



## BUSHLEY PARISH COUNCIL

Minutes of the Parish Council Meeting 23<sup>rd</sup> April 2024 at Bushley Village Hall Meeting Room

**PRESENT:** Cllrs. Vaughan Latter (Chairman), Jenny McDonagh, Elaine Vincent, Julie McLean and Christine Hadfield  
In attendance - Clerk: Jane Rolfe and District Councillor: Jennie Watkins

**1. Apologies:**

Jason Kinghorn

**2. Declarations of interest:**

Chairman asked all members present to declare any personal or prejudicial interest on any items on the agenda. None declared

**3. Minutes of the Previous Meeting:**

It was unanimously RESOLVED that the minutes of the meeting held on Tuesday 19<sup>th</sup> March 2024 be Signed by the Chairman as a correct record

**4. County and District Councillor's Reports**

District Councillor reported-

- MHDC is behind on determining planning applications
- Planning applications are determined by Committee when 10 residents object
- 6 Parishes Meeting to be held Monday 29<sup>th</sup> April at 6pm-c7.30pm at Longdon Village Hall on Defibrillator Coverage & Access. Briefing from WMAS and Heartstart Malvern

No reports received from the County Councillor

**5. Finance:**

**a) Approval of new expenditure –**

It was unanimously RESOLVED to approve the following payments -

Lengthsman March £147.60

Worcestershire CALC Subscription £162.70 + VAT £ 29.19 Invoice Total £191.89

**b) Confirmed receipt of income**

25.03.24 WCC February Lengthsman £146.80

17.04.24 WCC March Lengthsman £147.60

**c) To receive the Monthly Bank Reconciliation**

Bank reconciliation paperwork of Unity Bank account, bank statements and Scribe cash book entries to 31.03.24 was submitted to be inspected by Cllr Latter, approved and signed by Cllr Latter and the Clerk see APPENDIX 1

**d) To receive the Annual Accounts**

It was unanimously RESOLVED to approve the Annual Accounts

**e) Unity Bank**

Permission changed for Cllr Kinghorn from Authorisation of Payments to View Only

## 6. Annual Governance and Accountability Return 2023-24

- a) The Internal Audit report was received and noted
- b) The Annual Governance Statement (Section 1) was approved
- c) The Accounting Statements (Section 2) were approved
- d) The Certificate of Exemption was approved
- e) The Annual Governance Statement was signed by the Chair and Clerk
- f) The Accounting Statements were signed by the Chair
- g) The Certificate of Exemption was signed by the Chair and Clerk
- h) The bank reconciliation as at 31 March 2024 was received and reconciled to Section 2 Accounting Statement Box 8 by the Council
- i) The period for the Exercise of Public Rights was noted as being from Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2024

## 7. Planning Applications

### Appeal of M/22/01477/FUL

Location: Wood Street Farm Bungalow, Wood Street, Bushley, Tewkesbury, GL20 6JA

The above planning appeal was discussed and the following additional comments were submitted to the Planning Inspectorate –

Bushley Parish Council object to this appeal. Concerns about biodiversity are significant given the location of this development in open countryside and adjacent to a Worcestershire Priority Habitat and also in the vicinity of Irreplaceable Habitat as designated by Worcestershire County Council's Local Nature Recovery Strategy.

Clerk

## 8. Lengthsman

- a) New Contract for 2024-25 signed by the Lengthsman
- b) Annual Agreement (for the Lengthsman) with WCC for the Undertaking of Minor Highway Maintenance Works 2024-25 has been signed online by the Clerk

## 9. Data Protection

- a) Councillors unanimously RESOLVED to adopt the Data Protection Policy
  - b) Councillors unanimously RESOLVED to adopt the General Privacy Notice
  - c) Councillors unanimously RESOLVED to adopt the Email Privacy Notice
  - d) Councillors unanimously RESOLVED to adopt the Staff Privacy Notice
- Policies to be dated and uploaded to the website

