



Bushley Parish Council

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Minutes of the Bushley Parish Council Meeting held on 7th January 2025 at Bushley Village Hall.

Present: Chairman V. Latter, Cllrs J. McDonagh, J. McLean, E. Vincent, J. Kinghorn. C.Cllr T. Wells.

Attendees: Clerk, D. Hinde, 0 members of the public

Minutes

- 07.01.25.1 To receive and consider apologies for absence and confirm the meeting is quorate**
Apologies received from Cllr. C. Hadfield and D.Cllr J Watkins
The meeting was declared quorate.
- 07.01.25.2 To receive comments from the public on agenda items below – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda for the next meeting**
None.
- 07.01.25.3 To receive declarations of interest for items on the agenda below (Localism Act 2011)**
Cllr J. McDonagh declared an interest in agenda item 07.01.25.16b due to living directly opposite the property.
- 07.01.25.4 To confirm and agree minutes of the Parish Council meeting held on the 26th November 2024**
COUNCIL APPROVED minutes of meeting held 26th November 2024
- 07.01.25.5 To receive the Clerks Report and agree actions**
Clerks report received as per **APPENDIX 1**.
It was confirmed as a result of the resident correspondence the potholes were filled in Monday (06.01.25) however there are others that need addressing.
Council requested the Clerk investigate how to obtain the trauma kits.
- 07.01.25.6 To receive District Councillors report and agree actions**
None.
- 07.01.25.7 To receive County Councillors report and agree actions**
C.Cllr Wells informed the Council of some of the upcoming changes to local government structure. He advised further reading at
<https://www.lgcplus.com/politics/devolution-and-economic-growth/devolution-map-revolution-gives-way-to-evolution-07-10-2024/>

07.01.25.8	<p>Finance, all documents circulated prior to the meeting:</p> <p>a) To approve Payment of January 2025 payment list and those paid since last meeting, to note receipts and agree actions COUNCIL APPROVED Jan 2025 Payment list as per APPENDIX 2</p> <p>b) To approve bank reconciliation up to 31st December 2024 COUNCIL APPROVED Bank reconciliation as per APPENDIX 3</p> <p>c) To approve budget monitoring report up to 31st December 2024 COUNCIL APPROVED budget monitoring report as per APPENDIX 4</p> <p>d) To approve 2025/26 Budget and agree actions COUNCIL APPROVED 2025/2026 Budget as per APPENDIX 5</p> <p>e) To set precept for 2025/26 COUNCIL AGREED to set precept at £11,000</p>
07.01.25.9	<p>To appoint an internal auditor and agree actions COUNCIL AGREED to appoint GAPTC as internal auditor</p>
07.01.25.10	<p>To consider to adopt an Internal Control Policy and agree actions COUNCIL AGREED to adopt the Internal Control Policy</p>
07.01.25.11	<p>To consider to adopt a complaints policy and agree actions COUNCIL AGREED to adopt the complaints policy with agreed amendments</p>
07.01.25.12	<p>To consider to adopt a disciplinary policy and agree actions COUNCIL AGREED to adopt a disciplinary policy with agreed amendments</p>
07.01.25.13	<p>To consider to adopt a grievance policy and agree actions COUNCIL AGREED to adopt a grievance policy with agreed amendments</p>
07.01.25.14	<p>To discuss possible locations for a defibrillator at the cricket pavilion and agree actions COUNCIL AGREED to investigate obtaining a new portable defibrillator with public access.</p>
07.01.25.15	<p>To receive an update on the views of Parochial Church Council on how the council can help support the grave yard and agree actions No update available as PCC not meeting until Mid January.</p>
07.01.25.16	<p>Planning To discuss or confirm councils response to the following planning applications/decisions made since the last meeting and agree actions:</p>
07.01.25.16a	<p>Planning Application No. – M/22/01464/CU Description - Change of use of existing building and land to private equestrian trainer use to include: Indoor: 26 stables, tack room, hay and food storage. Outdoor: lunge pen, arena with post a rail fence, horse walker and gallop circle Location - Wood Street Farm Bungalow, Wood Street, Bushley, Tewkesbury, GL20 6JA COUNCIL NOTED the decision of the MHDC council to refuse this application</p>
07.01.25.16b	<p>Planning Application No. -M/24/01676/LB. Description - Retrospective application to insert two new rooflights Location - Hither Ham House, Bushley, Tewkesbury, GL20 6HR</p>

COUNCIL OBJECTED to this retrospective application.

