



Bushley Parish Council

www.bushleyparishcouncil.gov.uk

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

Present: V. Latter (Chairman) Cllrs. J Kinghorn, J. McLean, E. Vincent

Attendees: Clerk D. Hinde, 2 members of the public (Parochial Church Council arrived 1930)

Minutes

- 25.03.25.1 To receive and consider apologies for absence and confirm the meeting is quorate**
Apologies from D. Cllr. J. Watkins, Cllrs. C. Hadfield, J. McDonagh
The meeting was confirmed as quorate
- 25.03.25.2 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**
PCC attended at 1930 to make comments on agenda point 25.03.25.13. There were no other comments from the public.
- 25.03.25.3 To receive declarations of interest for items on the agenda below (Localism Act 2011)**
Cllr. Kinghorn declared an interest in agenda point 25.03.25.13 as he is also a member of the PCC
- 25.03.25.4 To confirm and agree minutes of the meeting held on the 25th February 2025**
THE COUNCIL CONFIRMED AND AGREED the minutes of the meeting held 25th February 2025
- 25.03.25.5 To receive the Clerks Report and agree actions**
Clerks report received as per **APPENDIX 1**
The council passed on their thanks to Tanya Crake, for authorising the Highways team to clear the pavement between the Mythe Bridge and the Oxhey crossing
Actions Agreed
Clerk to contact Severn Trent Water and Worcester County Council to request prior notification of any works that affect the Village

Clerk to request a summary of the issues affecting Church End from Cllr. McDonagh and to forward this to Highways to see what can be done to fix the issues
- 25.03.25.6 To receive District Councillors report and agree actions**
None
- 25.03.25.7 To receive County Councillors report and agree actions**

None

25.03.25.8

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	£3.87
Clerk Salary	£299.65
Total	£303.52

COUNCIL APPROVED payment list as per **APPENDIX 2**

- b) **To approve bank reconciliation up to 28th February 2025**
COUNCIL APPROVED bank reconciliation as per **APPENDIX 3**
- c) **To approve budget monitoring report up to 28th February 2025**
COUNCIL APPROVED budget monitoring system as per **APPENDIX 4**

25.03.25.9

To discuss switching off the old email system and transferring the domain to Parish Online

COUNCIL AGREED to switch over once all Councillors are on the new email system

25.03.25.10

To confirm the internal auditor

COUNCIL AGREED to appoint Charlotte Matthews as Internal auditor as GAPTC are no longer available to audit non members

25.03.25.11

To confirm the date of the Annual Meeting and the Annual Parish Meeting

COUNCIL AGREED Annual meeting to be held at 1800 on 15th May 2025 with the annual Parish meeting to follow straight after

25.03.25.12

To receive comments to the previously outlined proposals for the Parish Council website

The clerk advised that he had spoken to Parish Online who host the website and due to their being a fixed template a lot of the requested changes could not be implemented. The following had been completed:

- County and District Councillors added to the council page
- Page previously named Transparency has been renamed to Parish Council Documentation
- Page Services renamed to Community
- Bushley Village Hall, Bushley Cricket Club and Bushley Community Garden added to the community page
- Planning Page added with new and old planning applications. Noted this would have to be administrated by the Clerk
- Bin Collection added to community page
- Roadworks one.network added to community page
- Useful contacts page added with a disclaimer suggested by CALC

Council advised they were not happy with the inflexibility of the website and have asked the clerk to investigate how the .gov domain would be affected if the website host was to change.

25.03.25.13

To discuss a possible donation to the Parochial Church Council for the upkeep of the Churchyard

2 Members of the PCC attended to tell the Council what work was required to improve/maintain the Churchyard. Council invited that the PCC to tender a revised grant application for review

25.03.25.14

PLANNING

To discuss or confirm

Councils response to the following planning applications/appeals made since the last meeting and agree actions

Reference M/24/01676/LB

Proposal Retrospective application to insert two new rooflights

Location Hither Ham House, Bushley, Tewkesbury, GL20 6HR

COUNCIL AGREED not to comment further at this stage pending further amendments to the application

25.03.25.15

To receive items for the next agenda

Date of Next Meeting – 25th March 2025

Date of next meeting was incorrect on the agenda and is **29th April 2025**

Meeting Close: 20:48

APPENDIX 1

Clerks Report 25/03/25

I have been focusing on the website so my report is quite short.

Unity Trust Bank – I have been in touch with the bank as Janes name is still appearing on bank statements. They have asked me to resubmit the form as the address for statements is changing from Janes to mine they would like it resigned.

Church End – I have been chasing an update re a site visit. Tanya has come back to me with:

I can see the report requesting a site visit. The response on the report was to contact your County Councillor if you wish to have a site visit, however, can I check that it is the one particular drain outside Broxford Farm Cottage? If so, I will raise it as a blocked gully so it can be cleared in the first instance and any issues found can be highlighted. Following this we can then arrange a site visit if necessary.

How would council like this actioned?

APPENDIX 2

Payments List 25.03.25

Payments Made Since 25.02.25

Bank Charge	£6.00
HMRC	£68.40
Clerks Salary	£299.85
Lengthsman	£144.00
Clerks mileage	£7.74
Total	£525.99

Receipts

WCC	144
Total	144

Payments to be Authorised 25.03.25

Clerk Mileage	£3.87
Clerk Salary	£299.85
HMRC	£68.40
Lengthsman	£144.00
Total	£372.12

Signed

Date

APPENDIX 3

21 March 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 28/02/2025		
	Cash in Hand 01/04/2024		5,409.15
	ADD Receipts 01/04/2024 - 28/02/2025		17,605.92
	SUBTRACT Payments 01/04/2024 - 28/02/2025		23,015.07 11,750.12
	Cash in Hand 28/02/2025 (per Cash Book)		11,264.95
B	Cash in hand per Bank Statements		
	Petty Cash 15/09/2024	0.00	
	Unity Trust Bank 28/02/2025	11,264.95	
	Lloyds Bank 15/09/2024	0.00	
			11,264.95
	Less unrepresented payments		
			11,264.95
	Plus unrepresented receipts		
	Adjusted Bank Balance		11,264.95
	A = B Checks out OK		

APPENDIX 4

[illegible]