall Road continued to be a cause for concern and it was suggested that a member of the West Mercia Safer Roads Team be asked to visit and appraise the situation and possibly attend the APM. Cllr Armitt raise the point that the Speedwatch initiative had provided much information but received little feedback on the action taken by the police to follow up.

#### **5. Review of Councillor Responsibilities / Working Groups**

The working groups of RPC were considered and the operation of Working Groups and Reporting from Members on Liaison Groups were clarified.

##### **Management Group.**

The Management Group will consist of the Chairman, Vice Chairman and Clerk of the Council. It will meet prior to each scheduled Parish Council Meeting, or as required by the Chairman or Clerk, providing a sounding board and an opportunity to review progress on our theme action plans and to coordinate internal management issues. The Group will also represent RPC to related outside bodies such as local liaison groups. All proposals will be brought to the full Council for agreement.

There will be no Notice of meetings but short notes may be taken.

Members: Chairman, Vice Chairman and Clerk

##### **Urgent Decisions Group.**

The Group will consist of the Clerk, Chairman and Vice Chairman of the Council. Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman and Vice Chairman of the Council. Expenditure under this delegation is limited to £250 per incidence. Decisions under this delegation will be reported to and minuted at the next Council Meeting. Under this delegation, where appropriate, the Clerk may decide that an Extraordinary Meeting of the Council be called to deal with a matter.

##### **Planning Consultation Group.**

The Council, as a Statutory Consultee, delegates all decisions arising under Development Control to the Clerk in consultation with Councillors determined to make up the Planning Working Group.

A discussion took place based on CALC advice on the composition of the Planning Working Group. CALC advise in their model scheme of delegation that the Clerk may consult in the following ways:

1) Any 3 members of the Council.

(Currently the Clerk consults and the planning group circulate working paper comments to **ALL** councillors for comment/amendment/approval prior to sending comments to Clerk for final approval.

2) The Chairman, Vice Chairman, and one other Member of the Council.

3) Any 3 Members from a named group of members of the Council.

It was agreed that The Planning Consultation Group be made up of 3 Members of the Council, Councillors Armitt, Baum and Jones.

Consultation may be by correspondence, including E Mail, or in person. It may take place at meetings of the Council or its Committees.

Decisions made under delegation will be reported to and minuted at the next council meeting.

Under delegation to the Clerk, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairman, may decide that a parish meeting and/or extraordinary meeting of the Council be called to consider the matter or that the matter be referred to next Council meeting, whichever is appropriate. All arrangements for site visits will be coordinated by the Clerk, who will ensure that Councillors are aware of the protocols to be followed during the site visit.

Proposed by Cllr Jones; Seconded Cllr Armitt.

#### **Environment and Transport.**

The Group will lead on issues and initiatives on improving community safety, and maintaining good environmental practices in respect of policies and actions pursued by the Council.

Areas covered will include parking issues, tree maintenance, the provision of waste bins, and work on improving transport within the parish.

The group will work in conjunction and under the delegation of the Clerk and will report to the Full Council at each meeting.

The members of the group are Councillors Tim Armitt and Maggi Davis.

Proposed by: Cllr Aldridge Seconded by: Cllr Baum

#### **Finance**

The Clerk as Responsible Officer will report on all matters relating to the Councils Finances at each Council Meeting. This will include matters relating to adherence to the Budget and Budget setting at the appropriate times of the Financial Year.

Approval will be sought at each meeting for payment of outstanding invoices. Any Payments made under Urgent Procedures will be reported to the meeting.

#### **Communication and Social Media.**

Councillor Clare Cozens is appointed to administer the Councils Facebook site. The Facebook page will be administered for the purposes of publicising the business of the Parish Council and will be moderated to ensure that it is non-political and not utilised as a public forum to comment on individual Members of the Council or its employees.

Comments from residents will be considered and if appropriate reported to the Management Group for potential inclusion as a future Agenda item or a resident may be asked to raise their issue as part of Public Question Time at a full Council meeting.

The site may be used to publicise advertise third party public information which advances the aims and policies of the Council and acts as a public service to residents.

The site must not be used for Commercial advertising.

The Member will also act in support of the Clerk in updating the Councils Web Page with time sensitive information in the absence of the Clerk due to sickness or holidays, or if technical issues prevent the Clerk from doing so.

The Member will report directly to the Council.

Proposed by: Cllr Aldridge Seconded by: Cllr Armitt

#### **Footpaths Officer**

Cllr Sutton is appointed as Footpaths Officer for RPC. The footpaths officer will liaise closely with the Worcestershire County Council Footpaths Officer and must undertake their appropriate training.

The Footpaths Officer will report directly to the Council.

#### **Staff and Training**

The Clerk will distribute all publicity material received on training from CALC, the County and District Councils and will invite Members to express an interest in attending a particular course. Approval for attending will be verified at the next available Council Meeting.

**Upton Town Partnership**

Councillor Sutton is appointed to attend meetings of the Upton Town Partnership and will verbally report to the next available Council meeting following a group meeting.