The 2 new skylight windows do not horizontally align with one another on the roof scape and so cannot be said to 'mimic' the existing skylight windows; and being visible from the road, have an incremental impact on the character of the conservation area.

Skylight window NRL2 overlooks a neighbouring property and its habitable rooms. The height of the skylight above floor level, should be raised so that the privacy of neighbouring properties is not comprised. Cllr. McDonagh abstained from this vote, and left the room prior to its discussion

07.01.25.17

To receive items for the next agenda

To discuss what to do with the new Council website including any additions or revisions.

To discuss the blockage of various storm drains around the Parish and what can be done to remedy the issue.

To approve the amendments to existing policies.

Date of Next Meeting – 25th February 2025

Meeting closed at 2109.

APPENDIX 1

Clerks Report 07/01/25

I have been on annual leave and focusing on budget therefore my report is quite short.

Policies – I have been through the policies and have all the dates they need to be renewed. Most are at the Annual meeting in May as per Standing Orders the others I have split out so there are not too many to read through at once.

There are a couple of policies that need updating and adding to the next agenda for review as they still contain the previous clerks address.

Website – The new website was discussed at the previous meeting. I have spoken with another clerk whose council also use Parish Online as the host to their website. They are happy to train me at no cost to the council on how to update the website but I need to know what you would like changed to see what we can do. They advised that they had been in touch with Parish Online on how agendas are displayed as they did not think it was clear that the agendas for upcoming meetings are listed separately and thought their parishes residents may struggle to locate it however they were informed that this is a standard template and could not be changed.

Correspondence –

Resident - I received an email from a concerned resident who use the lane opposite the church to reach their home. The lane has been churned up by trucks making it difficult to use and although they have reported this to WCC themselves they asked if the parish council could escalate this. I have emailed the County Councillor to ask for help with this but as this was just before Christmas I have yet to hear back.

Trauma Kits WCC – Jennie Watkins sent an e-mail regarding trauma kits from WCC which I forwarded on. Is this something the council is interested in?

Planning

A planning application arrived too late to be added to tonight's agenda. I have spoken to CALC who have advised that as long as the planning application is not really important/controversial it could be agreed over email and minuted at the next meeting. If the council is interested in doing this it would need a scheme of delegation which I could prepare for agreement at the next meeting.

APPENDIX 2

Payments List 07.01.25

Payments Made Since 26.11.24

Bank Charge	£6.00
HMRC	£68.40
Clerks Salary	£299.85
Bushley village hall	£72.00
Total	£446.25

Receipts Since 26.11.24

WCC Lengthsman	144
Total	144

Payments to be Authorised 29.10.24

Clerk Mileage	£3.87
Clerk Expenses	£19.96
Total	£23.83

Signed

Date

APPENDIX 3

5 January 2025 (2024-202)

Bushley Parish Council

Prepared by: _____ Date: _____


Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/12/2024		
	Cash in Hand 01/04/2024		5,409.15
	ADD Receipts 01/04/2024 - 31/12/2024		17,461.92
			22,871.07
	SUBTRACT Payments 01/04/2024 - 31/12/2024		11,225.87
	Cash in Hand 31/12/2024 (per Cash Book)		11,645.20
B	Cash in hand per Bank Statements		
	Petty Cash 15/09/2024	0.00	
	Unity Trust Bank 31/12/2024	11,645.20	
	Lloyds Bank 15/09/2024	0.00	
			11,645.20
	Less unrepresented payments		
			11,645.20
	Plus unrepresented receipts		
	Adjusted Bank Balance		11,645.20
	A = B Checks out OK		

