



BUSHLEY PARISH COUNCIL

Clerk contact details

Jane Rolfe

Clerk and RFO to Bushley Parish Council

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Minutes of the Annual Parish Council Meeting.

Held on Tuesday 16TH May 2023, at 1930 in BVH Meeting Room

Present:

Lesley Hirons (Chair); Kim Fikry; Christine Hadfield; Jason Kinghorn; Pearl Keen; Vaughan Latter and Jenny McDonagh.

1. Election of Chair

Following welcoming remarks to newly elected Councillors, a short discussion ensued regarding the role of Chair. Lesley Hirons was proposed (by Jason Kinghorn) and seconded (by Vaughan Latter) and after a show of hands, was unanimously re-appointed as Chairperson.

2. Election of Vice Chair

In response to a proposal from the Chair, it was agreed the Vice Chairperson role would revolve between each Councillor throughout the year, as follows:

Vaughan Latter - June 2023	Christine Hadfield - November 2023
Kim Fikry - July 2023	Pearl Keen - January - February 2024
Jenny McDonagh - September - October 2023	Jason Kinghorn March - April 2024

* There are no Parish council meetings in August and December 2023

3. Acceptance of Office

Councillors completed their respective Acceptance of Office forms, for submission by the due date.

Thanks were extended to former councillor Chris Miners, for his years of service.

4. Apologies

As all Councillors were in attendance, no apologies were received (save for the Clerk, who was on annual leave).

5. Declarations of interest

No Councillors had cause to:

- i) declare a Disclosable Pecuniary Interest (DPI) or other Disclosable Interest (DI) re. items on the agenda
- ii) declare a change to their respective register of interests
- iii) table a written request for dispensation prior to taking part in Agenda discussions or voting.

New councillors to complete and return Register of Interests form which was emailed prior to the meeting

6. Minutes

Handwritten signature and date: 27/6/23

Minutes of the Meeting of the Parish Council held on Thursday 27th April 2023 were reviewed and Approved for signature by the Chair (proposed by Vaughan Latter; and seconded by Kim Fikry).

7. Standing Orders

Following discussion, the Model Standing Orders 2018 -England (updated April 22) circulated with the Agenda, was Noted and adopted (proposed by Lesley Hirons and seconded by Kim Fikry)

A review is to be undertaken no later than April 2024.

8. Code of Conduct

Following discussion, the Local Government Association - Model Councillor Code of Conduct 2020 circulated with the Agenda, was Noted and adopted (proposed by Lesley Hirons and seconded by Jenny McDonagh)

A review is to be undertaken no later than April 2024.

9. Financial Regulations

Following discussion, the Bushley Parish Council Model Financial Regulations 2019 for England circulated with the Agenda, was Noted and adopted (proposed by Lesley Hirons and seconded by Kim Fikry)

A review is to be undertaken no later than April 2024.

10. Policies and Procedures

Following discussion, the Bushley Parish Council Freedom of information Policy; and the GDPR Data Protection Policy circulated with the Agenda, were Noted and adopted (proposed by Lesley Hirons and seconded by Jason Kinghorn).

A review is to be undertaken no later than April 2024.

11. Lengthsman Scheme

Following discussion, it was agreed the hourly rate for the Lengthsman should be increased to £18 per hour (proposed Jason Kinghorn and seconded Pearl Keen), provided rules pertaining to MHDC's recent additional funding for Lengthsman duties (circa £500), do not prohibit it).

Action Clerk

The availability of funds sufficient to purchase a second new waste bin for location near the fisherman's car park, is to be investigated.

Action Clerk

In parallel, the Lengthsman is to be consulted as to whether its contents can be periodically transferred to the bin to be located on the verge adjacent to BVH entrance, coinciding with fortnightly bin collections.

