

RIPPLE PARISH COUNCIL

Ripple Parish Hall, School Lane, Ripple, Tewkesbury, Glos. GL20 6EU

Present – Cllr M Peters (Chairman), Cllrs M Davis, I Davis, P Turner and S Petri

Attendance – M Hinde (Clerk) 1 member of public

MEETING OF RIPPLE PARISH COUNCIL AGENDA

| | |
|-------------------|---|
| 19.05.25.1 | <p>To elect Chairman and Vice Chairman and Acceptance of Office forms to be signed</p> <p>Cllr M Davis proposed M Peters for Chairman which was seconded by Cllr Turner. This was unanimously agreed and Cllr Peters was elected as Chairman and his acceptance of office was signed.</p> <p>Cllr Peters proposed M Davis for Vice Chair seconded by Cllr I Davis. This was unanimously agreed and Cllr M Davis was elected as Vice Chairman and her acceptance of office was signed.</p> |
| 19.05.25.2 | <p>To note apologies for absence and to confirm the meeting is quorate</p> <p>Apologies received from C. Cllr M Allen and D Cllr J Owenson. The meeting was declared quorate.</p> |
| 19.05.25.3 | <p>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)</p> <p>Mr Surman advised that Cemex had 1 year left to finish the Mineral workings at Ryall North. After this there will be a number of years of monitoring and planting in the area. Mr Surman passed on his compliments of Cemex as they are working the site really well and are excellent at sharing information. The aim for the land is to have a recreational lake over 1000m long which will not be just for rowing although the rowing club have been very instrumental in the design of it. The rowing club will be planning to build their own club house on the land. The lake can also be used for paddleboarding, open water swimming and canoeing etc.... People are now showing a real interest in coming to the lake to be involved in water sports. From a planning point of view the restoration gives the shape. Shape is decided by WCC and the use is decided by MHDC. The Shape has now been approved but the use is still to be decided.</p> <p>Cllr M Davis – asked if the rowing club house would be suitable for council meetings?</p> <p>Mr Surman – whatever happens we are not a charity any buildings would need to be commercial advantages. He confirmed they will not be submitting any planning applications for any specific development as they would have to work through any building challenges as it is on the flood plain. Mr Surman advised he could issue an invitation to council members to visit the site.</p> <p>Cllr Petri asked when is it likely to be used?</p> <p>Mr Surman advised it would hopefully be ready in the Summer 2027 in basic form but it wont be very pretty then.</p> |

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| | Mr Surman left 19:36 | | | | | | | | | | | | |
|--------------------------|--|----------|-------|-----------|-------|--------|---------|-----------|----------|--------------------------|-------|--------------|-----------------|
| 19.05.25.4 | To receive declarations of interest for items on the agenda below (Localism Act 2011) None | | | | | | | | | | | | |
| 19.05.25.5 | To confirm and agree minutes of the Parish Council Meeting held on 14 April 2025 COUNCIL APPROVED minutes from 14 April 2025 | | | | | | | | | | | | |
| 19.05.25.5 | To receive Clerks Report and agree actions VAT claim submitted for £1652.80 Clerk confirmed she had also been working on year end and audit. | | | | | | | | | | | | |
| 19.05.25.6 | To receive County Councillors report and agree actions None | | | | | | | | | | | | |
| 19.05.25.7 | To receive District Councillors Report and agree actions None | | | | | | | | | | | | |
| 19.05.25.8 | Finance, all documents circulated prior to the meeting <ul style="list-style-type: none"> a) To approve Payment of May 2025 payment list below and those paid since last meeting, to note receipts and agree actions: <table border="1" data-bbox="527 850 1360 1060"> <thead> <tr> <th>Customer</th><th>Price</th></tr> </thead> <tbody> <tr> <td>Smart Cut</td><td>£1170</td></tr> <tr> <td>Scribe</td><td>£414.72</td></tr> <tr> <td>CALC Subs</td><td>£1214.70</td></tr> <tr> <td>Clerk Expenses – Mileage</td><td>£6.30</td></tr> <tr> <td>Total</td><td>£2805.72</td></tr> </tbody> </table> COUNCIL APPROVED payment list totalling £2805.72 as per APPENDIX 1 b) To approve bank reconciliation up to 30th April 2025 COUNCIL APPROVED bank reconciliation up to 30th April 2025 as per APPENDIX 2 c) To approve budget monitoring report up to 30th April 2025 COUNCIL APPROVED budget monitoring report up to 30th April 2025 as per APPENDIX 3 | Customer | Price | Smart Cut | £1170 | Scribe | £414.72 | CALC Subs | £1214.70 | Clerk Expenses – Mileage | £6.30 | Total | £2805.72 |
| Customer | Price | | | | | | | | | | | | |
| Smart Cut | £1170 | | | | | | | | | | | | |
| Scribe | £414.72 | | | | | | | | | | | | |
| CALC Subs | £1214.70 | | | | | | | | | | | | |
| Clerk Expenses – Mileage | £6.30 | | | | | | | | | | | | |
| Total | £2805.72 | | | | | | | | | | | | |
| 19.05.25.9 | To Review AGAR 2024/25 and Associated Documents <ul style="list-style-type: none"> a) To approve the annual accounts and bank reconciliation for Year End 31 March 2025 Deferred to June Meeting b) To receive Internal Auditors report Deferred to June Meeting c) To approve the Annual Governance Statement 2024-25(AGAR Section 1) for external auditors PKF Littlejohn Deferred to June Meeting d) To approve Accounting Statement 2024-25 (AGAR Section 2) for external auditors PKF Littlejohn Deferred to June Meeting e) To agree dates for the exercise of public rights to inspect accounts Deferred to June Meeting | | | | | | | | | | | | |
| 19.05.25.10 | To consider the adoption of the new model Financial Regulations COUNCIL AGREED to adopt the new model financial regulations | | | | | | | | | | | | |
| 19.05.25.11 | To receive update on Parish Council procedures and resolve to agree actions <ul style="list-style-type: none"> a) To review subscriptions to other bodies and agree actions | | | | | | | | | | | | |