APPENDIX 4

Bushley Parish Council														5 January 2025 (2024-2025)	
Monthly breakdown of Receipts and Payments															
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)															
	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Administration															
Clerk Salary	4,052.00			956.20	261.30	261.10	326.70		666.35	273.85				2,745.50	1,306.50
PAYE Clerk	1,013.00			239.00	65.20	65.40			65.40	68.40				503.40	509.60
Hire of Hall	352.00						72.00			72.00				144.00	208.00
Office supplies	200.00														200.00
Insurance	290.00			295.16										295.16	-5.16
Training	300.00														300.00
Bank Charges	72.00			18.00			18.00	5.40	6.00	6.00				53.40	18.60
Internal Auditor	175.00														175.00
Accounting	274.00						273.60							273.60	0.40
Donations/Grants	100.00							20.00						20.00	80.00
Internet	150.00														150.00
Election	250.00														250.00
Website	800.00			220.00										220.00	580.00
Clerk's expenses	300.00				26.00	26.00	29.87		59.74	26.00				167.61	132.39
Asset Maintenance															
Asset Maintenance	200.00			43.40										43.40	156.60
Assets															
Asset Purchase	2,457.00		4,589.99											4,589.99	-2,132.99
Income															
Precept															
VAT refund															
Lengthsman															
Lengthsman															
Ben Perry Bushley Leng	2,276.75		147.60	147.60			144.00	144.00	288.00					871.20	1,405.55
Subscriptions															
CALC	180.00	162.70												162.70	17.30
GDPR	35.00					35.00								35.00	
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APPENDIX 5

Bushley Parish Council Budget 2025-26						
EXPENSES						
Cost Code	Budget 24-26	Actual Expenditure 24-26	Forecast 24-26	Total Expenditure 24-26 Actual + Forecast	Variance to budget	Proposed Budget 2025-26
Clerk Salary	4052.00	2599.05	821.40	3420.45	631.55	3371.00
PAYE	1013.00	568.85	205.35	774.20	238.80	821.00
Hire of Hall	352.00	144.00	72.00	216.00	136.00	246.00
Office Supplies	200.00	0.00	19.96	19.96	180.04	120.00
Insurance	290.00	295.16	0.00	295.16	-5.16	308.00
Training	300.00	0.00	0.00	0.00	300.00	300.00
Bank Charges	72.00	53.40	18.00	71.40	0.60	72.00
Internal Auditor	175.00	0.00	210.00	210.00	-35.00	215.00
Accounting	274.00	273.60	0.00	273.60	0.40	281.00
Donations/Grants	100.00	20.00	0.00	20.00	80.00	100.00
Internet	150.00	0.00	0.00	0.00	150.00	0.00
Election	250.00	0.00	0.00	0.00	250.00	250.00
Website	800.00	220.00	0.00	220.00	580.00	350.00
Clerks Expenses	300.00	167.61	78.00	245.61	54.39	351.00
Asset Purchase	2457.00	4589.99	0.00	4589.99	-2132.99	2500.00
Church Yard Mowing	0.00	0.00	0.00	0.00	0.00	1250.00
Subscriptions	215.00	197.70	0.00	197.70	17.30	220.00
Community Celebration	0.00	0.00	0.00	0.00	0.00	250.00
TOTAL	11000.00	9129.36	1424.71	10554.07	445.93	11000.00

INCOME			
Cost Code	Actual income to 31.12.24	Estimated income from 01.01.25 to 31.3.25	Total 2024/25 Actual income plus forecast Dec to March 25
Precept	11000	0	11000
VAT Refund	1039.52	0	1039.52
Asset Purchase	4500	0	4500
TOTAL	16539.52	0	16539.52

PRECEPT SUMMARY

Net Precept Budget	11000.00
Number of Band D Dwellings	122.77
Rate per dwelling 2025-26	£89.60
Rate per dwelling 2024-25	£89.60
Variance	£0.00
Percentage	0.0%

BANK RECONCILIATION

0	0	0
Unity Bank	11947.45	0
	0	0
	0	0
	0	0
	0	0
Total Bank	0	0
Forecast expenditure FY 24/25	1424.71	
Balance	10522.74	0
Number of Times Reserve over Precept	0.96	