**Upton Villages Together-Library**

Councillor Weyman is appointed to attend meetings of the Upton Town Partnership and will verbally report to the next available Council following a Group meeting.

**Cemex Liaison Group**

Councillor Jones is appointed to attend meetings of the Cemex Liaison Group and will verbally report to the next available Council meeting following a Group meeting.

**A38/A4104 Roundabout-Community Liaison Group**

Councillor Baum is appointed to attend meetings of the A38/A4104 Roundabout Community Liaison Group and will verbally report to the next available Council meeting following a Group meeting.

**6. Progress Reports**

a) Clerk – vacancy

Post advertised, applications close 12 April 2021. 3 applications received, 2 received with CV and application form, 1 CV. Chairman has requested an application form be completed. Agreed that Cllrs, Aldridge, Jones and Baum should conduct online interviews.

b) Management Group / Urgent Decisions Group

Chairman, Vice Chairman and Clerk met and discussed a comprehensive list of ongoing projects.

c) Finance Group

Clerk prepared letter to bank cancelling the DD and requesting the removal of Cllr Aldridge as a signatory with immediate effect. Current account signatories Cllrs Jones and Weyman. Clerk to circulate bank balances.

Cheques for approval:

Ben Perry - Lengthsman Jan/Feb/Mar £920.00

Smartcut Ltd – Grasscutting 24/3/21 £428.40

CALC – Subscription £1,014.82

Approved by: Cllr Aldridge Seconded by: Cllr Peters

7. Planning Applications for consideration:

a) **21/000002/CM** – Grove House Yard, Tewkesbury Rd, Upton Upon Severn

Removal of conditions – No Objection

Proposed by: Cllr Jones Seconded by: Cllr Davis

b) **Informal Consultation** – Proposed works on Common Land unit CL46 Gloucestershire. Site near Bow Farm, GL20 6EW

Consultation on creation of haul road crossing common land. Cllr Jones to draft response expressing concerns regarding flooding, commoners rights/grazing rights and need to provide alternative comparable facility. Cllr Davis wished to express importance of maintaining footpaths and bridleways. It was suggested the Open Spaces Society should be consulted.

Proposed by: Cllr Aldridge Seconded by: Cllr Baum

c) **19/0081/TWMAJM** – Land at Bow Farm, Bow Lane, Twyning, Tewkesbury

Comments previously submitted following 30<sup>th</sup> November 2020 request. RPC members will report that they have no further comments as the issues raised required a level of professional technical knowledge.

Proposed by: Cllr Jones Seconded by: Cllr Peters  
d) **21/00502/HP** – ‘Cornerstones’, Naunton, Upton Upon Severn, WR80PZ  
Single Storey extension – No Objection  
Proposed by: Cllr Jones. Seconded Cllr Davis.

### **8. Projects – Update**

a) Waste bins – awaiting quotation. MHDC have approved proposed locations.  
b) Fencing – Ryall recreation area, 2 quotations for repairs received and circulated. Quotation from Richard Barnes was approved by all present. Clerk to request works undertaken as soon as possible.

Cllr Baum advised that a resident had offered to provide additional trees for the recreation ground. It was agreed to thank and defer pending clarification of refurbishment of the site to avoid the necessity to uproot.

Proposed by: Cllr Davis Seconded by: Cllr Peters

c) Community noticeboard – Refurbishment of the surface of the Ryall Road and Uckinghall Community noticeboards with “Self Healing” fabric was approved. Measurements to be submitted to supplier and a formal quotation and fitting instructions requested.

### **9. Any Other Business:**

a) Outstanding donation to Beechwood Care Home  
A donation of £50 was agreed for the use of the meeting room facilities.

Proposed by: Cllr Aldridge Seconded by: Cllr Peters

b) Tree survey – The Woodlands, Ryall

Cllr Baum had circulated a questionnaire to the residents of The Woodlands and discussed the request to remove the tree with residents. It was agreed to write to responders and suggest that younger members of the community might be willing to offer assistance to those who struggle to sweep up leaves and debris.

c) Correspondence with resident re RPC Code of Conduct

Cllr Aldridge responded and the current Code of Conduct is posted on the RPC website.

d) Correspondence with St Mary’s, Ripple, Churchwarden

Cllr Jones had drafted a response following consultation with CALC, approved by those present. Cllr Jones to issue.

d) Resident queries re: footpath access and dog friendly gates/stiles

The local footpaths are subject to WCC overseeing works, they lack resources and all projects require prior approval. The regular flooding has made it challenging to any planned works to be agreed. There were also H&S and public liability issues to be considered.

e) Resident queries re justification for the increase in council tax contributions to RPC

Cllr Jones explained the rationale behind the 5% increase 1 precept requested by RPC. In real terms the increase requested equated to 3p per week or £1.56 per annum on a Band D property.

Cllr Aldridge thanked the members for attending the meeting and thanked Mrs Portch for taking the minutes of this meeting.

**Meeting Concluded at 21:35**

**Date of next meeting: 24th May – Annual General Meeting**