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| | |
|--------------------|--|
| | <p>Council APPROVED Subscription to other bodies as per APPENDIX 4. They also agreed to subscribe to the Information Commissioners Office</p> <p>b) To confirm arrangements of insurance cover in respect of all insured risks</p> <p>Council AGREED they were happy with insurance cover</p> <p>c) To approve Parish Council Meeting Dates 2024/25</p> <p>Council APPROVED the meeting dates for 2024/25 as per APPENDIX 5</p> |
| 19.05.25.12 | <p>To review the following council procedures</p> <p>a) Standing Orders Council reviewed and confirmed no amendments required</p> <p>b) Code Of Conduct Council reviewed and confirmed no amendments required</p> <p>c) Complaints Procedure Council reviewed and confirmed no amendments required</p> <p>d) General Privacy Notice Council reviewed and confirmed no amendments required</p> <p>e) General Privacy Notice for Staff and Councillors Council reviewed and confirmed no amendments required</p> <p>f) Publication Scheme Council reviewed and confirmed no amendments required</p> <p>g) Asset Register Council reviewed and confirmed no amendments required</p> <p>h) Asset Management Plan Council reviewed and confirmed no amendments required</p> <p>i) Disciplinary Policy Council reviewed and confirmed no amendments required</p> <p>j) Grievance Council reviewed and confirmed no amendments required</p> <p>k) Training and Development Policy Council reviewed and confirmed no amendments required</p> <p>l) Equality and Diversity Council reviewed and confirmed no amendments required</p> |
| 19.05.25.13 | <p>To receive Items for the next meeting agenda</p> <p>AGAR</p> <p>Bin Beeches highways feedback</p> |
| 19.05.25.14 | <p>Date of Next Meeting – 23rd June 2025</p> |

Please note this meeting may be filmed or recorded

Meeting Close – 20:01

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APPENDIX 1

Payment Made since 19.05.25

| | |
|----------------|----------------|
| Clerk Expenses | 6.3 |
| Bank Charges | 4.25 |
| Ionos | 19.2 |
| Lengthsman | 328.1 |
| three | 6 |
| PATA | 37.35 |
| Clerk Salary | 953.62 |
| TOTAL | 1354.82 |

RECEIPTS SINCE 19.05.25

| | |
|--------------|----------|
| | |
| TOTAL | 0 |

PAYMENTS TO AUTHORISE

| | |
|----------------|------------------|
| Scribe | £414.72 |
| Smart Cut | £1,170.00 |
| Calc Subs | £1,214.70 |
| Clerk Expenses | £6.30 |
| TOTAL | £2,805.72 |

