



## **RIPPLE PARISH COUNCIL Meeting**

**Minutes of the Meeting held 28 June 2021 at Ripple Parish Hall**

**Present:** Cllrs. M. Peters (Chairman), R. Jones, C. Cozens, K. Weyman, M. Davis, M. Baum, R Sutton and T. Armitt, C. Cllr M Allen,

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

**28.06.21.1 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.

**28.06.21.2 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 the public 1 raised 2 points:

- i) Questioned why there was a limit of number people who can attend.

The council advised this was due to covid restrictions and the capacity of the hall.

- ii) Questioned if a letter had been sent to a resident they had raised an issue with as work had been started. Also advised due to overgrown hedges in the parish coupled with the speeding there have been near misses. The member of the public requested that a letter was sent to all residents.

The council advised that their policy is to first send a letter to people who have overgrown trees or hedges. They could consider using social media to get a message out to all residents. The chairman advised if the member of the public could provide him with photographs of his specific concerns, he would liaise with the clerk to ensure letters are sent to specific properties.

Member of the Public 2 – Requested a new welcome leaflet is produced.

The chairman advised he had been speaking with Cllr Cozens to put something together with updated details for new councillors.



Member of public 3 – Asked if part of the recreational area could be preserved for local wildlife.

The council advised they would add this to the agenda of the next meeting.

**28.06.21.3 To note apologies for absence**

Cllr Owenson sent apologies as he is currently isolating.

**28.06.21.4 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.

**28.06.21.5 To receive County Councillors report and agree actions**

Councillor Allen confirmed the following points:

- COVID Levels rising quite dramatically.
- A38 Roundabout – Still waiting for Natural England to produce a licence, at the moment they will not advise what the hold up is. Clarification on the signage of road closure confirmed that appropriate signage will go up including in Ryall Road. It has also been confirmed that the triathlon will not be affected.
- Saplings – The initial raising of the A4104 was carried out under permitted development rights and not through a planning application which means there was no requirement to plant the trees. The County Council have confirmed there is no budget to replace the saplings. Councillor Allen confirmed that the trees can be sourced free of charge, confirmation is needed on the type of tree required, when they will be planted and who will plant them.
- Buses – Councillor Allen spoke to the Managing Director of Worcester First who confirmed they are currently working at 55-60% capacity and they fear they will only get back to 85% capacity once lockdown eases. They cannot do anything until they know what will happen on 19<sup>th</sup> July. Councillor Allen also contacted Madeline Sumner about community transport.
- Speeding – Councillor Allen held a meeting with 7 county councillors of the Malvern District and as a result there will be a joint approach to put pressure on the police and crime commissioner. There will be a further meeting in 2 months to work out how to do this.

Councillor Allen has also been around the parish with the Highways Liaison Officer highlighting the biggest problems. A pedestrian crossing was discussed on the A4104 from Holly Green to Upton. The Highways Officer advised it would be quicker to look at a disabled friendly island instead. Transport infrastructure will look into it in 12 weeks.

- Flood Action Group – Previous County councillor had some money could make available for hardstanding. Councillor Allen has e-mailed in the form and is awaiting a response.



Cllr Allen left meeting at – 20:02

**28.06.21.6 To confirm and agree minutes of the Parish Council Meeting held on 24 May 2021**

Council **APPROVED** minutes from meeting held on 24 May 2021.

**Proposed Cllr Jones      Seconded Cllr Weyman**

**28.06.21.7 To receive Clerk's report and agree actions**

Clerk's report was given as per Appendix 1  
Councillors confirmed that the Lengthsman would need to remove the branch from the recreation area which will be reflected in his quote.

**28.06.21.8 To receive District Councillors Report and agree action**

District Councillor provided a report in his absence which confirmed the following:

A planning application has been submitted for Avonside Alpacas at Naunton. The District Councillor advised that he would be interested to hear the councils view in due course.

The Housing Needs survey is scheduled for Autumn (September at the earliest). The most likely outcome will be the identification of a housing requirement, and new building in the area. This was requested by a Housing Association.

There were issues with bin collections in Naunton, which have been resolved. There were also issues with Litter Bins being emptied in the Pennywell Play Area, which have also been addressed. Any issues going forward, should be brought to the attention of the District Councillor.

MHDC are investing £20,000 on enhancing and clearing a small wood in the Link. It was confirmed that consideration should be given to projects in this area where MHDC can pay to enhance the natural environment, for example, around the gravel extraction site.

**28.06.21.9 Finance, all documents circulated prior to the meeting.**

**a) To approve Bank Reconciliation and Budget Monitoring Report Up to 31<sup>st</sup> May**

Council **APPROVED** Bank Reconciliation and Budget Monitoring Report as per APPENDIX 2

**b) To approve Bank Reconciliation for Year End 31 March**

Council **APPROVED** via e-mail before AGAR was submitted.

