



## BUSHLEY PARISH COUNCIL

Minutes of the Parish Council Meeting 27<sup>th</sup> April 2023 at Bushley Village Hall Meeting Room

**PRESENT:** Cllrs. Lesley Hirons (Chair), Vaughan Latter, and Kim Fikry  
In attendance - Clerk: Jane Rolfe

### 1. Apologies:

Cllrs Jason Kinghorn, Jenny McDonagh    Absent: Chris Miners

### 2. Declarations of interest:

None declared

### 3. Minutes of Meeting: Tuesday 21<sup>st</sup> March 2023

Approved and signed off by the Chair

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

None available

### 5. Finance:

#### a) Approval of new expenditure –

Lengthsman March £131.60

Churchyard Mowing March £270

Glasdon – Topsy 2000 Litter Bin £167.36 + VAT £33.47 Total £200.83

GAPTAC – Internal Auditor travelling expenses £11.70 (entered in error as £11.40 on Agenda)

Worcestershire CALC subscription £162.63 + £29.12 VAT Total £191.75

Invoice for Coronation tokens/sweets for children of the parish £30.74

LCN.co. Ltd – renewal of *bushleyparishcouncil.org.uk* and clerk's email for 1 year £75.94 + £15.19 VAT

Total £91.13 (retrospective as payment needed by 24<sup>th</sup> April to continue the service)

*The above items of expenditure were approved for payment by Council*

#### b) Income received

22.03.23 WCC January Lengthsman £130.40

28.03.23 WCC February Lengthsman £132.80

21.04.23 WCC March Lengthsman £131.60

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

Bank reconciliation to 31.03.23 was submitted and signed by Cllr Fikry and RFO  
see APPENDIX 1

### 6. Annual Governance and Accountability Return 2022-23

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 2023 was received and reconciled to Section 2  
Accounting Statement Box 8 by the Council

## 7. Planning Applications

To discuss and comment on the following -

M/23/00406/FUL

St Peters Church, Church End, Bushley

Installation of underground rainwater pipe and soakaway

Council raised no objections to the application

Clerk

## 8. Coronation Events

Lunch at Village Hall – 11.30 Hall open; 11.45 Tree Planting (Moorcroft Perry Pear) in Community Garden; 12.00 Hand Bells play the National Anthem, Toast to the King, Picnic Lunch. There will be a historical display in the Hall to enlist members for a Bushley Archive Group

2pm Games on the Bushley Cricket Field (in Village Hall if adverse weather)

## 9. Lengthsman Scheme

The signing of the Annual Agreement with WCC for the Undertaking of Minor Highway Maintenance Works 2023-24 was approved, subject to the Clerk confirming BPC has Public Liability Insurance of £10 million

Clerk

Before considering if any work is required on the Public Rights of Way network in Bushley by the Lengthsman, confirmation is to be sought as to his availability for any extra work

Clerk

## 10. Equality and Diversity

The Equality and Diversity Policy was considered and adopted by a unanimous decision of the Council and to be uploaded to the website

Clerk

Proposed Cllr Hirons Secoded Cllr Fikry

## 11. Website and emails

Unanimous approval was given to the renewal of LCN domain and clerk's email for a year to allow time for a possible move to a .gov.uk website and email address. The issue of .gov.uk was deferred until after the election on 4<sup>th</sup> May

## 12. Training

a) Summary of recent training by Clerk – 3 x Scribe training for Year End/AGAR, WCALC Clerk's Gathering and On Your Marks Clerk (Election Information) Last course £25, all others free

b) Summary of recent training by Councillors - 20 is Plenty LH; Risk Free Coronation Event (Scribe) LH; New Councillors VL; MHD CALC Meeting KF; All the preceding courses were free

c) Future training opportunities from Scribe and Worcestershire CALC to be circulated as available Clerk

## 13. Village Issues

### a) Litter

Purchase of new litter/dog waste bin approved. Cllr Kinghorn to be asked to liaise with the Village Hall as the most appropriate site was thought to be near the entrance to the Village Hall

Cllr Kinghorn/Clerk

Litter bin to be added to Asset register

Clerk

### b) Muck Heaps

Letter to be sent to landowners on which muck heaps are situated enquiring what permit they, or their contractors are operating under

Clerk

### c) Bulk Purchase of Heating Oil

No progress to report

## 14. Items for future agenda

Mission Statement for the Council

15. Meeting closes 9..08

**Date of next meeting: As below**

Annual Parish Council Meeting : 16<sup>th</sup> May

Annual Parish Meeting for the Village : 30<sup>th</sup> May

**Bushley Parish Council**

Prepared by: Jane Rolfe Clerk/RFO Date: 26 April 2023  
Name and Role (Clerk/RFO etc)

Approved by: K FIKRY Date: 27 April 2023  
Name and Role (RFO/Chair of Finance etc)

<b>Bank Reconciliation at 31/03/2023</b>			
	Cash in Hand 01/04/2022		5,037.35
	<b>ADD</b> Receipts 01/04/2022 - 31/03/2023		14,015.98
			19,053.33
	<b>SUBTRACT</b> Payments 01/04/2022 - 31/03/2023		13,975.85
<b>A</b>	<b>Cash in Hand 31/03/2023</b> (per Cash Book)		<b>5,077.48</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	0.00	
	Lloyds Bank 31/03/2023	0.00	
	Unity Trust Bank 31/03/2023	5,077.48	
			<b>5,077.48</b>
	Less unrepresented payments		
			5,077.48
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>5,077.48</b>
<b>A = B Checks out OK</b>			