



Bushley Parish Council

www.bushleyparishcouncil.gov.uk

Minutes of the Bushley Parish Council Meeting held on 29th October at Bushley Village Hall.

Present: Cllrs V. Latter (Chairman) J. McLean C. Hadfield Jenny. McDonagh J. Kinghorn.

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

Minutes

- 29.10.24.1** **To receive and consider apologies for absence and confirm the meeting is quorate**
Apologies received from D. Cllr. J Watkins and the meeting was declared quorate
- 29.10.24.2** **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
- 29.10.24.3** **To receive declarations of interest for items on the agenda below (Localism Act 2011)**
None
- 29.10.24.4** **To confirm and agree minutes of the Parish Council meeting held on the 24th September 2024**
COUNCIL APPROVED minutes from 24.09.24
- 29.10.24.5** **To receive the Clerks Report and agree actions**
The Clerks report was received as per **APPENDIX 1**
- 29.10.24.6** **To receive District Councillors report and agree actions**
None
- 29.10.24.7** **To receive County Councillors report and agree actions**
None
- 29.10.24.8** **Finance, all documents circulated prior to the meeting:**
29.10.24.8a **To approve Payment of October 2024 payment list below and those paid since last meeting, to note receipts and agree actions:**
COUNCIL APPROVED payment list totalling £500.37 as per **APPENDIX 2**
- 29.10.24.8b** **To approve bank reconciliation up to 21st October 2024**
COUNCIL APPROVED bank reconciliation as per **APPENDIX 3**
- 29.10.24.8c** **To approve budget monitoring report up to 21st October 2024**
COUNCIL APPROVED Budget monitoring as per **APPENDIX 4**
- 29.10.24.9** **Village Issues:**
29.10.24.9a **To discuss problems encountered on recent road closures and agree actions to prevent problems reoccurring**

Clerk confirmed Gloucester County Council and Worcestershire County Council have been emailed with a request for prior notification of any roadworks/closures. Clerk was also advised that one.network (<https://one.network/>) can be used anyone to check for works in their area. This information has also been passed on to the Bushley Village News

- 29.10.24.9b** **To discuss problems encountered in recent harvesting activities and agree actions to prevent problems reoccurring**
COUNCIL AGREED to endeavour to contact relevant land agents by letter or email where their business contact details are known. If the contact details are not known the council will contact the landowners.
- 29.10.24.10** **To discuss the Parish Council contributing to the upkeep of the church yard and agree actions**
The Council is waiting to hear back from the Parochial Parish Council as to how they can best support them
- 29.10.24.11** **To look at the adoption of an Internal Control Policy and agree actions**
The Council deferred adoption of the policy to the next meeting to give Councillors time to review
- 29.10.24.12** **To receive items for the next agenda**
Budget
Internal Control Policy
Date of Next Meeting – 26th November 2024

Meeting closed at 20:22

APPENDIX 1

Clerk Report

HIGHWAYS

2 incidences of roadworks/closures in the Mythe Bridge area with very little or no notification

7th oct phoned WCC who had no knowledge of works. Phoned Ringway who advised WCC were doing white line painting, would only take the afternoon not the 2 days on the board. They also advised to use the 1.network site to look at current and upcoming works.

24th oct more no notice works, however details were found on 1.network site.

I have since requested from GCC and WCC for pre notification of upcoming works via email.

POLICIES

Currently working through the policies setting up title headers with date adopted date reviewed and next date of review. As mentioned on the internal audit for standing orders. Will also put all policies in a clear table so can see when next review required. Have noticed there are several missing policies so will work through those and add to agenda for adoption.

VAS

Have had an offer from South Lenches PC for one camera with 2xbatteries and charger so have sent an invoice for pre pre payment.

Guarford PC are also interested but there is a delay as they are waiting for permission to install a pole. They have said not to worry if we can sell to someone else would you like me to find another buyer?

DOG FOULING

Had response from Malvern Hills saying they will provide the signs, so have requested a variety of sizes. Also asked them about the speed limit stickers and they advised to look on Amazon.

RESIDENT COMMUNICATION

On the 10th Oct I received an email from a resident regarding the upkeep of the Churchyard. After consulting with the Council I responded to advise this is the responsibility of the PCC and gave their contact details. However this email keeps bouncing back.

APPENDIX 2

Payments List 29.10.24

Payments Made Since 24.09.24

Lengthsman	£144.00
HMRC	£65.40
Clerk Salary	£287.30
Scribe Accounts	£328.32
Bushley Village Hall	£72.00
Clerk Mileage	£3.87
Bank Charges	£18.00
Total	£918.89

Receipts Since 25.06.24

MHDC Precept	5500
WCC Lengthsman	144
Totak	5644

Payments to be Authorised 29.10.24

Clerk Mileage	£3.87
Lengthsman	£144.00
Clerk Salary	£287.10
HMRC	£65.40
Total	£500.37

APPENDIX 3

26 October 2024 (2024-2)

Bushley 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 15/10/2024		
	Cash in Hand 01/04/2024		5,409.15
	ADD Receipts 01/04/2024 - 15/10/2024		16,979.92
			22,389.07
	SUBTRACT Payments 01/04/2024 - 15/10/2024		9,524.73
	Cash in Hand 15/10/2024 (per Cash Book)		12,864.34
B	Cash in hand per Bank Statements		
	Petty Cash 15/09/2024	0.00	
	Unity Trust Bank 15/10/2024	12,864.34	
	Lloyds Bank 15/09/2024	0.00	
			12,864.34
	Less unrepresented payments		
		12,864.34	
	Plus unrepresented receipts		
	Adjusted Bank Balance		12,864.34
	A = B Checks out OK		

APPENDIX 4

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

26 October 2024 (2024-2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Administration															
Clerk Salary	4,052.00			956.20	261.30	287.10	326.70							1,831.30	2,220.70
PAYE Clerk	1,013.00			239.00	65.20	65.40								369.60	643.40
Hire of Hall	352.00						72.00							72.00	280.00
Office supplies	200.00													200.00	200.00
Insurance	290.00			295.16										295.16	-5.16
Training	300.00													300.00	300.00
Bank Charges	72.00			18.00			18.00							36.00	36.00
Internal Auditor	175.00													175.00	175.00
Accounting	274.00						273.60							273.60	0.40
Donations/Grants	100.00													100.00	100.00
Internet	150.00													150.00	150.00
Election	250.00													250.00	250.00
Website	800.00			220.00										220.00	580.00
Clerk's expenses	300.00				26.00		29.87							55.87	244.13
Asset Maintenance															
Asset Maintenance	200.00			43.40										43.40	156.60
Assets															
Asset Purchase	2,457.00		4,589.99											4,589.99	-2,132.99
Income															
Precept															
VAT refund															
Lengthsman															
Lengthsman															
Ben Perry Bushley Lenç	2,276.75		147.60	147.60			144.00							439.20	1,837.55
Subscriptions															
CALC	180.00	162.70												162.70	17.30
GDPR	35.00					35.00								35.00	

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26 October 2024 (2024-2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Village Events															
Village Events	200.00		45.83											45.83	154.17
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	13,676.75	162.70	4,783.42	1,919.36	352.50	387.50	864.17								
														Total:	8,469.65
														Variance:	5,207.10