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APPENDIX 2

17 May 2025 (2025-2026)

Ripple Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

| | | | |
|----------|---|-----------|------------------|
| A | Bank Reconciliation at 30/04/2025 | | |
| | Cash in Hand 01/04/2025 | | 28,083.59 |
| | ADD Receipts 01/04/2025 - 30/04/2025 | | 12.67 |
| | | | 28,096.26 |
| | SUBTRACT Payments 01/04/2025 - 30/04/2025 | | 1,002.27 |
| | Cash in Hand 30/04/2025 (per Cash Book) | | 27,093.99 |
| B | Cash in hand per Bank Statements | | |
| | Petty Cash 31/12/2023 | 0.00 | |
| | Current Account 30/04/2025 | 11,664.39 | |
| | Deposit Account 30/04/2025 | 15,429.60 | |
| | | | 27,093.99 |
| | Less unrepresented payments | | |
| | | | 27,093.99 |
| | Plus unrepresented receipts | | |
| | Adjusted Bank Balance | | 27,093.99 |
| | A = B Checks out OK | | |

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APPENDIX 3

| Ripple Parish Council | | | | | | | | | | | | | | | 17 May 2025 (2025-2026) | |
|--|-----------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|-------------------------|--|
| Monthly breakdown of Receipts and Payments | | | | | | | | | | | | | | | | |
| All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026) | | | | | | | | | | | | | | | | |
| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance | |
| PAYMENTS | | | | | | | | | | | | | | | | |
| Expenditure | | | | | | | | | | | | | | | | |
| Subscriptions | 1,215.00 | | | | | | | | | | | | | | 1,215.00 | |
| Newsletter/Adverts/Flye | | | | | | | | | | | | | | | | |
| Donations | 223.00 | | | | | | | | | | | | | | 223.00 | |
| Insurance | 678.00 | | | | | | | | | | | | | | 678.00 | |
| Grass Cutting/Trees | 3,998.00 | | | | | | | | | | | | | | 3,998.00 | |
| Lengthsman | 3,016.00 | | | | | | | | | | | | | | 3,016.00 | |
| Chairmans Allowance | | | | | | | | | | | | | | | | |
| Prof Fees/Audit | 259.00 | | | | | | | | | | | | | | 259.00 | |
| Clerks Expenses | 356.00 | 5.00 | | | | | | | | | | | | 5.00 | 351.00 | |
| Clerks Salary | 11,378.00 | 953.62 | | | | | | | | | | | | 953.62 | 10,424.38 | |
| Annual Public Meeting | 154.00 | | | | | | | | | | | | | | 154.00 | |
| Hall Hire | 159.00 | | | | | | | | | | | | | | 159.00 | |
| Repairs | | | | | | | | | | | | | | | | |
| Vehicle Activated Sign | | | | | | | | | | | | | | | | |
| Recreation Ground Ref. | | | | | | | | | | | | | | | | |
| Tree Survey/Maintenanc | | | | | | | | | | | | | | | | |
| Website | 385.00 | 32.00 | | | | | | | | | | | | 32.00 | 353.00 | |
| Admin/Training | 200.00 | 4.25 | | | | | | | | | | | | 4.25 | 195.75 | |
| Clerks Equipment | 100.00 | | | | | | | | | | | | | | 100.00 | |
| Defib | 230.00 | | | | | | | | | | | | | | 230.00 | |
| BUS | | | | | | | | | | | | | | | | |
| HANDYMAN | | | | | | | | | | | | | | | | |
| Waste Bins | 250.00 | | | | | | | | | | | | | | 250.00 | |
| Recreation Ground | 1,692.00 | | | | | | | | | | | | | | 1,692.00 | |
| Bench | | | | | | | | | | | | | | | | |
| Payroll charges | | | | | | | | | | | | | | | | |
| HMRC | 1,400.00 | | | | | | | | | | | | | | 1,400.00 | |
| Association Membership | | | | | | | | | | | | | | | | |

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APPENDIX 4

Subscriptions to Other Bodies

| Body | Price |
|---------------------------------|-----------------|
| CALC | £1214.70 |
| SLCC | £59.50 |
| Information Commissioner Office | £52 |
| Total | £1326.20 |

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APPENDIX 5

Meeting Dates 2025/26

| Date and Time | Type |
|---|---------------------------|
| Monday 23 rd June 2025 – 19:15 | Ordinary Council Meeting |
| Tuesday 15 th July 2025– 19:15 | Ordinary Council Meeting |
| Monday 22 nd September– 19:15 | Ordinary Council Meeting |
| Monday 20 th October– 19:15 | Ordinary Council Meeting |
| Monday 17 th November– 19:15 | Ordinary Council Meeting |
| Monday 19 th January– 19:15 | Ordinary Council Meeting |
| Monday 16 th February– 19:15 | Ordinary Council Meeting |
| Monday 16 th March– 19:15 | Ordinary Council Meeting |
| Monday 20 th April– 19:15 | Ordinary Council Meeting |
| Monday 18 th May– 19:15 | Annual Meeting of Council |
| Friday 22 nd May– 19:00 | Annual Parish Meeting |