



Bushley Parish Council

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Minutes of the Bushley Parish Council Meeting held on 25th February 2025 at Bushley Village Hall.

Present Chairman V. Latter, Cllrs. C. Hadfield J. McDonagh E. Vincent

Attendees: Clerk, D. Hinde, 1 member of the public (arrived 1930)

Minutes

- 25.02.25.1** **To receive and consider apologies for absence and confirm the meeting is quorate**
Apologies received from Cllr J. Kinghorn, D. Cllr J Watkins and C. Cllr T Wells. The meeting was declared quorate.
- 25.02.25.2** **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
- 25.02.25.3** **To receive declarations of interest for items on the agenda below (Localism Act 2011)**
None
- 25.02.25.4** **To confirm and agree minutes of the extraordinary meeting held on the 28th January 2025**
COUNCIL APPROVED minutes from the meeting on 28th January 2025
- 25.02.25.5** **To receive the Clerks Report and agree actions**
Clerks report was received as per **APPENDIX 1**
- 25.02.25.6** **To receive District Councillors report and agree actions**
None
- 25.02.25.7** **To receive County Councillors report and agree actions**
None
- 25.02.25.8** **Finance, all documents circulated prior to the meeting:**
- a) **To approve Payment of February 2025 payment list below and those paid since last meeting, to note receipts and agree actions:**
- | Customer | Price |
|---------------|--------------|
| Clerk Mileage | £7.74 |
| Total | £7.74 |
- COUNCIL APPROVED** payment list as per **APPENDIX 2**
- b) **To approve bank reconciliation up to 31st January 2025**
 COUNCIL APPROVED bank reconciliation as per **APPENDIX 3**
- c) **To approve budget monitoring report up to 31st January 2025**
 COUNCIL APPROVED budget monitoring as per **APPENDIX 4**

- 25.02.25.9** **To discuss the problem of storm drain blockages at Churchend and agree actions**
The Clerk confirmed they had reported the problem to Highways in the New year and requested an on site meeting. The Clerk confirmed they were chasing for a response and were continuing to chase.
- 25.02.25.10** **To review the publication scheme amendments**
COUNCIL AGREED to accept the amended clerk details on the publication scheme
- 25.02.25.11** **To review the general privacy amendments**
COUNCIL AGREED to accept the amended clerk details on the general privacy policy
- 25.02.25.12** **To review the email privacy amendments**
COUNCIL AGREED to accept the amended clerk details on the email privacy policy
- 25.02.25.13** **To review staff privacy notice amendments**
COUNCIL AGREED to accept the amended clerk details on the staff privacy notice
- 25.02.25.14** **To discuss the dates of the annual meeting and annual parish meeting**
Clerk to check Village Hall availability for week Commencing 12th May
- 25.02.25.15** **To receive an update on the views of Parochial Church Council on how the council can help support the grave yard and agree actions**
Parish Council discussed a received grant application from the PCC for Tree surveying. **COUNCIL AGREED** further information needed, and requested the Clerk invite PCC to next meeting
- 25.02.25.16** **To discuss the new Parish Council website and agree changes and next steps**
COUNCIL AGREED Cllr J. McLean provide the Clerk with a list of updates required to the website
- 25.02.25.17** **To discuss whether to adopt a scheme of delegation to the Clerk**
COUNCIL AGREED to adopt the scheme of delegation with amendments to the expenditure delegation where the Clerk in conjunction with Chairman of the Council or Committee can only authorise expenditure for items below £200
- 25.02.25.18** **PLANNING**
To discuss or confirm councils response to the following planning applications/appeals made since the last meeting and agree actions
Reference APP/J1860/W/25/3359816
Proposal 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 **AGREED** to re-emphasise their **OBJECTION** to this application as per **APPENDIX 5**
- 25.02.25.19** **To note the decision of planning application M/24/01766/HP-Theaker House Wood Street Bushley**
Council noted that Malvern Hills District Council had **APPROVED** the above application

25.02.25.20

To receive items for the next agenda

Council to email any new points for the agenda to the Clerk
Date of Next Meeting – 25th March 2025

Meeting Close 20:43

APPENDIX 1

Clerks Report 25.02.25

Internal Control Document – Are there 2 councillors who would volunteer to complete the internal control document that was adopted at the previous meeting? If so I can email out the documents required to complete it. It would be good if this could be completed in March.

Roadworks – There will be roadworks on the Ledbury road from the Bushley turning to the Mythe bridge. One.network is showing a closure from 07:00 19th May – 19:00 6th June however the description on the site states it will only be closed for 1 day. I have questioned this with highways as it is not clear and they have advised –

I can confirm that there will be a 1 day closure for the Surface Dressing itself, then subsequent closures for a few hours each for carriageway sweeping at 24 hours , 48 hours & 7 days after the dressing.

Afterward there will be closures to replace any lining/cats eyes as required.

The road will not be closed constantly for 3 weeks, but it will be closed intermittently within that period for short durations. Unfortunately, due to the nature of the works being very weather dependant, we cannot commit to set days.

Internal Audit – I have asked GAPTC to complete the internal audit and I am just awaiting confirmation of when this will be completed.

Unity Trust – We submitted the request several months ago to Unity Trust to have Jane Rolfe removed from the account however Janes name is still appearing on statements. I am chasing this up.

