

**MINUTES OF THE PARISH COUNCIL MEETING OF
RUSHWICK PARISH COUNCIL HELD ON
WEDNESDAY 14 MAY 2025 AT 7.00 PM
AT RUSHWICK VILLAGE HALL**

Present: Cllr Jenkins, Cllr Williams, Cllr Lowe, Cllr Staff and Cllr Griffin-Blugher.

In Attendance: Sharon Dunn (Clerk & Responsible Financial Officer) plus two parishioners.

1. Cllr Jenkins was re-elected as Chairperson. His Declaration of Acceptance of Office was duly signed.
2. Two councillor vacancies are available for co-option.
3. Cllr Lowe was elected as Vice - Chairman. His Declaration of Acceptance of Office was duly signed
4. Apologies: Cllr Haywood (Personal) and Cllr Hemsworth (Personal) - Accepted
District Cllr Whatley (Personal) - Received.
5. Declarations of Interest
 1. Register of Interests: Councillors were reminded of the need to update their register of interests.
 2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature - None
 3. To declare any Other Disclosable Interests n items on the agenda and their nature - None
6. To Consider written requests from Councillors for the Council to Grant a Dispensation (S33 of The Localism Act 2011) written requests to be with the clerk prior to the meeting - None

PUBLIC QUESTION TIME

Notes from Public Question Time are appended to these minutes.

County Councillor Report - No report available.

District Councillor Report - A briefing paper was distributed for councillors on MHDC'S housing land supply, plus implications for SWDPr

7. To elect / appoint the following Officers/representatives: -
 1. Village Hall Committee: Cllr Griffin-Blugher was re-appointed
 2. Footpath Officers: Cllr Williams was re-appointed
 3. Report on Play Area: Cllr Hemsworth was re-appointed
 4. School Representative report: Cllr Jenkins was re-appointed
 5. Speeding Issues & Crime Prevention Update: Cllr Staff was newly appointed.
8. The following members were appointed: -
 - a) Staffing Committee - Responsibility of the Chair and Vice- Chair.
 - b) Planning Committee - All councillors to serve on the planning committee.
 - (i) Delegated powers were granted to the Planning Committee to allow them to make and submit planning comments.
9. Minutes: Having been previously circulated, the minutes of The Parish Council meeting of 09.04.2025 were signed as a true and correct record.

10. Progress Reports: Matters arising from previous minutes - None
The Action Plan was reviewed and updated.
The Parish Council granted permission for the Pump Track event to take in relation to the Elgar Festival on Monday 28th May 2025 from 10am - 12 noon having now received insurance and risk assessment documentation.
11. Parish Lengthsman Scheme: The Clerk confirmed Tim Hughes returned to work on 6 May 2025 and will continue to upkeep the village in accordance with his WCC Highway agreement.
12. Finance
 1. **RESOLVED:** To renew annual insurance from 01.06.2025-31.05.2026 (3-year long term fix) at an annual cost of £2004.32 with Arthur J Gallagher Insurance.
 2. Payment of accounts as per schedule were authorised for payment
 3. **RESOLVED:** To continue with existing bank signatories and to provide an updated letter to HSBC allowing the Clerk to receive full information and transfer funds between all HSBC Accounts held under the name of Rushwick Parish Council - Updated letter for bank purposes
 4. Monthly Budget Monitoring to 31.03.2025 - Reviewed and agreed.
 5. VAT Recovery 2024/2025 reclaimed £25090.47 - Reviewed and noted.
 6. Annual Internal Audit Report 2024/25 - Reviewed and agreed.
 7. **Annual Governance and Accountability Return (AGAR) 2024/25 Part 3**
 - a. **RESOLVED:** To approve and sign Section 1 - Annual Governance Statement 2024/25
 - b. **RESOLVED:** To approve and sign Section 2 - Accounting Statements 2024/25
 8. **RESOLVED:** To engage Jayne Waters as Internal Auditor for 2025/26 with Terms of Reference.
13. The NALC Model Standing Orders were reviewed with no updates/amendments required at this time. Some minor modifications are required to NALC Model Financial Regulations in respect of contracts procurement. However, Worcestershire CALC has confirmed that this is not urgent for councils to update if their Financial Regulations refers to “any superseding legislation”, which our does.
14. Reports from representatives: To receive an update
 1. Report from Village Hall Committee: Cllr Griffin-Blugher
The Parish Council reconfirmed that the order could be placed to replace the faulty defibrillated located outside the Village Hall. This would be funded by The Parish Council, and included on the Parish Council’s Asset Register. The Parish Council would also be responsible for the ongoing maintenance costs of batteries and replacement pads.
Other matters discussed:-
Treasurers - £5000 donation received
Gate Barriers - 2 uprights and chain for barrier discussed
Retrieving quotes for decoration of hallway and men’s toilet & woodwork -
Considering a light to be installed by the barrier.
Maintenance/clean of Guttering - Retrieve quote (Gutters causing leak coming through men’s toilet roof)
Village Hall has a new gas meter
Waste disposal in men’s toilets - Committee to purchase
Next meeting to take place - July 16th 7pm AGM
 - a. Update on the transfer of ownership status
In terms of the ownership, the deeds had been found and a Solicitor contacted. Based on the solicitor’s advice; to allow progression, a meeting is required between Parish Council Chairman and the Trustees of the Village Hall Committee. To be arranged.
 2. Footpath Officers report: Cllr Williams
 1. Laid some gravel over part of a small area of thick mud near the footbridge over the A4440 near the golf course.
 2. Cut brambles near Brookfield Farm
 3. Asked in the village, phoned the landowner and made (unsuccessful) attempts to contact Severn Trent re the apparent blockage from the pool near Colonel Drive to the balancing pond.