Clerk

## 10. .gov.uk

Councillors unanimously RESOLVED to accept the subscription package from Parish Online for a .gov.uk domain, website and up to 20 email addresses at a cost of £320 ex vat, less £100 ex vat off the first year's subscription through the CDDO parish helper service scheme

Clerk

## 11. Assets

All Assets were physically checked by the Chairman and Clerk on 10<sup>th</sup> April 2024 and paperwork signed and to be uploaded to the website See APPENDIX 2

Actions required were noted on the paperwork. Mr Nicoll has agreed to undertake the repainting/wood stain work. Chairman to tighten fixing bolt on WW1 Centenary Seat

Clerk

## 12. Community Green Spaces

Letter received by the Chairman from Dame Harriet Baldwin MP

See APPENDIX 3

**13. Village issues**

a) Annual Parish Meeting

County and District Councillor to attend. Bushley Parish Councillors to provide refreshments

b) Traffic

Grant Money for 2 additional Speed Indicator Signs now received from the OPCC allowing purchase of devices from Elan City to proceed

Clerk

County Councillor agreed to fund a single pair of 30 road marking roundels at Location 386067, 234747 beside the left hand bend sign between the Cricket Club and the entrance to Bredon School

c) D Day 80<sup>th</sup> Celebrations

2 events. Thursday 6th June, at 6pm, held either in St Peter's Church, Bushley; the village hall or the community garden (tbc) Clerk to organise purchase of a Peace Lamp

Saturday 8th June at 3 pm, a 1940s themed village tea party at the village hall. 1940s music and bring your own picnic

d) Defibrillators - see item 4 above

**13. AOB identified for next meeting**

None identified

**14. Meeting closes**

8.40pm

**Date of next meeting: As below**

**21<sup>st</sup> May 2024 – Annual Parish Meeting followed by Annual Parish Council Meeting 6.30pm Bushley Village Hall**

Signed by the Chairman: .....

Date : .....

Bushley Parish Council

Prepared by: U. Belle  
Name and Role (Clerk/RFO etc)

Approved by: [Signature]  
Name and Role (RFO/Chair of Finance etc)

Date: 23rd April 2024

Date: 23/04/2024

<b>Bank Reconciliation at 31/03/2024</b>			
<b>A</b>	Cash in Hand 01/04/2023		5,077.48
	<b>ADD</b> Receipts 01/04/2023 - 31/03/2024		13,607.97
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/03/2024		18,685.45
	Cash in Hand 31/03/2024 (per Cash Book)		13,276.30
			5,409.15
<b>B</b>	Cash in hand per Bank Statements	31/03/2024	0.00
	Petty Cash	31/03/2024	0.00
	Lloyds Bank	31/03/2024	5,409.15
	Unity Trust Bank	31/03/2024	5,409.15
			5,409.15
	Less unrepresented payments		
	Plus unrepresented receipts		
	Adjusted Bank Balance		5,409.15
			5,409.15
<b>A = B Checks out OK</b>			



## Bushley Parish Council Asset Register 2023-2024

Clerk and RFO to the Council – Jane Rolfe, Woodlea, Bushley Green, Tewkesbury, Worcestershire GL20 6JB

Tel: 01684 293834 Email: [clerk@bushleyparishcouncil.org.uk](mailto:clerk@bushleyparishcouncil.org.uk)

