



BUSHLEY PARISH COUNCIL

Clerk contact details

Jane Rolfe

Clerk and RFO to Bushley Parish Council

clerk@bushleyparishcouncil.org.uk

Tel: 01684 293834

AGENDA

PARISH COUNCIL MEETING ON TUESDAY 9th AUGUST 2022 AT 7.30 PM IN BVH MEETING ROOM

Before the start of the meeting any members of the public present are invited to speak and ask questions.

1. Apologies: to receive apologies and approve reasons for absence

2. Declarations of interest:

- i) Councillors Declaration of Disclosable Pecuniary Interest (DPI) and other Disclosable Interest (DI) regarding items on the agenda
- ii) Notification of changes to the register of interests.
- iii) To consider written request from councillors for the council to grant a dispensation for those with a DI, to take part in discussions or voting.

3. Minutes of Meeting: Tuesday 29th June 2022

Comments and Actions

4. County and District Councillor's Reports

To receive District Councillor Bronwen Behan's report

5. Finance:

a) Approval of new expenditure –

Annual subscription to CPRE £36

Annual subscription to Worcestershire CALC £179.35

Lengthsman June £131.20 and July £131.40 Total £262.60

Clerk's salary £394.80 representing 35 hours @ £11.28 per hour

To be obtained from Staples - Filing cabinet for safe storage of BPC documents at Clerk's residence £49.68 inc VAT (£41.40 less VAT) 25 suspension files for cabinet £21.12 inc VAT (£17.60 less VAT) Woodland Trust paper for preservation of minutes £38.80 inc VAT (£32.33 less VAT) white printer paper £12.24 inc VAT (£10.20 less VAT)

Total inc VAT £121.84 (£101.53 less VAT)

Future provision of Printer/scanner to be approved

b) Income received

08.07.22 WCC Lengthsman £265.20 (relates to November & December 2021)

19.07.22 HMRC VAT £536.61

c) To review the current status of the Lloyds Bank account.

d) To consider the implementation of a web based (cloud) software accounting system which will reconcile bank accounts, produce AGAR reports and have transparency in our audit trail

6. Adoption of Code of Conduct

To adopt the model Code of Conduct as recommended by Malvern Hills District Council.

(Code of Conduct issued to all Councillors on 4th July 2022, further copy attached.)

7. Data Protection

a) To approve registration of BPC with the IOC

b) To approve the setting up of a direct debit payment to the Information Commissioner for the annual registration fee of £35

c) To give consideration to getting a .gov.uk domain name for the parish website and emails

8. Document Retention Policy

a) To discuss the Guidance on Retaining and Preserving Council Documents (circulated with this agenda)

b) To adopt a retention of Documents Policy

9. Highways

a) To consider a course of action/to agree a course of action following the accident at Oxhey crossroads

10. Footpaths Warden

Current situation regarding the WCC appointed Parish Footpaths Warden.

11. AOB identified.

12. Meeting closes

Date of next meeting: As below

27th September 2022 – Parish Council Meeting.

25th October 2022 – Parish Council Meeting.

28th November 2022 – Parish Council Meeting.