3. Report on Play Area: Cllr Hemsworth - No report available
 4. School Representative report: Cllr Jenkins
Mr. Holley, Head of Rushwick Primary School is due to leave his post at the end of summer term with continued leadership from Executive Head, Mrs. Whetham. We wish them every success.
 5. Speeding Issues & Crime Prevention Update: Training is by offered tomorrow by the police for a group of volunteers to help combat speeding issues.
 6. Status Update Litter Bins: Cllr Staff confirmed unfortunately Lioncourt Homes cannot assist with providing litter bins or offer funding towards acquiring new ones. He is in the process of obtaining quotations to purchase three new bins required including ballast plinths and fixing bolts.
RESOLVED: To proceed to place the order in accordance with the allocated budget for FY 25-26.
15. **RESOLVED:** To accept dates of Parish Council meetings for 2025/2026
Please note Parish Council meetings take place on the second Wednesday of each month at 7.30pm at Rushwick Village Hall with the exception of August and December when no meetings are held.
16. Planning: *Cllrs are reminded to view MHDC website for full details*
The Planning Applications listed below were considered for comment: -
- Application No: M/25/00459/OUT
Location: Severn House, Bromyard Road, Crown East
Proposal: Outline application for a development of nine Class E(g) (i, ii and iii) business units with details of access, layout and landscaping submitted for consideration.
Comment: The Chairman to formulate the response to be ratified by Councillors for the Clerk to submit to MHDC.
- Application No: M/25/00603/HP Associated Ref: M/24/00604/HP
Location: Morar, Broadmore Green, Rushwick, Worcester, WR2 5TE
Proposal: Single storey side extension and detached garage (variation of condition 2 Ref M/24/00604/HP)
Comment: No Objections
- Application No: M/25/00669/PIP
Location: Hillcrest, Bromyard Road, Crown East, Worcester, WR2 5TR
Proposal: Permission in Principle for the proposed construction of one detached dwelling.
Comment: No Objections
- For Information Only**
Planning Ref: M/25/00290/RM
Proposal: A reserved matters application (access, appearance, layout, scale and landscaping) for 161 dwellings and associated infrastructure.
Location: Land at (Os 8202 5595 West of Worcester), Martley Road, Lower Broadheath
17. Correspondence for Information: Circulated by the Clerk
1. **RESOLVED:** Following request from Rushwick and Upper Wick Garden Club, The Parish Council granted permission for a Mountain Ash tree (member of the Rowan tree family) to be planted outside no.2 Whitehall Close, adjoining the Bransford Road. in memory of Rob Matts, Chairman of Rushwick and Upper Wick Garden Club. The cost and planting of the tree to be met by the Garden Club.
 2. Ward Budget 2025-2026 - Application Form & Guidance - Funding opportunity now available for new projects. An application is to be made to in respect of new litter bins required in the Parish.
Cllr Staff to progress the application in conjunction with the Clerk.

18. Councillors' reports and items for future agendas – It was noted that two dead cherry trees located by the bus stop in Claphill Lane are to be reported from a safety perspective. Clerk to report.
Cllr Staff to report a sunken kerbstone on the left-hand side of the road just past Claphill Lane.
Some tree works need attention in Snowdrop Way and Bedwardine Close. Cllr Griffin-Blugher to obtain a quote.
A request for a pedestrian crossing had been made outside the local primary school. Unfortunately, this query had been raised before and the request denied due to the speed bumps and 20mph in operation.

The meeting closed at 7.59 PM.

Signed Chairman..... Date.....

PUBLIC QUESTION TIME

Two parishioners were seeking support and guidance from the Parish Council in respect of the following Planning Application :-

Application No: M/25/00459/OUT

Location: Severn House, Bromyard Road, Crown East

Proposal: Outline application for a development of nine Class E(g) (i, ii and iii) business units with details of access, layout and landscaping submitted for consideration.

The parishioners confirmed they would forward a copy of the transport report they had had commissioned to be circulated to all councillors.