Action Councillor McDonagh

12. Representation on external bodies

Councillors volunteering to provide representation on external bodies include:

- Village Hall - Jason Kinghorn
- Cricket Club Committees - Pearl Keen

13. Areas of Responsibility

Councillors areas of specific responsibility and focus include:

Kim Fikry	Finance matters	Parishioners located at Sarn Hill
Vaughan Latter	Fixed assets, Insurance and Risk policy;	Parishioners located on Wood Street
Jenny McDonagh	Lengthsman oversight / rural affairs/ highways and flooding	Parishioners located between the Oxhey and St Peter's Church
Jason Kinghorn	Youth funds / British Legion liaison/Church Matters	Parishioners located between St Peter's Church and Green Farm
Christine Hadfield	Planning/ Environmental issues	
Lesley Hirons	Mental health/ Education/ CALC	Parishioners located on Stokes Lane
Pearl Keen	Cricket Club	Parishioners located between Bushley Green and Bredon School Lodge

14. Risk Assessment

Following discussion, the Bushley Parish Council Risk Assessment and Risk Management Policy circulated with the Agenda, was Noted and adopted (proposed by Lesley Hirons and seconded by Vaughan Latter).

A review is to be undertaken no later than April 2024.

15. Asset List

The Chair confirmed the BPC Notice Board had been cleaned and varnished by Nigel Nicol in April and that he planned to refurbish the metal and wooden seats on Bushley bank in the summer.

The Council extended their thanks to him.

Councillor Hadfield offered some unused Danish oil, for the purpose.

16. Insurance

Following receipt of the Insurance cover quotation for the year ahead (starting 1st June 2023), Councillors Hirons, Fikry and Latter reviewed relevant policy documents prior to the meeting.

It was put to the meeting that while insurance cover is needed for the Chairs' regalia (not currently covered), a number of included items do not form part of BPC's assets (e.g. playground equipment; mowers and machinery; sports equipment etc.) and so arguably are superfluous.

Accordingly, the Clerk is asked to liaise with the Insurance broker to confirm whether the premium can be meaningfully reduced by excluding them from our cover.

Action Clerk

AL
27/6/23

Separately, it was suggested that optional Personal Accident liability should also be included in the cover; to the extent that such liabilities are not otherwise addressed by the Employers Liability (a mandatory element).

The premium for the coming year is £274, (an increase of circa 23%) and the Clerk is asked to seek a negotiated reduction with the insurance broker (Councillor Hadfield can assist in this conversation, as needed).

Notwithstanding the above, renewal of Insurances through the BHIB Councils Team prior to the 1st June was approved (Proposer Vaughan Latter and seconded by Kim Fikry).

Action Clerk

17. Review Annual Subscriptions

Following discussions, it was agreed subscriptions to the organisations a, b, c and d below, would continue for the coming year; except contributions to CPRE (e below) which are to be ended.

- a) Worcestershire CALC
- b) Scribe Accounts
- c) GDPR
- d) Microsoft/Norton for BPC Computer
- e) CPRE

Proposed by Lesley Hirons and seconded by Kim Fikry.

Action Clerk

18. Bank Account

Following discussions, the matters below were considered and relevant resolutions made:

- a) The safety of PBC funds lodged with Unity Bank:
It was Resolved that Unity Bank is a safe and proper custodian for BPC funds.

Proposed by Lesley Hirons and seconded by Jenny McDonagh.

- b) Payments to the Information Commissioner's Office:
It was Resolved that a Direct Debit (£35) to the ICO, should be continued for a further year.

Proposed by Lesley Hirons and seconded by Kim Fikry

Action Clerk

- c) To identify the number of councillors authorised to approve transactions:
It was Resolved that all Councillors (including newly elected Councillors Christine Hadfield and Pearl Keen) should be authorised to operate the Unity Bank bank account (bar Kim Fikry, who has financial oversight responsibilities) and that former Councillor Chris Miners, should be removed from the bank mandate.