APPENDIX 2

Payments List 25.02.25

Payments Made Since 07.01.25

Bank Charge	£6.00
HMRC	£68.40
Clerks Salary	£299.85
Lengthsman	£144.00
Total	£518.25

Receipts

	0

Payments to be Authorised 25.02.25

Clerk Mileage	£7.74
Clerk Salary	£299.65
Lengthsman	£144.00
HMRC	£68.60
Total	£519.99

Signed

Date

APPENDIX 3

23 February 2025 (2024-2025)

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 31/01/2025		
	Cash in Hand 01/04/2024		5,409.15
	ADD Receipts 01/04/2024 - 31/01/2025		17,461.92
	SUBTRACT Payments 01/04/2024 - 31/01/2025		22,871.07
	Cash in Hand 31/01/2025 (per Cash Book)		11,126.95
B	Cash in hand per Bank Statements		
	Petty Cash 15/09/2024	0.00	
	Unity Trust Bank 31/01/2025	11,126.95	
	Lloyds Bank 15/09/2024	0.00	
			11,126.95
	Less unrepresented payments		
		11,126.95	
	Plus unrepresented receipts		
	Adjusted Bank Balance		11,126.95
	A = B Checks out OK		

APPENDIX 4

Bushley Parish Council
Monthly breakdown of Receipts and Payments
 All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

23 February 2025 (2024-2025)

	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	342.25			3,087.75	964.25
PAYE Clerk	1,013.00			239.00	65.20	65.40			65.40	66.40				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	6.00			59.40	12.60
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	26.00			193.61	106.39
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 Lenç	2,276.75		147.60	147.60			144.00	144.00	288.00		144.00			1,015.20	1,261.55
Subscriptions															
CALC	180.00	162.70												162.70	17.30
GDPR	35.00					35.00								35.00	

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APPENDIX 5

Appeal No: - APP/J1860/W/25/3359816

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

Parish Council Comments

Following the numerical order of the grounds of appeal within the Applicant's Statement of Case document dated 30 January 2025, Bushley Parish Council (BPC) comment as follows:

2.2.

We disagree. Farming activities in a general sense ceased in the 1970s. The site was later used by a local farmer for storage but over 20 years ago.

Without doubt the farming equipment in the 1970s was smaller and lighter than today's counterparts, so it is fair to assume that the impact on the Heritage Asset would have been significantly less due to this and the number of vehicles being used would have been significantly less than the proposed.

Access to the site is proposed along Wood Street which is a private access with public rights (see point 2.6 whereby highways confirm this).

A prescriptive right is a legal mechanism which allows a right of way to be established if the public have used it without interruption for at least 20 years and is limited by the nature of use from which it has arisen and cannot be enhanced.

We consider that the use of Wood Street by transporters, all terrain and utility vehicles, trucks and the increased number of private vehicles for staff and visitors to be an enhancement and cannot therefore be legally allowed.

2.3 see above

2.4

The applicant refers to the “*established, existing and unrestricted agricultural use of the access*” but for the reasons given above it must be taken into consideration that regular use ceased many decades ago and that today's vehicles are larger and heavier than the historic vehicles. Further, the proposed use will significantly increase traffic along the access way (to the inconvenience of many) for purposes other than farming.

By the applicant's own admission, there will be client visitors and we consider it extremely difficult to gauge their numbers or frequency.

The Planning application is for 26 stables etc yet in 1.13 of the Appeal, the applicant specifies housing for between 10-20 horses, so there is clearly a discrepancy in numbers.

Heritage Assets need protecting and we support the decision of the Council to refuse the application and in answer to the applicant's question (within this point of the appeal) we would consider that the past agricultural use of the site would have had a lesser impact upon the Heritage Asset for the reasons detailed above.

2.5

No comment other than vehicles of this size would be more frequent if permission is granted.

2.6.

With respect to the applicant, we consider the reason the Highways Authority has not objected is that it has no jurisdiction to do so, it is a private access and therefore not controlled by them.

2.7

In response to the applicants points here, we consider:

1. The Highway Authority response is simply highlighting that it is a private matter and they have no power to become involved.
2. Their comments concerning the frequency of traffic were given because they had not been provided with the estimated daily traffic details.
3. We consider that the use of Wood Street and the access to site by both commercial and domestic vehicles to be a contravention of the prescriptive right that was originally created, due to its enhancement.

2.8

By their own admission the applicant points out they have not received a formal response from the Conservation Officer relating to the updated buffer and we consider the key point here is that “ *in principle, providing there is a reasonable buffer ...*” has not been satisfied as the proposed amendment is still dangerously close to the Heritage Asset.

The conservation Officer's comments were assuming that the buffer is of a reasonable size. The Conservation Officer has not agreed the revised proposal.

2.9

A construction method statement is proposed but has not been provided. Whilst construction traffic may be relatively short term damage to the Heritage Asset is still a possibility and the continued use by heavy vehicles such as transporters, delivery vehicles, increased numbers of private vehicles etc will be long term. The Heritage Asset must not be subjected to this.

2.10

The applicants comments are noted but we consider the reasoning given significant enough to warrant refusal.

One cannot underestimate the significance of Heritage Assets because to do so would make a mockery of the good work that English Heritage and other bodies do to try and protect buildings of significant historical value.