



## Bushley Parish Council

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### Minutes of the Bushley Parish Council Meeting held on 24<sup>th</sup> September 2024 at Bushley Village Hall

**Present:** Cllrs V. Latter (Chairman) J. McLean C. Hadfield J. McDonagh J. Kinghorn (Arr. 19:15)

**Attendees:** Clerk, D. Hinde, 0 members of the public

#### Minutes

- 24.09.24.1**            **To receive and consider apologies for absence and confirm the meeting is quorate**  
Apologies received from D. councillor J. Watkins, C. Councillor T. Wells and Cllr E. Vincent.  
The meeting was declared quorate
- 24.09.24.2**            **To receive comments from the public on agenda items below – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda for the next meeting**  
None
- 24.09.24.3**            **To receive declarations of interest for items on the agenda below (Localism Act 2011)**  
None
- 24.09.24.4**            **To confirm and agree minutes of the Parish Council meeting held on 25<sup>th</sup> June 2024 and the extraordinary meeting on the 8<sup>th</sup> August 2024**  
Council **APPROVED** minutes from 25<sup>th</sup> June 2024 and 8<sup>th</sup> August 2024
- 24.09.24.5**            **To receive the Clerks Report and agree actions**  
Clerks report received as per **APPENDIX 1**  
Council requested that thanks were passed to the previous Lengthsman Ben Perry for all his hard work in the position and Nigel Nicholl for painting the phone box.  
Cllr Kinghorn requested the clerk obtain additional dog fouling signs to display around the village as the current one are weathered.
- 24.09.24.6**            **To receive District Councillors report and agree actions**  
None
- 24.09.24.7**            **To receive County Councillors report and agree actions**  
None
- 24.09.24.8**            **Finance, all documents circulated prior to the meeting:**  
a) **To approve Payment of September 2024 payment list below and those paid since last meeting, to note receipts and agree actions:**

Council **APPROVED** payment list as per **APPENDIX 2** totalling £900.69

**b) To approve bank reconciliation up to 15<sup>th</sup> September 2024**

Council **APPROVED** Bank reconciliation as per **APPENDIX 3**

**c) To approve budget monitoring report up to 15<sup>th</sup> September 2024**

Council **APPROVED** Budget monitoring report as per **APPENDIX 4**

**24.09.24.9 To discuss the sale of the VAS Cameras and Batteries and agree actions**

**COUNCIL AGREED** to sell the VAS Camera with Battery & Charger for the sum of £50, on the proviso the buyer collects and they are sold as seen with no warranty given or implied

**24.09.24.10 To review the data from the VAS Cameras**

Council reviewed the data and **AGREED** to further quarterly reviews

**24.09.24.11 To discuss ideas on how to improve communications with local land agents/farmers and agree actions**

Council is waiting for a list of local land agents/farmers from Ben Perry

**24.09.24.12 To discuss what the council would like to achieve by year end and agree actions**

The Council discussed several potential initiatives including:

- arrange a Village trip to the Worcestershire Incinerator
- investigate the possibility of holding a “Repair café” at the Village Hall
- Have the Village website complete and up and running

Specific actions will be agreed at subsequent meetings.

**24.09.24.13 To discuss what the council can do to contribute to the upkeep of the churchyard and agree actions**

**COUNCIL noted** responsibility for the upkeep of the churchyard is a matter for the Parochial Church Council (PCC) and agreed that were the PCC to request financial contribution for a specific project to St Peters churchyard, it would be considered sympathetically.

**24.09.24.14 To receive items for the next agenda**

None

Date of Next Meeting – 29<sup>th</sup> October 2024

Meeting Close: 20:38

## **APPENDIX 1**

### **Clerks Report**

I have contacted WCC regarding the hedge trimming and I am currently awaiting response.

Spoken to the County Highways Liaison Officer regarding a new pole for the VAS. It has been confirmed that a new pole will be installed with no cost to the council but a date is yet to be confirmed.

I now have access to the bank for payments. I have started the process of removing the outgoing clerk.

Email addresses have now been transferred to a new server by Parish Online. Did everyone manage to merge their mailboxes as per instructions sent out 14/08/24.

## APPENDIX 2

### Payments List 24.09.24

#### Payments Made Since 25.06.24

HMRC	£239.00
Parish Online	£264.00
J Rolfe	£956.20
Mr B Perry	£147.60
Mr N Nicoll	£43.40
Unity Trust	£18.00
Mr D Hinde	£26.00
HMRC	£65.20
Mr D Hinde	£261.30
ICO	£35.00
Mr D Hinde	£287.10
HMRC	£65.40
<b>Total</b>	<b>£2,408.20</b>

#### Receipts Since 25.06.24


#### Payments to be Authorised 24.09.24

Clerk Mileage	£3.87
Bushley Village Hall – invoice 859	£72.00
Scribe	£328.32
Lengthsman	£144.00
Clerk Salary	£287.30
HMRC	£65.20
<b>Total</b>	<b>£900.69</b>

Signed

Date

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**APPENDIX 3**

22 September 2024 (2024-2025)

**Bushley Parish Council**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>Bank Reconciliation at 15/09/2024</b>			
	Cash in Hand 01/04/2024		5,409.15
	<b>ADD</b> Receipts 01/04/2024 - 15/09/2024		11,335.92
			16,745.07
	<b>SUBTRACT</b> Payments 01/04/2024 - 15/09/2024		8,605.84
<b>A</b>	<b>Cash in Hand 15/09/2024</b> (per Cash Book)		<b>8,139.23</b>
	Cash in hand per Bank Statements		
	Petty Cash 15/09/2024	0.00	
	Unity Trust Bank 15/09/2024	8,139.23	
	Lloyds Bank 15/09/2024	0.00	
			<b>8,139.23</b>
	Less unrepresented payments		
			8,139.23
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>8,139.23</b>
	<b>A = B Checks out OK</b>		

## APPENDIX 4

### Bushley Parish Council

22 September 2024 (2024-2025)

#### Monthly breakdown of Receipts and Payments All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>PAYMENTS</b>															
<b>Administration</b>															
Clerk Salary	4,052.00			956.20	261.30	287.10								1,504.60	2,547.40
PAYE Clerk	1,013.00			239.00	65.20	65.40								369.60	643.40
Hire of Hall	352.00														352.00
Office supplies	200.00														200.00
Insurance	290.00			295.16										295.16	-5.16
Training	300.00														300.00
Bank Charges	72.00			18.00										18.00	54.00
Internal Auditor	175.00														175.00
Accounting	274.00														274.00
Donations/Grants	100.00														100.00
Internet	150.00														150.00
Election	250.00														250.00
Website	800.00			220.00										220.00	580.00
Clerk's expenses	300.00				26.00									26.00	274.00
<b>Asset Maintenance</b>															
Asset Maintenance	200.00			43.40										43.40	156.60
<b>Assets</b>															
Asset Purchase	2,457.00		4,589.99											4,589.99	-2,132.99
<b>Income</b>															
Precept															
VAT refund															
<b>Lengthsman</b>															
Ben Perry Bushley Len	2,276.75		147.60	147.60										295.20	1,981.55
<b>Subscriptions</b>															
CALC	180.00	162.70												162.70	17.30
GDPR	35.00					35.00								35.00	
<b>Village Events</b>															
Village Events	200.00		45.83											45.83	154.17