



BUSHLEY PARISH COUNCIL

Minutes of the Parish Council Meeting 25th October 2022 at Bushley Village Hall Meeting Room

PRESENT: Cllrs. Nigel Nicoll (Chairman), Vaughan Latter, Jenny McDonagh, Chris Miners and Jason Kinghorn

In attendance - Clerk: Jane Rolfe

District Councillor Bronwen Behan

1. Apologies:

Cllrs Kim Fikry and Lesley Hirons

2. Declarations of interest:

None declared

3. Minutes of Meeting: Tuesday 27^h September 2022

Approved and signed off by the Chairman

4. County and District Councillor's Reports

County Councillor Tom Wells sent apologies

District Councillor Bronwen Behan's report is attached.

5. Finance:

a) Approval of new expenditure –

Lengthsman September £130.60

Churchyard Mowing September £270.00

Clerk's September salary £394.80 representing 35 hours @ £11.28 per hour, less PAYE for 3 months = £158 net.

Clerk's PAYE £236.80

Replacement black ink cartridge from Staples for Epson printer - 502XL @ £28.92 (£34.70 inc VAT)

Starboard Systems Ltd t/a Scribe Accounts already purchased as agreed at last meeting – Annual Subscription £228, Set Up Fee £147 making a total of £375. VAT payable is £75 therefore £450 paid

Quarterly Unity Bank Charges £18

The above items of expenditure were approved for payment

b) Income received

28.09.22 Precept £5,500 (paid into Lloyds Bank account)

18.10.22 WCC Lengthsman £131.00 for August 2022

19.10.22 WCC Lengthsman £130.60 for September 2022

c) To consider closure of the Lloyds Bank account

It was decided by all Cllrs present to close the Lloyds Bank Account. Clerk to request paying in book from Unity Trust Bank. Cheque to be drawn from Lloyds for £5790 and posted to Unity Trust Bank. Cllrs Nicoll and Kinghorn to instruct Lloyds to close the account and transfer the remaining balance of £4.20 to Unity Trust Bank

d) Budget for 2023/24

Clerk to prepare a draft budget and circulate to all Cllrs for discussion at next meeting

e) Clerk's remuneration

It was agreed that the Clerk's working hours from October should be 30 hours per month.

The Bank Reconciliation from 01.04.2022 to 23.10.2022 was considered, approved by the meeting and signed by the Chairman Cllr Nicoll

6. Planning Applications

PROPOSED EXTRACTION OF SAND AND GRAVEL WITH RESTORATION USING SITE DERIVED AND IMPORTED INERT MATERIAL TO WETLAND, NATURE CONSERVATION AND AGRICULTURE (CROSS-BOUNDARY APPLICATION) ON LAND AT BOW FARM, BOW LANE, RIPPLE, WORCESTERSHIRE

No councillors were able to attend the Planning & Regulatory Committee meeting on 31st October 2022

7. Internal Auditor

Councillors confirmed the appointment of a GAPTC internal auditor who is competent and independent of Bushley Parish Council. Clerk to meet with the Auditor in January 2023

8. Training

Unanimous agreement to the Clerk's enrolment on the The Society of Local Council Clerks (SLCC) online course – Introduction to Local Council Administration £120 + VAT

9. CALC

Cllr Nicoll to approach Cllr Fikry to represent BPC at the CALC Malvern Hills Area Zoom meeting 08.12.2022

10. Annual Transparency Compliance

Cllr Nicoll to add 'Items of Expenditure over £100', 'Internal Auditor's Report' and 'List of Councillor Responsibilities' to Bushley Parish Council website to ensure compliance

11. Retirement of Chairman from BPC at the end of the year

The Chairman confirmed that he would be retiring from the Parish Council at the end of the year. A formal letter confirming this would be issued to the Clerk and Councillors.

12. Hedge Cutting

The opinion of the meeting was that the Parochial Church Council was responsible for the Churchyard Yew Hedge. Clerk instructed to write to the PCC on the matter
The Bushley Community Garden Hedge was deemed the responsibility of Bushley Village Hall and Cllr Kinghorn (Cllr responsible for BVH) to liaise on the issue

13. Issues at Oxhey Cottages

The damaged fence has been referred to WCC engineers for repair. Cllr Nicoll noted the water hydrant marker had also been demolished. Clerk to report the matter to Severn Trent Water
The blocked gully was reported to WCC and a works order has been raised to jet the gully

14. Village Houses' Stopcocks

Deferred to next meeting

15. Avian Flu

Council awaiting further information from DEFRA regarding any actions which should be publicised in the Bushley News.

16. AOB identified.

None

17. The Meeting closed at 9.25pm

Date of next meeting: As below

29th November 2022 – Parish Council Meeting.