Item and date of acquisition;present use	Insurance Value	Location	Assets Checked 10.04.2024 by Chairman and Clerk
Bus shelter 1957	£4,500*	On west side of C2217 on Bushley Green	Good state of repair – front frame slightly weathered and would benefit from refreshing with wood stain
Flagpole 1950s	£450*	West Side of Church	Condition good – repainted last year
Metal Seat 1966	£700*	On east side of C2217 Half way up Bushley Bank	No problems with the fabric or mounting, but needs repainting with hammerite paint
Chairman Badge of Office 2002	£650*	In locked filing cabinet in Bushley Village Hall	Good condition
Lockable Filing Cabinet 2003	£300*	In a locked room by the Stage in Bushley Village Hall	Good condition
Wooden Seat (1) 2009	£2,000*	On west side of C2217 outside St Peter's Church The Winkle Seat ( provided by ex-residents). April 2021 will upkeep with annual oiling. Names: Ted Elwes, John Wilkes, Tim Perry, Richard Gambarski, Sam McDonagh	No problems with the fabric or fixing, but needs an annual coat of preservative
BT Kiosk 2011	£3,000*	Next to the bus shelter	Fair condition, some rotting metal work at base of door. Door openings in good working order although retaining strap at the bottom is broken. Needs repainting
Wooden Seat (2) 2014	£1,000*	WW1 Centenary Seat. On east side of C2217 at the top of Bushley Bank at the top of Green Farm Drive	No problems with the fabric, but one fixing needs tightening. Needs an annual coat of preservative
Noticeboard 2015	£2,000*	On west side of C2217 outside St Peter's Church	Good condition, all fixings are secure. Needs an annual coat of preservative
Grit Storage Bin 2015	£150	Located at Croftfield	Good condition with adequate grit



Village White Gates 2021	£960	4 identified sites on C2217 between Green Street and Lower Bushley	No problems, all in good condition
VAS Cameras x2 2021	£3000	Mobile VAS Units - Various roadside locations within the Parish	Securely fixed and in good working order. New pole already requested for grid reference x386351 y234485
Laptop Computer 2021	£640	Clerk's Residence	Good working order
Epson Printer/Scanner 2022	£75	Clerk's Residence	Good working order
2 Drawer Lockable Filing Cabinet 2022	£45	Clerk's Residence	Good working order
Salt, sand, sandbags	£100	Stored behind Bushley Village Hall	Adequate supplies replenished in January 2024
Litter/dog waste bin 2023	£200	Entrance to Bushley Village Hall	Good condition
Speed Sign Evoilis Vision –Solar Version 2024	£2340	Mobile Unit – Various roadside locations within the Parish	Good condition, securely mounted on new pole
	<b>£22,110</b>	<b>10/04/24</b>	

\*Replacement values based on internet searches for similar items March 2023

Assets Checked by Chairman and Clerk 10<sup>th</sup> April 2024

Signed  .....  
Chairman – Vaughan Latter

Signed  .....  
Clerk – Jane Rolfe



## HOUSE OF COMMONS

LONDON SW1A 0AA

Vaughan Latter  
Parish Chair  
Bushley Parish Council  
Bushley Village Hall  
Bushley  
GL20 6HT

HB81352

12 April 2024

Dear Vaughan Latter

You may have heard from the Chancellor's recent Budget announcements that local communities will benefit from new sources of funding to invigorate green spaces and improve our village halls.

The £7 million Community Green Spaces Fund will help communities to create, restore and enhance green spaces. Grants of up to £75,000 will be provided for landscaping and gardening projects to improve local areas and encourage biodiversity.

The Platinum Jubilee Village Halls Fund has been extended by £5 million, following the £3 million that was made available to mark Her Majesty Queen Elizabeth II's Platinum Jubilee. The scheme supports upgrades to village halls' facilities including building projects and installing broadband.

Both schemes are managed by Action with Communities in Rural England (ACRE) and are expected to open to applications in the summer.

Further details will be published in due course. In the meantime, you can learn more at:

<https://www.gov.uk/government/news/rural-community-green-spaces-to-be-rejuvenated-through-new-government-investment>.

I hope this information is of use and look forward to seeing our local area benefit. Please do get in touch if you have any questions about these schemes or need help applying.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H. Baldwin'.

**Dame Harriett Baldwin DBE MP**  
Member of Parliament for West Worcestershire