



RIPPLE PARISH COUNCIL ANNUAL MEETING

Minutes of the Annual Meeting held 24 May 2021 at Ripple Parish Hall

Present: Cllr P. Aldridge (Resigning Chairman left at 19:05), Cllrs. M. Peters (Chairman), R. Jones, C. Cozens, K. Weyman, M. Davis, M. Baum and T. Armit, C. Cllr M Allen, B. Cllr J Owenson

Attendees: Clerk/RFO M Hinde, and 4 members of the public

24.5.21.1 To elect the Chairman and Vice Chairman and Acceptance of Office forms to be signed.

Cllr Aldridge welcomed Michelle Hinde as the new clerk and Martin Allen as the new County Councillor. Cllr Aldridge also passed on his thanks to the previous County Councillor Paul Middleborough.

Cllr Aldridge confirmed his resignation as Chairman and Councillor and proposed Cllr. Peters as replacement Chairman. This was seconded by Cllr Jones and Cllr Peters was unanimously elected. His acceptance of office will be signed at a later date.

Cllr Aldridge left at 19:05

Cllr Peters expressed thanks to Cllr Aldridge for all his hard work as Chairman. Cllr Peters proposed Cllr Jones as Vice Chairman. This was seconded by Cllr Cozens and Cllr Jones was unanimously elected as Vice Chairman. His acceptance of office will be signed at a later date.

24.5.21.2 The Chairman will formally ask if anyone is intending on recording or filming the meeting.

There were no requests to film or record the meeting.

24.5.21.3 To receive comments from the public - no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda for the next meeting (NB Councils cannot lawfully decide items of business that are not specified on the agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

Member of public 1 – Raised the long standing issue of uncut hedge rows and trees which they felt posed a danger to human life due to the narrow lanes through the village and the speed of the traffic – Cllr Jones advised the council has a policy in place where they send a letter. The member of the public requested the wording of the letter to be strengthened. The council agreed to review the existing policy.

24.5.21.4 The Chairman will welcome Michelle Hinde as the new Clerk

Cllr Aldridge welcomed Michelle Hinde as new clerk at the beginning of the meeting.

24.5.21.5 To note apologies for absence



None received

24.5.21.6 To receive declarations of interest for items on the agenda below (Localism Act 2011) and to confirm the meeting quorate

There were no declarations of interest and the meeting was declared quorate.

24.5.21.7 To confirm and agree minutes of the Parish Council Meeting held on 12 April 2021

Cllr Jones requested that the minutes were amended to add more detail to the planning section. The planning section should state that if the consultation period ends before the next council meeting the planning group will circulate their report to full council and the clerk via e-mail for comment. If the consultation period allows the group will bring their report to the council meeting and the findings will be minuted.

Cllr Baum requested that her thanks were to Nick Fletcher were stated in item 9b on the minutes.

Proposed by Cllr. Baum **Seconded By** Cllr. Davis

The Council **AGREED** to the minutes once amended with the suggestion from Cllr Jones and Baum. Minutes will be signed at the next meeting of the council once amendments are complete.

24.5.21.8 To receive Clerks report and agree actions

The Clerk advised that correspondence had been received regarding the weight limit on the bridge on bow lane over the M50. Highways had been contacted and have advised that the structure belongs to Highways England so they have asked them to comment. Correspondence has also been received regarding the grass cutting of wild flowers on the green space at the bottom of Ryall Meadow. Council **AGREED** this should be cut as per contract but another area in the parish should be located for the growth of wild flowers to encourage wild pollinators. The Clerk would advise the member of the public of this decision.

The Clerk also confirmed PATA had been set up to look after payroll of the Clerk.

Finally it was confirmed that the sample of material for replacing the backing of the community noticeboard had been received and 3 quotes would be provided at the next meeting.

24.5.21.9 To welcome the new County Councillor

Cllr Peters welcomed the new County Councillor Martin Allen.

24.5.21.10 To receive County Councillors report and agree actions

C. Cllr Allen confirmed the following

- passed on his thanks to his predecessor Paul Middleborough for all his efforts.



- 31 new councillors had been elected to the County Council. Training was being implemented however had not yet started.
- Contacting the County Councillor
 - i. First port of call must always be the clerk of the parish council.
 - ii. The Clerk should report the problem on the website to obtain a reference number.
 - iii. The response time is 6 weeks for someone to come out and have a look.
 - iv. Whoever goes to have a look will have the power to make a decision.
 - v. If you do not agree with the decision by the person who has reviewed the complaint you should give the reference number to the County Councillor to escalate the issue.
- Cllr Allen confirmed he will be added to planning hereditary committee which will be made up of 15 councillors from different political parties to reflect the mix of councillors, 12 will be conservative, 2 Lib Dem and Labour and 1 Green party independent.
- A38 Roundabout – not started yet as still waiting for natural England to give a licence. Once it is started it will take 7-8 months to get finished.
- Worcester Parkway now functioning very well. Travel time from Parkway to Birmingham New Street is only 30 mins.
- Southern Link road – hoping to be finished by the end of May next year.
- New secondary school has been proposed but the location is yet to be confirmed. It is important for local councils to complete the survey currently being circulated to enable officers to make the right decision.

