

# **RATCLIFFE ON THE WREAKE PARISH COUNCIL**

## **Minutes of the Annual Ratcliffe on the Wreake Parish Council meeting held on Thursday 6<sup>th</sup> May 2021 at 8.00 PM via Zoom**

### **Present:**

Cllr Chaplin, Cllr Lewis, Cllr Le Gros, Cllr Wright, 1 member of the public and the clerk.

The chair advised that the meeting is recorded by the clerk via zoom but could also be recorded by members of the public. All attendees were reminded to remain on mute to reduce background noise.

### **485/2021 – Appointment of Chair**

- Cllr Lewis proposed Cllr Chaplin as the Chair, this was seconded by Cllr Le Gros and all councillors were in agreement. Cllr Chaplin agreed to take on the role for twelve months.

### **486/2021 – Appointment of Vice Chair**

- There were no nominations for Vice Chair, it was therefore agreed that if needed, a Vice Chair would be appointed at a meeting.

### **487/2021 – Welcome & introduction of new councillor, signing of acceptance of office and declaration of interest forms**

The Chair welcomed Rachel Wright to the meeting following her recent co-option. The clerk confirmed that all the relevant forms had been signed and details added to the website. The Chair commented that the council are looking forward to working with her.

### **488/2021 - Resolution to receive apologies for absence**

- Cllr Wood and Cllr Poland

### **489/2021 – Resolution to receive declarations of interest on items on the agenda**

As agreed Declarations of Interest would be recorded at the start of each meeting. Councillors declaring an interest would still be entitled to take part in discussions unless the item is prejudicial, councillors would not be allowed to vote on the item or add opinion.

- Cllr Chaplin on item 499 – as a neighbour of the land in question

### **490/2021 – County Council/District Council/Police reports**

- N/A

### **491/2021 - Public Forum – 10 minutes**

Members of the public were asked to declare their name when addressing the Chair if they wish for their name to be minuted in this section of the meeting, if they did not want their name mentioned they need not declare it.

- A member of the public asked about the footpath condition, it was noted that this has been reported to highways
- A member of the public asked about Ratcliffe Hall, it was noted that we are waiting for the planning department enforcement team to carry out their visit.
- A member of the public asked about the drain situation in the village, it was noted that this is an item on the agenda and would be discussed at that point.

### **492/2021 – Resolution to approve the minutes of the meetings held on the 18<sup>th</sup> March 2021**

A copy of the minutes were circulated to councillors prior to the meeting. Cllr Chaplin proposed that the minutes be approved, this was seconded by Cllr Le Gros and all councillors were in agreement. The minutes will be added to the website.

### **493/2021 – Resolution to approve payments**

A copy of the payment schedule was circulated to councillors prior to the meeting which totaled £308.58. Cllr Le Gros proposed the payments, this was seconded by Cllr Lewis and all councillors were in agreement.

- LRALC, annual membership = £133.58
- Helen Chadwick, clerks salary = £175.00

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## **494/2021 – Resolution to approve year end accounts and external audit for 2020/2021**

The clerk presented the year end accounts for 2020/2021 which showed an income of £3,226.45 and expenditure of £5,893.65. A copy of the accounts had been circulated to councillors prior to the meeting. Councillors reviewed the accounts and Cllr Wright proposed that they be accepted as a true reflection of the accounts for 2020/2021, this was seconded by Cllr Chaplin and all councillors were in agreement. As the meeting was a zoom meeting it was agreed that the clerk would arrange for the Chair to sign the year end accounts and all parts of the AGAR so that they could be forwarded to the auditor to meet the July deadline.

## **495/2021 – Resolution to approve the standing orders**

The clerk circulated a copy of the 2021 standing orders. Councillors agreed to adopt these. The clerk reminded councillors that they can be reviewed and updated at any point during the year.

## **496/2021 – Resolution to approve the financial orders**

The clerk circulated a copy of the 2021 financial orders and reported that they had been updated to reflect the online banking process. Councillors agreed to adopt these. The clerk reminded councillors that they can be reviewed and updated at any point during the year.

## **497/2021 – Planning applications**

- a. P/21/0841/2 – change of use of agricultural building to dwelling house (Class C3) (Prior Notification) at former heliport building, land at Main Street. A copy of the planning application was circulated to councillors prior to the meeting. Councillors agreed to submit comments based on how much of the field will be reclassified for use as a garden for the dwelling, details highlighted in the conversation report regarding contamination, upgrading the surface of the track, etc. Cllr Poland commented that he had also submitted concerns in relation to the application.

## **498/2021 – Update regarding the ongoing issue with the drains in the village**

The clerk reported that she has submitted a complaint to LCC Highways Severn Trent and was trying to source copies of the surveys that have been carried out. It was noted that there may be a need for an independent survey.

## **499/2021 – To discuss the possibility of marking white lines on the road to identify the location of spaces and agree actions**

The Chair reported that at the end of Church Lane there is a turning circle that is currently used by up to two cars for parking. In the past 3 strips of white painted wood have been installed on the fence to mark the spaces. The first is 1.9 mts from footpath gate in the corner giving a good access to the footpath, the next is 2.8mts this makes a 9 foot wide parking bay, the last is 2.8mts making a second 9 foot wide parking bay. It was noted that there is about 1.6 mts to the end of the fence and hedge, allowing for door opening and clearance for vehicles using the lane vehicles turning around. It was noted that most parishioners are aware of the white painted wooden strips and park between them but anyone visiting is not aware of these and they straddle the lines and therefore reduce the parking available.

The Chair proposed that we approached Highways to see if it is possible to paint 3 white lines on the road to mark these bays so that it is clear where to park.

Cllr Le Gros commented that it is a good idea in principal but would we not be reducing the turning circle if we did this. Cllr Wright commented that if the area is a turning circle it should perhaps be identified as one.

Cllr Lewis commented that when the parish council submitted comments on the planning application for 19 Church Lane we did identify the need for the turning circle and that it would help prevent unauthorized parking. It was noted that if the landowner wishes to change the width of their entrance gate that would prevent the use of the parking spaces.

It was agreed that the clerk would speak with Highways and provide an update at the July meeting.

## **500/2021 – Parish Councillor updates**

Cllr Chaplin reported that:

- He will look at the cost of plaques for the memorial trees along with the wording.

Cllr Lewis reported that:

- Ongoing concerns have been raised about the renovation of the clock house and whether we have an idea of what the plans are for the renovation. It was noted that some of the planning applications

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have expired so they will need to resubmit these. It was also noted that the CBC Enforcement Team have been asked to look at the situation.

Cllr Wright reported that:

- It would be really useful to have a list of contact details on the noticeboard , on the website and in the newsletter.

## **501/2021 – Date of next meeting**

It was agreed that the date of the next meeting will be Thursday 15<sup>th</sup> July 2021 at 7.30 PM in the village hall.

**Signed:**

**Date:**

Chair closed the meeting at 21:05