- c) **To consider and resolve to agree Payment List and payments made since last meeting.**

Council **APPROVED** payment list and payments from last meeting

**Proposed by – Cllr Armitt**

**Seconded – Cllr Weyman**

- d) **To discuss implementing a software package and agree actions – report circulated prior to meeting**

**Proposed by – Cllr Davis Seconded by – Cllr Cozens**

Council **APPROVED** software to be purchased from SCRIBE

- 28.06.21.10 To review quotes for replacing material on community noticeboard and agree actions**

The Council reviewed the quotes provided and **AGREED** to order the replacement material from Notice It Ltd

**Proposed By Cllr Armitt**

**Seconded By Cllr Baum**

- 28.06.21.11 To review litter bin allocation, cost and agree actions**

Cllr Jones proposed the Council seek a lottery grant to cover the cost of all the required litter bins due to the vast expense.

Council **AGREED** to seek a lottery grant for whole package of 8 litter bins including 3 large bins and 5 small bins which included an additional bin at the top of Bow Lane suggested by Cllr Cozens.

Cllrs Weyman and Sutton agreed to look into the application for the lottery grant.

**Proposed By Cllr Davis**

**Seconded By Cllr Baum**

- 28.06.21.12 To discuss saplings on the A4104 and agree actions**

Council **AGREED** to accept trees from Cllr Allen.

**Proposed By – Cllr Armitt**

**Seconded By – Cllr Weyman**

The Council also requested that the Clerk e-mail the Clerk at Upton to see if there's can be replaced as well.

**28.06.21.13 To discuss the bus service in the parish and agree actions**

The Council agreed to discuss this at the next meeting so they can review what services had been reinstated once the lockdown restrictions are lifted on 19<sup>th</sup> July.

**28.06.21.14 To discuss speeding and inappropriate traffic in the parish and agree actions**

Council **AGREED** to write to the District Councillor to request a meeting of Parish Council representatives. The group of representatives can then write to the police and crime commissioner.

**28.06.21.15 To discuss the land opposite Farm House in Ryall being included in Smart Cut Contract and agree actions**

Council **AGREED** this land should be added to Smart Cut contract

**Proposed By Cllr Armitt                      Seconded By Cllr Davis**

**28.06.21.16 To discuss leaving present for the previous Chairman and Clerk and agree actions**

Councillors **AGREED** to make a personal donation.

**28.06.21.17 To discuss Worcestershire Community Rail Partnership and agree actions**

Council advised this would require a bus service to get people to the station and adequate car parking for those wanting to drive.

**28.06.21.18 To discuss the housing needs survey and agree actions**

Cllr Armitt left 21:00

Council **AGREED** to invite the portfolio holder for housing to the July council meeting to gain an understanding of why Ripple had been chosen when a previous housing development had been put to a housing association and the council were informed there was no need in the area.

**28.06.21.19 To discuss the following planning applications/appeals made since the last**



**meeting and agree actions**

**a) 21/00347/FUL Three Counties Equine Hospital**

Cllr Jones advised these were all decided under delegation.

This application was for another stable block at the back of the main building. The Council commented that they did not want to see any more lighting.

**b) 21/00563/HP Yew Tree House, Ryall Road, Holly Green, Upton Upon Severn, Worcester, WR8 0PG**

This was a retrospective application as the fence was already erected. The Council confirmed they were happy with it as long as complied with planning issues.

**c) 21/00281/LB Associated Ref:21/00280/HP The Old Rectory, The Cross, Ripple, Tewkesbury, GL20 6HA**

The planning application was for a conservatory. The council had no objection.

**d) 21/00280/HP Associated Ref:21/00281/LB The Old Rectory, The Cross, Ripple, Tewkesbury, GL20 6HA**

The council had no objection to the listed building consent.

Cllr Jones advised that a planning application had been received from the Alpaca farm for a 2 storey 3-bedroom house. The planning group would either have to form a delegated response by 15<sup>th</sup> July or the Council would need to request an extension. Councillors were requested to send in their comments in the next few days.

**28.06.21.20 To receive agenda items for the next meeting of the council**

Recreation area  
Replacement Noticeboard Ripple  
Buses  
Housing Area  
Biographies of Councillors for website

**28.06.21.21 Date of Next Meeting: Parish Council Meeting 26 July 2021**

Meeting Closed at – 21: 21

APPENDIX 1

- HMRC** Ripple has been re-registered with HMRC to ensure PAYE details are transparent.
- Bank** I now have been added to the bank account and have access to both accounts online.
- Policies** Policies agreed at the annual meeting are now complete and uploaded onto the website.
- Bins** Information supplied to Mark and Robin on Bins to be discussed as a separate agenda item. Quotes have been supplied as an attachment.
- Noticeboard** Quotes obtained to replace material on the community noticeboard. To be discussed as a separate agenda item
- Software** Reviewed software packages to help tidy up the accounts and ensure they are always compliant. To be discussed in a separate agenda item.

**Correspondence**

**Overgrown Hedges**

Letter sent to resident due to overgrown hedge.

