



BUSHLEY PARISH COUNCIL

Minutes of the Parish Council Meeting 27th September 2022 at Bushley Village Hall Meeting Room

PRESENT: Cllrs. Nigel Nicoll, Lesley Hirons, Jenny McDonagh, Chris Miners and Jason Kinghorn

In attendance - Clerk: Jane Rolfe

Stuart McGhee

1. Apologies:

Cllrs Kim Fikry and Vaughan Latter

2. Declarations of interest:

None declared

3. Minutes of Meeting: Tuesday 9th August 2022

Approved and signed off by the Chairman

4. a) County and District Councillor's Reports

District Councillors Bronwen Behan and County Councillor Tom Wells sent apologies

b) Report from Bushley Cricket Club

Stuart McGhee, Vice Chairman of Bushley Cricket Club reported that the Lease and Heads of Terms had been agreed with the Forthampton Estate and outline planning permission would be applied for shortly. The new pavilion would be of wooden construction and occupy the same frontage as the present pavilion with a proposed finishing date of 2024

5. Finance:

a) Approval of new expenditure –

Lengthsman August £131

Churchyard Mowing August £270

Clerk's salary for August £394.80 representing 35 hours @ £11.28 per hour and PAYE to be deducted

Poppy Wreath £50

Printer/scanner already purchased from Staples £90.60 including VAT (£75.50 less VAT)

The above items of expenditure were approved for payment

b) Income received

06.09.22 WCC Lengthsman £394.20 (relates to May, June and July 2022)

c) To consider closure of the Lloyds Bank account

The Clerk had requested a statement of account from Lloyd's Bank, but it had not arrived in time for the meeting. The decision on closure was deferred pending an up to date statement and surety that there would be no more deposits into the account. Councillor Nicoll would procure an up to date bank statement from Lloyds

d) Budget for 2023/24 – what does the Parish Council intend to do

Councillors to consider possible projects for the coming year to inform a discussion at the next meeting, for example a possible Coronation event

e) To discuss the implementation of a web based (cloud) software accounting system following the Zoom demonstration from Scribeaccounts.com which was circulated previously to all Councillors on 5th September 2022

A discussion ensued and all Councillors present unanimously approved the implementation of a Scribe account . Councillor Nicoll would report this discussion to the absent Councillors.

6. Planning Applications

a) Planning Ref: M/22/00261/CLE - NOT GRANTED

Application for a Certificate Of Lawful Development for the operation of welding and repairs to metal work and motor vehicles.

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

It was noted that the Parish Council had not been made aware of this application

b) To establish a procedure for dealing with planning applications

The Clerk to email any planning applications received to all Councillors for their comments and relay these to the planning department

7. Parish Website and Emails

a) To discuss whether a .gov.uk domain name should be adopted (the link www.gov.uk/apply-for-and-manage-a-gov-uk-domain-name was circulated to all Councillors on 10th August 2022)

The Clerk to obtain more detailed costings to inform a future decision. The current domain name expires in 2023 and renewal cost would be £70 for 5 years. Councillor Nicoll to circulate the login details to all Councillors for the *bushleyparishcouncil.org.uk* email account

8. Documents Contained in the Locked Cupboard in BVH

a) A copy is attached of the documents currently held in the cupboard

b) To agree in line with the Documents Retention Policy which documents should be archived, destroyed or retained

Agreement was reached that out of date material should be destroyed as per the Document Retention Policy and the Minutes, Cash Books and WWI Veterans Information should be sent to County Archives. Planning documents relating to the Sewage Treatment Plant and road and parking for the Council Houses at Bushley Green, Mythe Bridge, Mythe Bridge House and the Ripple Gravel Extraction were to be retained

9. Internal Auditor

The Clerk to contact GAPTC to ascertain if it would be possible to engage the services of last year's Internal Auditor

10. Septic tank arrangements at Paynes Cottage

The Clerk received a reply from Paul Saunders, Senior Technical Officer, Worcestershire Regulatory Services, stating that the owner has had formal written notice from the Authority to carry out the required work by late December. The Chairman had heard that the proposed modification was due to be carried out in October

11. Footpaths

Nothing further to report. When necessary any footpath problems will have to be reported to WCC by the Parish Council.

12. AOB identified.

Highways

The Clerk received an email on the morning of the Parish Council Meeting from the Principal Engineer, Accident Studies Team regarding the Oxhey crossroads. Following his joint visit with West Mercia Police a number of actions including Signage, Lineage and Foliage have been forwarded to the Maintenance and sign section of WCC to be carried out to improve the location and conspicuity of the junction

13. The Meeting closed at 9.30pm

Date of next meeting: As below

25th October 2022 – Parish Council Meeting.

29th November 2022 – Parish Council Meeting.