



## **BUSHLEY PARISH COUNCIL**

Minutes of the Parish Council Meeting 25<sup>th</sup> June 2024 at Bushley Village Hall Meeting Room

**PRESENT:** Cllrs. Vaughan Latter (Chairman), Jenny McDonagh, Elaine Vincent, Julie McLean, Christine Hadfield and Jason Kinghorn

In attendance - Clerk: Jane Rolfe and Daniel Hinde (future clerk)

### **1. Apologies:**

None

### **2. Declarations of interest:**

- i) Councillors Declaration of Disclosable Pecuniary Interest (DPI) and other Disclosable Interest (DI) regarding items on the agenda

Cllr Hadfield declared a disclosable pecuniary interest in item 16b and left the room for this item

- ii) Notification of changes to the register of interests.

None declared

- 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

None received

### **3. Minutes of the Previous Meeting:**

It was unanimously RESOLVED that the minutes of the meeting held on Tuesday 21<sup>st</sup> May 2024 be

Signed by the Chairman as a correct record

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

None received from County Councillor

District Councillor sent apologies and reported that a planning enforcement matter had been brought to her attention for a property in Bushley, resulting in the case being reopened. The planning issue with a pond has now been resolved

### **5. Finance:**

#### **a) Approval of new expenditure –**

It was unanimously RESOLVED to approve the following payments -

Parish Online - website service £264.00 inc VAT of £44.00

Nigel Nicoll – Hammerite Paint for Phone Box refurbishment £43.40

Lengthsman April £147.60

Clerk's Salary for 3 months, (to include pay rise as per national agreement) representing 30 hours per month for April/May/June £1195.20 gross @ £13.28 per hour, less £239.00 PAYE for 3 months – £956.20 net

PAYE £239.00

Payment noted for insurance to Clear Councils £295.16 minute ref: 21.05.24 item 12

#### **b) Confirmed receipt of income**

11.06.24 VAT Refund £1039.52

25.06.24 Lengthsman April £148.80

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

Bank reconciliation paperwork of bank statements and Scribe cash book entries to 31.05.24 was submitted to be inspected by Cllr Kinghorn, approved and signed by Cllr Kinghorn and the Clerk see APPENDIX 1

**6 Budget**

The budget was reviewed and considered to be on track with a possible surplus in Website and Asset Purchase categories  
See APPENDIX 2

**7. Planning Applications**

The following was discussed and commented on -

**M/24/00529/HP**

Bonnetts End, Church End, Bushley, Tewkesbury GL20 6HT  
Alterations to clay bund and associated drainage works

Council raised no objections to the application

**Decisions noted from Malvern Hills District Council**

**Planning Application Approved**

**M/24/00261/LB.**

Bonnetts End, Church End, Bushley, Tewkesbury, GL20 6HT  
Various works including raising of the electrics, re-plastering and new sump pump in under floor well

**Planning Appeal Dismissed**

**Appeal of M/22/01477/FUL**

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

**8. Lengthsman**

It was unanimously RESOLVED to assist the Lengthsman in completing the new timesheet requirements by listing village locations using What3Words Cllrs McDonagh & Vincent

**9. Malvern Hills Area CALC Meeting**

26 June 2024 – focus on information regarding planning and infrastructure, and neighbourhood planning – no councillors available to attend

**10. .gov.uk**

- a) Website – new [www.bushleyparishcouncil.gov.uk](http://www.bushleyparishcouncil.gov.uk) website is now live. Cllr McLean is amending some pages and Cllr Kinghorn is to furnish information on the defibrillator located at Bushley Village Hall Cllrs McLean & Kinghorn
- b) Email addresses – Clerk to notify all relevant bodies of Bushley Parish Council's change to .gov.uk email addresses. Clerk's .gov.uk email address is now live and councillors individual .gov.uk email addresses will be operational by the next meeting All Cllrs

**11. Digital Mapping Software**

Decision deferred to the next meeting

**12. Appointment of New Clerk**

It was unanimously RESOLVED to appoint Daniel Hinde as the new Parish Clerk & RFO from 1st July 2024. The contract of employment was signed at the meeting. Retiring Clerk to hand over all paper and electronic documents and hardware etc on 1<sup>st</sup> July 2024. Clerk

**13. Village Facilities and Rural Transport Survey**

Form updated and to be returned to South Worcestershire Councils Clerk

**14. Village issues**

a) D Day Celebrations

A vote of thanks to all who made the two events so successful

b) Noticeboard

Cllr McDonagh to have safe keeping of the key

Cllr McDonagh

c) Future projects

Cllrs to consider further aims of the PC that would benefit the community

All Cllrs

d) Traffic

Clerk to write to Bredon School re progress with signage in light of the approach of next academic year

Clerk

**14. AOB identified for next meeting**

None identified

**15. Meeting closes 8.38pm**

**Date of next meeting: As below**

**24<sup>th</sup> September 2024 – Ordinary Parish Council Meeting**

Signed by the Chairman: .....

Date :.....