Proposed by Lesley Hirons and seconded by Kim Fikry

Action Clerk

Handwritten signature and date:
N. H. H. H.
27/6/23

19. Finance:

Following discussion, the matters below were noted and any amounts for payment duly approved:

- a) Approved new expenditure – BHIB Insurance £274.49 (or such lesser amount, if so negotiated).
Proposed by Lesley Hiron and seconded by Kim Fikry

Action Clerk

- b) Income received (22.04.23 MHDC Precept £5,500) - Noted
- c) Monthly Bank Reconciliation for April 2023 - Noted and signed by Councillor Fikry
- d) To consider the end of year accounts 2022-23 - Noted
- e) Section 137 allowance for 2023-24 of £9.93 per elector (224 Bushley Electors = £ 2,224) - Noted

20. Planning Applications

Following discussions, Planning Application Number : **M/23/00482/LB** (Green Farm, Bushley - Modifications to the South East and South elevations to include changes to existing windows), Councillor Hadfield was asked to review the proposal and make recommendations, such that a response could be submitted at the next Parish council Meeting.

Action Councillor Hadfield

21. Coronation Events and Upcoming Events

Thanks were extended to all those who volunteered in Bushley's Coronation Celebrations, which were considered an outstanding success. Particular thanks were given to those partner organisations that provided support and entertainment, including the Bushley Village Hall and Community Garden; Bushley Cricket Club, and the individuals who gave their time and skills in the planning and execution of the day.

Highlights of the Coronation weekend included performances by the Bushley bell ringing group; planting of heritage trees in the Community Garden; and games and activities at Bushley Cricket Club.

Celebratory gift tins were also given to Bushley Village children. Inauguration of Bushley Archive Group

Forthcoming events include the performance of Shakespeare's Comedy of Errors on 1st July, in BVH (or the adjacent fields if weather permits).

21. Dates of Meetings:

Subject to the availability of the BVH Meeting room, the BPC Meetings in the forward calendar include:

30th May 2023 Annual Parish Council Meeting	27th June 2023 Ordinary Council Meeting	25th July 2023 Ordinary Council Meeting
26th September 2023 Ordinary Council Meeting	31st October 2023 Ordinary Council Meeting	28th November 2023 Ordinary Council Meeting
23rd January 2024	20th February 2024	19th March 2024

Lesley Hiron
22/6/23

Ordinary Council Meeting	Ordinary Council Meeting	Ordinary Council Meeting
16th April 2024 Ordinary Council Meeting (TBC)	21st May 2024 Annual Parish Council Meeting	21st May 2024 Annual Village Council Meeting

22. Training

Various training opportunities are available for existing and new Councillors through CALC, including:

- a CALC video entitled "How to become a High Impact Council"
- A CALC on-line training course entitled "Off to a Flying Start" (£25)
- The Good Councillors guide book (up to date copies to be requested via the Clerk)

23. Meeting closed at 21.09

Date of next meeting: As below

Annual Parish Meeting for the Village : 30th May

Signed by the Minute taker

Date of Issue: 18.05.2023

AM
21/6/23

Bushley Parish Council

Prepared by: Jane Rolfe
Name and Role (Clerk/RFO etc)

Date: 11th May 2023

Approved by: KIM FIRBY
Name and Role (RFO/Chair of Finance etc)

Date: 16/05/2023

	Bank Reconciliation at 30/04/2023			
	Cash in Hand 01/04/2023			5,077.48
	ADD			
	Receipts 01/04/2023 - 30/04/2023			5,631.60
				10,709.08
	SUBTRACT			
	Payments 01/04/2023 - 30/04/2023			91.13
A	Cash in Hand 30/04/2023 (per Cash Book)			10,617.95
	Cash in hand per Bank Statements			
	Petty Cash	28/04/2023	0.00	
	Lloyds Bank	28/04/2023	0.00	
	Unity Trust Bank	28/04/2023	10,617.95	
				10,617.95
	Less unrepresented payments			
				10,617.95
	Plus unrepresented receipts			
B	Adjusted Bank Balance			10,617.95
	A = B Checks out OK			