



Bushley Parish Council

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Minutes of the Bushley Parish Council Meeting held on 29th April 2025 at Bushley Village Hall.

Present: V. Latter (Chairman) Cllrs.

Attendees: Clerk D. Hinde, V. Latter (Chairman) Cllrs. J. McDonagh, J. McLean, E. Vincent (arr. 2000) 0Members of the Public

Minutes

29.04.25.1	To receive and consider apologies for absence and confirm the meeting is quorate Apologies received from Cllrs C. Hadfield, J. Kinghorn C/Cllr. T. wells D/Cllr. J. Watkins
29.04.25.2	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
29.04.25.3	To receive declarations of interest for items on the agenda below (Localism Act 2011) Cllr J. Mc Donagh declared an interest in item 29.04.25.12 as it is her property
29.04.25.4	To confirm and agree minutes of the meeting held on the 25th March 2025 COUNCIL APPROVED th minutes from 25 th March 2025
29.04.25.5	To receive the Clerks Report and agree actions Clerks report received as per APPENDIX 1 COUNCIL AGREED to switch off the new website and proceed with email only from Parish online. The Council to continue with the WCC website only Clerk and Cllr. J. McDonagh to meet onsite with Highways representative to discuss Church End drainage on 13.05.25
29.04.25.6	To receive District Councillors report and agree actions None
29.04.25.7	To receive County Councillors report and agree actions None
29.04.25.8	Finance, all documents circulated prior to the meeting: a) To approve Payment of April 2025 payment list below and those paid since last meeting, to note receipts and agree actions: COUNCIL APPROVED payment list as per APPENDIX 2 b) To approve bank reconciliation up to 31st March 2025

	<p>COUNCIL APPROVED payment list as per APPENDIX 3</p> <p>c) To approve budget monitoring report up to 31st March 2025</p> <p>COUNCIL APPROVED as per APPENDIX 4</p>
29.04.25.9	<p>To review quotes for the Lengthsman contract and agree actions</p> <p>COUCIL REVIEWED applications from 2 Lengthsmen and AGREED to proceed with employing T. Hughes. Council thanked J. Moore for his efforts over the last year</p>
29.04.25.10	<p>To discuss the focus of the Annual Parish Meeting being held on 15th May 2025</p> <p>COUNCIL AGREED to extend invitations to attend to D/Cllr. J> Watkins, C/Cllr. T. Wells and PCSO N.</p>
29.04.25.11	<p>To review the updated grant request from the Parochial Church Council for the upkeep of the Churchyard</p> <p>COUNCIL AGREED to fund option 2 as per APPENDIX 5. Payments to be made in instalments</p>
29.04.25.12	<p>PLANNING</p> <p>To discuss or confirm councils response to the following planning applications/appeals made since the last meeting and agree actions</p> <p>Reference M/25/00492/FUL</p> <p>Proposal Erection of cabin for holiday let use to replace redundant lambing shed</p> <p>Location Broxford Cottage, Bushley, Tewkesbury, GL20 6HR</p> <p>Cllr. J. McDonagh left the room (2047) while this was discussed.</p> <p>COUNCIL AGREED no objection due to the footprint of the site being no larger than original structure, Council believes little to no impact on neighbours who have been consulted and no issues raised</p> <p>Cllr. J. McDonagh reentered the room at 19:50</p>
29.04.25.13	<p>To receive items for the next agenda</p> <p>None</p>
29.04.25.14	Date of Next Meeting – 15th May 2025

The meeting closed at 2055

APPENDIX 1

Clerks Report 29.04.25

Parish Online Website:

- **If they move the website would they also need to move the emails to keep the bushleyparishcouncil.gov.uk domain?**

No, we could retain the domain under our management and keep your email service in place. Once you have a new site ready then we can point the domain at it.

- **If they do not move the emails would they need to take out another .gov.uk domain for a new website?**

No, we can just configure the domain to point to the new website instead of ours.

- **If you were to only host the emails what would the cost to the council be?**

£260 ex vat per year.

- **Are there any cancellation costs for moving the website or website and emails?**

No, we don't lock our customers into lengthy contracts or charge cancellation fees. That's not our approach. You've got an existing subscription that lasts until the 28th May 2025. At that point we can either close all our services, switch to an email only service, or continue with the service we're currently providing (which is obviously our preference if we can alleviate your concerns).

Drainage Church End report – Tanya messaged 16/04 to say she was going to visit site and have a look. Awaiting update.

Severn Trent – Contacted Severn Trent to ask for advance notice of any works affecting highways. Was told this is not possible.

Road works: Planned as follows:

30/04/25 – 08:30-15:30 – surface dressing prep works – Stud removal. (Ledbury Road) Road Closure

09/05/25 – Church End to A438 The Oxhey – traffic management 07:30-14:00

09/05/25 – Mythe Bridge – 07:30-14:00. Traffic Control.

APPENDIX 2

Payments List 29.04.25

Payments Made Since 25.03.25

Bank Charge	£6.00
HMRC	£68.60
Clerks Salary	£299.65
Lengthsman	£144.00
HMRC	£68.40
Clerks Mileage	£7.74
Clerks Salary	£299.85
Clerks Mileage	£3.87
Lengthsman	£144.00
Total	£1,042.11

Receipts

WCC	144
Total	144

Payments to be Authorised 29.04.25

Clerk Mileage	£3.87
Clerk Salary	£299.85
HMRC	£68.40
Lengthsman	£144.00
Microsoft 365	£84.99
Worcs CALC	£203.40
Total	£804.51

APPENDIX 3

28 April 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 31/03/2025		
	Cash in Hand 01/04/2024		5,409.15
	ADD Receipts 01/04/2024 - 31/03/2025		17,749.92
	SUBTRACT Payments 01/04/2024 - 31/03/2025		23,159.07
	Cash in Hand 31/03/2025 (per Cash Book)		12,792.23
			10,366.84
B	Cash in hand per Bank Statements		
	Petty Cash 15/09/2024	0.00	
	Unity Trust Bank 31/03/2025	10,366.84	
	Lloyds Bank 15/09/2024	0.00	
			10,366.84
	Less unrepresented payments		
			10,366.84
	Plus unrepresented receipts		
	Adjusted Bank Balance		10,366.84
	A = B Checks out OK		

APPENDIX 4

Bushley Parish Council															28 April 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			959.20	261.30	261.10	261.30		585.35	273.85	273.85		599.50	3,472.45	579.55	
PAYE Clerk	1,013.00			239.00	65.20	65.40	65.40		146.40	68.40	68.40		137.00	855.20	157.80	
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	6.00	6.00	71.40	0.60	
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		11.61	205.22	94.78	
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		288.00	1,303.20	973.55	
Subscriptions																
CALC	180.00	162.70												162.70	17.30	
GDPR	35.00					35.00								35.00		
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