**Update on - email received regarding a 7.5 tonne weight limit sign on the southern end of the bridge that carries Bow Lane over the M50. There is already a weight limit sign on the small bridge that carries Bow Lane over Ripple brook. This could result in those that live in between struggling to get deliveries e.g. oil**

The member of the public contacted Highways England as we were informed it was their structure. Highways England advised it was not their structure.

I spoke to WCC who advised they have done some more digging, and the sign is on the wrong bridge. They will look to see who erected the sign and get it moved. They are not sure where it should be. Awaiting further information. WCC still insist this is a Highways England structure.

**I have also been informed that there is a broken drain on the road to Strensham.**



This has been reported to WCC who will go out in 28 days to review.

**Recreation Ground** There is a fallen branch on the fence. The Lengthsman will quote to remove the branch but needs to know if the branch can be put over the fence on the river side or needs to be removed from site.

On inspection the Lengthsman also advised a large ash tree has ash dieback. On speaking with Robin, the tree has a preservation order on it, we need to get a tree surgeon to do a report for MHDC. Is there a tree surgeon that the council usually use?

**Lengthsman** Unable to see any payments come in for last year. Chasing WCC to see if they have received invoices and

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### APPENDIX 2

#### Ripple Parish Council Bank Reconciliation at 31.05.21

Details - Parish Council Current Acc.	Receipts	Payments	Uncleared Cheques	To be Authorised
MHDC		11007.5		
Unauthorised Payments as Listed 28.06.21			2048	2048
Payments Made Since 31.03.21				
VP Salary		539.34		
chq 1303		920		
chq 1302		428.4		
chq 1304		1014.82		
Chq 1306		856.8	856.8	
Chq 1307		615.97	615.97	
chq 1308		1640	1640	
chq 1309		540.16	540.16	
<b>Total</b>		<b>11007.5</b>	<b>3652.93</b>	<b>2048</b>

#### BANK RECONCILIATION

Current Acc. Opening Balance 31.03.21	9305.34
Plus Receipts Above	11007.5
	20312.84
Less Payments above	8603.49
<b>Closing Cash Balance</b>	<b>11709.35</b>
Plus Payments to be authorised above	2048
Plus uncleared Cheques	3652.93
<b>Closing bal at bank at 31.05.21</b>	<b>17410.28</b>

Current Account After Payments	11709.35
Deposit Account	15056.48
<b>Closing Balance after all payments</b>	<b>26765.83</b>

#### Aged Uncleared Cheques

Number	Date	Payee	Value
1267	17/06/2019	Ripple Parish Hall	24.00
1270	08/07/2019	Peter Gallagher	120.00
1295	19/10/2020	Namesco	124.88
1300	18/01/2021	Upton Glass	298.36
			<b>567.24</b>

<b>Closing Balance After All Payments and Uncleared Cheques</b>	<b>26,198.59</b>
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Ripple Parish Council Budget Monitoring Report 31.05.21	Budget 2020/21	Budget 2021/22	April	May	June	July	August	September	October	November	December	January	February	March	Accum. Payments to date	Bal. of Budget Remain
Subscriptions (CALC)	1,100.00	1200	1014.82												1014.82	185.18
Newsletter/Adverts/Flyers/Media	1,500.00	1500													0	1500
Donations	100.00	750	50												50	700
Insurance	600.00	600													0	600
Grass Cutting/Trees	4,500.00	5000	428.4	856.8											1285.2	3714.8
Lengthsman	3,000.00	3000	920												920	2080
Chairmans Allowance	100.00	100													0	100
Prof Fees/ Audit	700.00	750													0	750
Clerks Expenses	500.00	500			12.6										12.6	487.4
Clerks Wages	6,250.00	6250	539.34	540.16											1079.5	5170.5
Annual Public Meeting	1,200.00	750													0	750
Fixed Assets	0.00	0													0	0
Hall Hire	250.00	250													0	250
Repairs	500.00	500													0	500
Vehicle Activated Sign	100.00	200													0	200
Recreation Ground Refurbishment		2000		1640											1640	360
Tree Survey/Maintenance		1500													0	1500
Website		1000													0	1000
Admin/Training		1000													0	1000
Clerks Equipment		1000			603.37										603.37	396.63
<b>Total</b>	<b>20,400.00</b>	<b>27,850.00</b>	<b>2,952.56</b>	<b>2,496.80</b>	<b>1,156.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,605.49</b>	<b>21,244.51</b>
<b>RECEIPTS</b>																
Precept	21,117.80	22014.51	11007.5												11007.5	11007.01
Deposit Interest	4.50	5	0.13	0.13	0.12										0.38	4.62
Lengthsman Scheme	2,500.00	2000													0	2000
Grants	500.00	500													0	500
Donations	200.00	200													0	200
Grass Cutting	2,750.00	2000													0	2000
Other Income	0.00	0													0	0
<b>Total Income</b>	<b>27,072.30</b>	<b>26,719.51</b>	<b>11,007.63</b>	<b>0.13</b>	<b>0.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,007.88</b>	<b>15,711.63</b>

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