



RIPPLE PARISH COUNCIL MEETING

Minutes of the Meeting held 20 May 2024 at Ripple Parish Hall

Present: Cllrs. M Peters (Chairman), M England, P Turner, I Davis, D Cllr J Owenson

Attendees: Clerk/RFO M Hinde, D Hinde Trainee Clerk and 0 members of the public

20.05.24.1	The elect Chairman and Vice Chairman and Acceptance of Office forms to be signed Cllr Turner nominated Cllr Peters for Chairman which was seconded by Cllr England and unanimously agreed. Cllr Peters nominated Cllr England for Vice Chairman which was seconded by Cllr Turner and unanimously agreed Both signed their acceptance of office												
20.05.24.2	To note apologies for absence and to confirm the meeting is quorate Apologies received from Cllr Davis and County Councillor Allen. The meeting was declared quorate.												
20.05.24.3	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) None												
20.05.24.4	To receive declarations of interest for items on the agenda below (Localism Act 2011) None												
20.05.24.5	To confirm and agree minutes of the Parish Council Meeting held on 8 April 2024 Council APPROVED minutes from 8 April 2024 Matt and Ian												
20.05.24.6	To receive Clerks Report and agree actions The clerks report was received as per APPENDIX 1 Council agreed to cater for 30 for the annual parish meeting												
20.05.24.7	To receive County Councillors report and agree actions None												
20.05.24.8	To receive District Councillors Report and agree actions None												
20.05.24.9	Finance, all documents circulated prior to the meeting a) To approve Payment of May 2024 payment list below and those paid since last meeting, to note receipts and agree actions: <table border="1"> <thead> <tr> <th>Customer</th><th>Price</th></tr> </thead> <tbody> <tr> <td>Glasdon</td><td>£243.88</td></tr> <tr> <td>Smart Cut</td><td>£1170</td></tr> <tr> <td>CALC</td><td>£1124.98</td></tr> <tr> <td>Scribe</td><td>£414.72</td></tr> <tr> <td>Total</td><td>£2953.58</td></tr> </tbody> </table>	Customer	Price	Glasdon	£243.88	Smart Cut	£1170	CALC	£1124.98	Scribe	£414.72	Total	£2953.58
Customer	Price												
Glasdon	£243.88												
Smart Cut	£1170												
CALC	£1124.98												
Scribe	£414.72												
Total	£2953.58												

	<p>Council APPROVED Payment list and payments made since last meeting as per APPENDIX 2</p> <p>b) To approve bank reconciliation up to 30th April 2024</p> <p>Council APPROVED bank reconciliation as per APPENDIX 3</p> <p>c) To approve budget monitoring report up to 30th April 2024</p> <p>COUNCIL APPROVED budget monitoring report as per APPENDIX 4</p> <p>d) To review bank signatories</p> <p>Cllr Peters advised he would chase up confirmation he had been added as a signatory on the account. Council also AGREED that Cllrs England and Turner would be added as signatories on the account.</p>
20.05.24.10	<p>To Review AGAR 2023/24 and Associated Documents</p> <p>a) To approve the annual accounts and bank reconciliation for Year End 31 March 2024</p> <p>Council AGREED to defer to the next meeting.</p> <p>b) To receive Internal Auditors report</p> <p>Council AGREED to defer to the next meeting</p> <p>c) To approve the Annual Governance Statement 2023-24(AGAR Section 1) for external auditors PKF Littlejohn</p> <p>Council AGREED to defer to the next meeting</p> <p>d) To approve Accounting Statement 2022-23 (AGAR Section 2) for external auditors PKF Littlejohn</p> <p>Council AGREED to defer to the next meeting</p> <p>e) To agree dates for the exercise of public rights to inspect accounts</p> <p>Council AGREED to defer to the next meeting</p>
20.05.24.11	<p>To receive update on Parish Council procedures and resolve to agree actions</p> <p>a) To review subscriptions to other bodies and agree actions</p> <p>Council APPROVED subscription to other bodies as per APPENDIX 5</p> <p>b) To confirm arrangements of insurance cover in respect of all insured risks</p> <p>Council CONFIRMED insurance arrangements covered all risk.</p> <p>c) To approve Parish Council Meeting Dates 2024/25</p> <p>Council APPROVED parish council meeting dates 2024/25 as per APPENDIX 6</p>
20.05.24.12	<p>To review the following council procedures</p> <p>a) Standing Orders</p> <p>Council AGREED no changes were required</p> <p>b) Code Of Conduct</p> <p>Council AGREED no changes were required</p> <p>c) Complaints Procedure</p> <p>Council AGREED no changes were required</p> <p>d) Data Protection and Freedom of Information</p> <p>Council AGREED no changes were required</p> <p>e) Publication Scheme</p> <p>Council AGREED no changes were required</p> <p>f) Asset Register</p> <p>Council AGREED no changes were required</p>
20.05.24.13	To consider the adoption of the new model Financial Regulations