24.5.21.11 To receive District Councillors Report and agree actions.

The D. Cllr re-emphasised using the website to report issues as it is clearer to pinpoint the location on a map. The D. Cllr is happy for people to contact him should they need advice on the correct department to contact. D. Cllr Owens advised that the traveller and gypsy site policy is out for consultation at the moment. It was recommended that the council take the opportunity to comment on the policy even though there are no traveller sites in the area.

D. Cllr Owens also advised that Malvern Hills District Council cannot show a 5 year land supply so does not have the protection of the SWDP. Developers will likely start to look at sites for development such as Holly Green and Ryall.

24.5.21.12 Finance, all documents circulated prior to the meeting

24.5.21.12a To consider and resolve to agree outstanding payment list for May 2021

Proposed By Cllr. Cozens **Seconded by** Cllr. Baum

COUNCIL AGREED payment list of £3652.93 as shown in Appendix 1.

24.5.21.12b To approve the annual accounts and bank reconciliation for Year End 31 March 2021

New Clerk yet to get access to bank account so could not provide accounts.



- 24.5.21.12c To receive the Internal Auditors report**
Clerk advised internal audit report only contained information on Cheques to be cancelled.
- 24.5.21.12d To approve the Annual Governance Statement 2020-2021 (AGAR section 1) for external Auditors PKF Littlejohn**
Proposed by Cllr. Davis **Seconded by** Cllr. Armitt

Council **AGREED** to all points on section 1 of the AGAR, and it was signed.
- 24.5.21.12e To approve Accounting Statements 2020-2021 (AGAR section 2) for external Auditors PKF Littlejohn**
Proposed by Cllr. Cozens **Seconded by** Cllr. Jones
The figures on section 2 of the AGAR were supplied by the previous Clerk and Internal auditor as the new Clerk had not yet gained access to the bank account. Council **AGREED** and signed AGAR section 2.
- 24.5.21.12f To agree dates for the exercise of public rights to inspect accounts**
The council **AGREED** that the dates for the exercise of public rights to inspect accounts should be 28th June – 6th August. Details will be posted on the noticeboard and website.
- 24.5.21.12g To approve Ripple Parish Council using online banking**
Proposed by Cllr. Jones **Seconded by** Cllr. Armitt
Council **AGREED** to allow the Clerk/RFO to set up online banking. Cllr Jones, Weyman and Peters will be signatories online.
- 24.5.21.12h To consider Clerks home working expenses and pension and agree actions**
Proposed by Cllr. Jones **Seconded by** Cllr. Baum
Council **AGREED** to pay the Clerk £24 a month for home working expenses to be reviewed in 6 months. Pension details to be agreed at a later date.
- 24.5.21.13 To receive update on Parish Council procedures and resolve to agree actions:**
- 24.5.21.13a Review subscriptions to other bodies**
The CALC subscription was renewed in April. There were no other subscriptions to review.
- 24.5.21.13b Confirm arrangements for insurance cover in respect of all insured risks**
The Chairman will send the Insurance certificate to the new Clerk for review.
- 24.5.21.13c Review Asset Register**
Cllr. Baum advised the asset register is currently showing two bins on A4104 but there is only one. Council **APPROVED** asset register with the one amendment.
- 24.5.21.13d To approve Parish Council Meeting Dates for 2021/22**
Proposed by Cllr. Jones **Seconded by** Cllr. Armitt
Council **AGREED** to the proposed dates in Appendix 2.
- 24.5.21.13e To approve the Management Group discussed in the meeting on April 12 2021**
Proposed by Cllr. Jones **Seconded by** Cllr. Armitt
Council **APPROVED** the Management Group.
- 24.5.21.13f To approve the Urgent Decisions discussed in the meeting on April 12 2021**
Proposed by Cllr. Jones **Seconded by** Cllr. Armitt



Council **APPROVED** the Urgent Decisions Group.

24.5.21.13g To consider adoption of internal controls procedure

Proposed by Cllr. Jones

Seconded by Cllr. Armitt

Council **AGREED** to adopt the internal control procedure. Cllrs Davis and Armitt will carry out the check twice a year starting in November 2021.

24.5.21.14 To Review the following policies circulated prior to the meeting:

24.5.21.14a Complaints Procedure

Proposed by Cllr. Jones

Seconded by Cllr. Baum

Council **AGREED** to adopt the complaints procedure.

24.5.21.14b Standing Orders

Proposed by Cllr. Jones

Seconded by Cllr. Armitt

Council **AGREED** to adopt the 2020 model of standing orders.

