



BUSHLEY PARISH COUNCIL

DRAFT Minutes of Parish Council Meeting on Tuesday 14th September in BVH: 7.30pm

1. **Present:** Cllrs. Nigel Nicoll, Lesley Hirons, Jenny McDonagh, Chris Miners.
Apologies: Cllrs. Sean Ceres, Jason Kinghorn, Vaughan Latter, District Councillor Bronwen Behan.
2. No declarations of interest.
3. Clerk circulated new Planning Applications.
4. DC Behan's report to be discussed at next meeting.
5. **Finances:**
 - a. Current Cash Balance: Lloyds Bank at 10.09.21: £7,168.78
 - b/c Transactions

Date	Details	Chq. No	Out	In	Balance
26.08.21	Clerk expenses (April/May21)	000773	48.00		8,372.88
26.08.21	Clerk Salary (April/May 2021)	000772	960.00		7,412.88
26.08.21	Clerk Salary (March21)	000771	500.00		6,912.88
26.08.21	Clerk expenses (June/July21)	000775	48.00		6,864.88
26.08.21	Clerk Salary (June/July2021)	000774	960.00		5,864.88
02.09.21	VAT Return			1,748.97	7,653.85
07.09.21	Internal Audit (Iain Selkirk)	000768	210.00		7,443.85
09.09.21	Nigel Nicoll	000769	55.19		7,388.66
10.09.21	Bushley Village Hall (rent)	000770	28.00		7,168.78
Balance					£7,168.78

- d) Tracker/Cash Flow Chart – Chairman talked through. In future to be circulated before or at meeting.
 - e) Current Bank Statement downloaded and circulated by Clerk.
 - f) Flow Chart Procedure - Cllr. Latter to circulate when available.
 - g) BPC recommendations for online payments moving forward (Cllr Ceres) attached.
 - h) Lloyd's feedback re CGM cheques – awaited. Clerk to visit Lloyds Bank again.
 - i) CGM Invoices to be paid at the end of each month after work completed.
 - j) Lengthsman repayment from WCC outstanding. Clerk following this up.
 - k). VAT: Clerk to contact re frequency of returns to be completed.
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- d) Protocol for Councillor Resignation and Recruitment** – to be actioned when appropriate.
 - e) Clerk Retirement and Recruitment of Replacement.**
 - a. Date established for retirement of current clerk (31.10.21), new appointment /handover.
 - b. Clerk circulated Job Description to Worcs CALC, Noticeboards, Local Clerks.
 - c. No applications to date.
 - d. Job Description and Contract of Employment ready to circulate in response to enquiries.
 - e. Councillors to identify:
 - i) shortlisting date and process and interview date and process.
 - ii) appointment date and induction.
 - f) Planning Applications:**
 - a).Outcome: Approval of 21/00966/GPDQ (agricultural to C3 dwelling house), Wood Street Farm Bungalow.**
Q? How is a Class C3 dwelling house defined? Currently, Class C3 Dwelling Houses are defined as follows: Use as a dwelling house (whether or not as a sole or main residence) by:
 - (a) a single person or by people to be regarded as forming a single household;

(b) Not more than six residents living together as a single household where care is provided for residents;
b) Notification of Prior Approval for proposed change of use of an agricultural building to a dwelling house and for the building operations reasonably necessary for the conversion. (NB -Parish Council not on consultation list and not officially updated on outcomes at 08.09.21). Details available online.

c) From DC Behan: Because the application is a 'prior approval' application rather than a full planning application the procedure is slightly different. The shared track is not something that will require planning permission because it falls outside of any development allowed by virtue of Class Q: (a form of permitted development designed to help ease the pressure on housing in rural areas. It allows the change of buildings that meet certain criteria from agricultural to residential use).

It therefore remains a Civil matter rather than anything that could be included as a Condition. Highways have no issue with the access either. This means that there can be no requirement for a contribution to the track.

(Technical Information above from MHDC Planning Portal Information pages).

b) 06.09.21 Outcome: Approval of 21/01380/HP: White Cottage, Stokes Lane

Removal of dilapidated conservatory at rear of property together with replacement windows.

g) Progress Reports

- a) Queen's Platinum Jubilee. (Attached). Woodland Trust giving free trees. I have given this information to Martin Roberts in the first instance to see if he is interested, then information via Bushley News to develop a core group and hopefully move project forward.
- b) WCC Highways White Gate Project. WCC arrived last week to re-site lower Bushley gates and sign, aligning with 30mph roundel. The Bushley sign is not metal and will not cause damage to vehicles if hit. (Senior Highways Engineer).
- c) Septic Tanks: Clerk has been in touch with Worcs. Regulatory Services Senior Technical Officer and is awaiting outcome.
- d) Western Power: Intermittent short power cuts throughout the village and beyond being monitored. Awaiting outcome.
- e) Bredon School Report – attached.
- f) Lengthsman: VAS Camera. Longdon Parish Council purchased a modern model. It has suggested that Bushley now has the original camera and battery (paid half initially) on a 'temporary long-term loan.' Clerk will respond with a thank you letter.
- g) Central Grounds Maintenance: Work continues to schedule.
- h) WCC Parish Paths Warden: Village resident Gary Duxbury taken over this role after training with WCC. Circulated map, an Introduction to himself and ideas to all residents.
- i) Bushley Green Bus Shelter Mural: Elaine Guilding, ex resident who grew up at Green Farm, is painting a mural with relevance to the village.

h) Councillor Reports

- a. Bushley Village Hall Report: none submitted
- b. Cricket Club Report: Cllr Miners said that the hold up for the development of the Clubhouse is due to the Lease with Forthampton Estate not yet finalised
- c. Cllr. McDonagh identified the enthusiastic support and hard work taking place in the Community Garden.
- i) **No other business**
- j) **Meeting closed at 8.45pm**

k) Date of next meeting: Tuesday 19th October 2021 at 7.30pm

DATES OF MEETINGS 2021: Tuesday 16th NOVEMBER (Precept)

DATES OF MEETINGS 2022: Tuesday 11th January, 8th March,

10th May: Parish Open Meeting and PC Annual Meeting.

V M Fowkes 20.09.21