	Council AGREED to defer to the next meeting to give councillors more time to read the policy
20.05.24.14	To consider the adoption of a Asset Management Plan and agree actions Council AGREED to adopt the asset management plan Council AGREED Cllr England would take a picture of assets and add them to a map so they can be easily located.
20.05.24.15	To discuss ideas to recruit more Parish Councillors and agree actions Council AGREED to advertise more what the parish council does on their Facebook page.
20.05.24.16	To consider changing email addresses to end in .gov.uk as recommended by CALC Council requested that the Clerk gathers more information and add to next agenda.
20.05.24.17	To discuss adding the land behind the Village Hall to the Smart Cut agreement and agree actions Council AGREED to get a quote from the Lengthsman and Smartcut. To be added to the next agenda
20.05.24.18	To discuss the following planning applications/appeals made since the last meeting and agree actions <ul style="list-style-type: none"> a) Planning Application M/23/01061/HP - Ripple Cottage The Cross Ripple Tewkesbury GL20 6EZ Council confirmed this application had been approved b) Planning Application Consultation M/24/00181/HP Ripple Hall Station Road Ripple Tewkesbury GL20 6EY The Council had NO OBJECTION to this application c) Planning Application Consultation M/24/00182/LB Ripple Hall Station Road Ripple Tewkesbury GL20 6EY Council agreed to look into the difference between this application and application M/24/00181/HP d) Planning Application M/23/00077/FUL - Green Street FarmStrensham Road Naunton Upton Upon SevernWorcesterWR8 0QA Council confirmed this application was refused e) Planning Application Consultation M/24/00301/HP 47 The BeechesHolly GreenUpton Upon SevernWorcesterWR8 0QQ Council confirmed they had NO OBJECTION to this retrospective application
20.05.24.19	To review actions Actions were reviewed and the action list tidied
20.05.24.20	To receive Items for the next meeting agenda AGAR Financial Reg Email addresses
20.05.24.21	Date of Next Meeting – Annual Parish Meeting 24th May 24 - Parish Council Meeting 17th June 24

Meeting Close – 20:11



APPENDIX 1

Clerks Report

HMRC Refund – requested information to log in to claim this.

Beeches Bin – Bin has been delivered to Matt. When can we install. Tim will install.

Councillor Training

- **GAPTC** - £50 an hour plus 0.45 mileage. Could do half a day or evening. Could do a Saturday or online. Could do completely bespoke training if required.
- **CALC** - £35 a delegate if attend CALC course but would offer a discount for whole council. Delivered to council as a whole £85 a hour + 0.45 mileage.

Email details to Ian re course that Paul is on.

Annual Parish Meeting – Quoted £200 including wine and soft drink. How many should be catered for?



APPENDIX 2

Payments Made since 01.04.24

Three	6
Ionos	19.2
M Hinde (Clerk Salary)	888.92
Tim Hughes (Lengthsman)	332.15
Total	1246.27

Receipts Since 01.04.24

Worcestershire CC	335.75
MHDC	13388
Total	13723.75

Payments for Authorisation 20.05.24

Glasdon	243.88
Smart Cut	1170
CALC	1124.98
Scribe	414.72
Total	2,953.58



APPENDIX 3

Ripple Parish Council
Bank Reconciliation Up to 31.03.24

Ripple Parish Council	Receipts	Payments	To Be Authorised
	3	6	
Ionos		19.2	
Clerk salary		888.92	
Worcs CC	335.75		
Mr T. Hughes		332.15	
MHDC	13388		
Glasdon		243.88	243.88
Smart Cut		1170	1170
CALC		1124.98	1124.98
Scribe		414.72	414.72
TOTAL	13723.75	4199.85	2953.58

Bank Reconciliation

Current Acc. Opening Balance	
31.03.24	6994.5
Plus Receipts Above	13723.75
	<u>20718.25</u>
Less Payment Above	4199.85
Closing Cash Balance	16518.4
Plus Payments to be Authorised	2953.58
Closing Bank Bal 31.04.24	19471.98

Bus Acc. Opening Balance	15246.85
Interest Received	15.75
Closing Bank Bal 31.03.24	15262.6



APPENDIX 4

Ripple Parish Council
Budget Monitoring Report

	2023-24	2024-25	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	% Budget Used
Subscriptions/Association Membership	£1,013.00	£1,200.00													0	0.00
Newsletter/Adverts/Flyers	£301.00	£350.00													0	0.00
Insurance	£700.00	£750.00													0	0.00
Grass Cutting/Trees	£7,300.00	£5,460.00													0	0.00
Levy/Hsman	£4,385.00	£3,200.00	332.15												332.15	10.38
Chairmans Allowance	£100.00	£100.00													0	0.00
Prof Fees/Audit	£230.00	£260.00													0	0.00
Clerks Expenses	£756.00	£800.00	6												6	0.75
Clerks Salary, including payroll costs	£10,479.00	£11,500.00	888.92												888.92	7.73
Annual Public Meeting	£257.00	£300.00													0	0.00
Hall Hire	£114.00	£160.00													0	0.00
Repairs	£662.00	£700.00													0	0.00
Recreation Ground Maintenance	£2,000.00	£2,000.00													0	0.00
Tree Survey/Maintenance	£1,500.00	£750.00													0	0.00
Website	£1,000.00	£500.00	19.2												19.2	3.84
Admin/Training	£100.00	£200.00													0	0.00
Clerks Equipment	£131.00	£200.00													0	0.00
Defib	£0.00	£500.00													0	0.00
Bus Support	£150.00	£500.00													0	0.00
Handyman	£0.00	£250.00													0	0.00
Waste Bins	£2,000.00	£1,500.00													0	0.00
Total	£33,178.00	£31,180.00	£1,246.27	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,246.27



APPENDIX 5

Ripple Parish Council Subscriptions to Other Bodies

Worcestershire CALC	1124.98
SLCC	59.5
Total	1184.48



APPENDIX 6

Ripple Parish Council Meeting Dates 2024/25

<u>Date</u>	<u>Time</u>
17 th June	19:15
15 th July	19:15
16 th September	19:15
21 st October	19:15
18 th November	19:15
20 th January	19:15
24 th February	19:15
17 th March	19:15
14 th April	19:15
19 th May Annual Meeting	19:15
23 rd May Annual Parish Meeting	19:15