24.5.21.14c Code of Conduct

Proposed by Cllr. Jones

Seconded by Cllr. Cozens

Council **AGREED** to adopt the code of conduct.

24.5.21.14d Financial Regulations

Proposed by Cllr. Baum

Seconded by Cllr. Armitt

Council **AGREED** to adopt the new financial regulation policy.

24.5.21.15 To consider the adoption of the following policies and agree actions circulated prior to the meeting:

24.5.21.15a Data Protection and Freedom of Information

Proposed by Cllr. Jones

Seconded by Cllr. Cozens

Council **AGREED** to adopt the data protection and freedom of information policies.

24.5.21.15b Memorial Benches

Proposed by Cllr. Jones

Seconded by Cllr. Cozens

Council **AGREED** to adopt the memorial bench policy.

24.5.21.16 To consider application for memorial bench in Uckinghall and agree actions

Council **AGREED** the clerk would contact the applicant to obtain a completed application form and Cllrs Peters and Cozens would meet with applicant to discuss the bench location.

24.5.21.17 To review litter bin allocation and agree actions

The previous Clerk agreed with MHDC that litter bins could be emptied if located in locations previously agreed by Council:

- i.** A38 - Layby adjacent to Askews Agricultural Suppliers Building
- ii.** the northbound A38 layby (Large capacity)
- iii.** A4104 - opposite Upton Marina adjacent to the bench
- iv.** Naunton - Adjacent to the Telephone Box and/or the bus shelter
- v.** Uckinghall - Adjacent to the Noticeboard (Outside Thoulds Barn)
- vi.** Ripple - Outside Parish Hall

The Clerk was asked to obtain quotes asap on the agreed locations as there has been complaints regarding litter build up within the parish. B. Cllr Owenson advised the council to consider having joint waste and recycling bin and to enquire about a contribution to cost from MHDC.



The council requested this is left on the agenda so further locations can be agreed.

24.5.21.18 To discuss the saplings on the A4104 and agree actions

Cllr. Armitt advised that residents are concerned at the number of dead trees and are looking for a remedy. Council **AGREED** it was the responsibility of the contractors to replace the trees and this should be dealt with by the County Council. The Council asked C. Cllr Allen to investigate it. C. Cllr Allen agreed to look into this however requires further information to be supplied by the Clerk.

24.5.21.19 To discuss the implementation of broadband in Ryall and The Grove and agree actions

Council **AGREED** to add details of the scheme to Facebook and the website.

24.5.21.20 To discuss the new contract for the Lengthsman and agree actions

Proposed By Cllr. Jones

Seconded By Cllr. Armitt

Council **AGREED** to the new contract for the Lengthsman. Cllrs. Davis and Armitt have requested that the Lengthsman submits time sheets with invoices. Cllr. Jones asked the Clerk to look into the Lengthsman scheme and advise council what repayment it receives.

24.5.21.21 To discuss the following planning applications/appeals made since the last meeting and agree actions:

24.5.21.21a 21/00576/HP- 3 Tewkesbury Road, Naunton, WR8 0PX

Cllr. Jones proposed that the council respond with no objection to this planning application. This was **AGREED** by council.

24.5.21.21b 21/00686/CLPU-Upton Marina, East Waterside, Upton upon Severn. WR8 0PB

B. Cllr. Owensen advised that the District Council were looking further into this application. The council **AGREED** not to comment for the time being on this application.

24.5.21.22 To receive agenda items for the next meeting of the council

- Further locations to be agreed for Litter Bins.
- Bus Service for Tewkesbury.
- Land opposite Farm House in Ryall to be included in Smart Cut Contract.
- Speeding and inappropriate traffic in the parish.

**24.5.21.23 Date of Next Meeting : Annual Parish Meeting 28 May 2021
Parish Council Meeting 28 June 2021**

MEETING CLOSED AT 21:00



APPENDIX 1

Cheque Number	Date	Supplier	Invoice	Detail	Price	VAT	Total
1306	05/05/2021	Smart Cut Ltd	14351	to cut grass as per map on 6/4 + 21/4	714	142.8	856.8
1307	25/04/2021	M Hinde	2416788896	Dell Laptop	475.82	95.16	570.98
1307	25/04/2021	M Hinde	2416789526	Laptop Case	26.99	5.4	32.39
1308	15/05/2021	Richard Barnes	4400	Richard Barnes	1640	0	1640
1307	20/05/2021	M Hinde	n/a	Clerks Mileage expenses. 28 miles * 0.45	12.6	0	12.6
1309	24/05/2021	M Hinde	payslip	Clerks Salary	540.16	0	540.16
Total							<u>3652.93</u>



APPENDIX 2

Ripple Parish Council Meeting Dates 2021/22

24th May 2021

28th June 2021

26th July 2021

13th September 2021

25th October 2021

6th December 2021

17th January 2022

28th February 2022

11th April 2022