



Bushley Parish Council

www.bushleyparishcouncil.gov.uk

Minutes of the Bushley Parish Council Meeting held on 15th May 2025 at Bushley Village Hall.

Present: Chairman Cllr. V Latter Cllrs. J. Kinghorn E. Vincent J. McDonagh

D/Cllr. J. Watkins

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

Minutes

15.05.25.1	To elect Chairman and Vice Chairman, including signing Acceptance of Office forms COUNCIL ELECTED Cllr. V. Latter as Chairman. Proposed by Cllr. J. McDonagh and seconded by Cllr. J. Kinghorn COUNCIL ELECTED Cllr J. Kinghorn as Vice Chairman .Proposed by Cllr. J. McDonagh and seconded by Cllr E. Vincent
15.05.25.2	To receive and consider apologies for absence and confirm the meeting is quorate Apologies received from Cllrs. C. Hadfield and J. McLean The meeting was declared quorate.
15.05.25.3	To receive declarations of interest on the agenda below (Localism Act 2011) Cllr McDonagh declared an interest in agenda item 13 as it is her neighbours property
15.05.25.4	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 (NB Councils cannot lawfully decide items of business that are not specified on the agenda) None
15.05.25.5	To confirm and sign the minutes of the Parish Council Meeting held on 29th April 2025 COUNCIL APPROVED the minutes of the Parish Council Meeting held on 29 th April 2025
15.05.25.6	To receive the Clerk's Report Clerks report received as per APPENDIX I
15.05.25.7	To receive a report from the District Councillor Report received in annual parish meeting held prior to this meeting
15.05.25.8	To receive a report from the County Councillor Report received in annual parish meeting held prior to this meeting
15.05.25.9	Finance, all documents circulated prior to the meeting

	<p>a) To approve payment May 2025 Payment List/those paid since last meeting, to note receipts and agree actions</p> <table border="1"> <tr> <th>Customer</th><th>Price</th></tr> <tr> <td>C Matthews (Internal Auditor)</td><td>£180.00</td></tr> <tr> <td>Total</td><td>£180.00</td></tr> </table> <p>COUNCIL APPROVED payment list as per APPENDIX II</p> <p>b) To approve bank reconciliation up to 30th April 2024 COUNCIL APPROVED Bank reconciliation as per APPENDIX III</p> <p>c) To approve budget monitoring report up to 30th April 2024 COUNCIL APPROVED Budget monitoring report as per APPENDIX IV</p> <p>d) To review bank signatories COUNCIL AGREED they are happy having all Councillors as signatories</p> <p>e) To review direct debits COUNCIL APPROVED direct debit list as per APPENDIX V</p> <p>f) To consider insurance renewal quotations in respect of all insured risks and agree actions</p> <p>Clerk advised that 3 quotes had been requested but only the current policy provider had provided a quote with no response received from other requests. Council AGREED they were happy with the current policy and would renew with Clear Councils insurance for £398.15</p>	Customer	Price	C Matthews (Internal Auditor)	£180.00	Total	£180.00
Customer	Price						
C Matthews (Internal Auditor)	£180.00						
Total	£180.00						
15.05.25.10	<p>To Review AGAR 2024/25 and Associated Documents</p> <p>a) To approve the annual accounts and bank reconciliation for Year End 31 March 2025 COUNCIL APPROVED the annual accounts and bank reconciliation for year ending 31 March 2025</p> <p>b) To receive the Internal Auditors report COUNCIL RECEIVED the internal auditors report</p> <p>c) To discuss registering as exempt from External Audit and signing Certificate of Exemption on part 2 of AGAR COUNCIL AGREED to register as exempt from external audit and the certificate of exemption was signed</p> <p>d) To approve the Annual Governance Statement 2024-25 (AGAR Section 1) for external auditors PKF Littlejohn COUNCIL APPROVED The annual governance statement</p> <p>e) To approve the Accounting Statement 2024-25 (AGAR Section 2) for external auditors PKF Littlejohn COUNCIL APPROVED The accounting statement</p> <p>g) To agree dates for the exercise of public rights to inspect accounts COUNCIL AGREED for the exercise of public rights to inspect accounts dates to be Tuesday 3rd June to Monday 14th July</p>						
15.05.25.11	<p>To receive update on Parish Council procedures and resolve to agree actions</p> <p>a) To consider the adoption of the updated Financial Regulations COUNCIL AGREED To adopt the updated Financial Regulations</p> <p>b) To review subscriptions to other bodies COUNCIL REVIEWED subscriptions as per APPENDIX VI</p> <p>c) To approve Parish Council Meeting dates for 2025/26</p> <p>d) COUNCIL APPROVED Parish Council meeting dates 2025/26 as per APPENDIX VII</p>						

	<p>f) To review delegation arrangements to the Clerk, committees and sub committee COUNCIL AGREED they are happy with the delegation arrangements as per the adopted Scheme of Delegation</p>
15.05.25.12	<p>To review the following documents and agree actions</p> <p>a) Standing Orders Council reviewed standing orders and AGREED no changes were required</p> <p>b) Code of Conduct Council reviewed code of conduct and AGREED no changes were required</p> <p>c) Complaints Procedure Council reviewed complaints procedure and AGREED no changes were required</p> <p>d) Data Protection Policy Council reviewed data protection policy and AGREED no changes were required</p> <p>e) Asset Register Council reviewed asset register and AGREED no changes were required</p> <p>f) Grant Awarding Policy Council reviewed grant awarding policy and AGREED no changes were required</p> <p>g) Publication Scheme Council reviewed publication scheme and AGREED no changes were required</p> <p>h) Communication Policy Council reviewed communication policy and AGREED no changes were required</p> <p>e) Equality and Diversity Council reviewed equality and diversity and AGREED no changes were required</p>
15.05.25.13	<p>Planning To discuss or confirm councils response to the following planning applications made since the last meeting and agree actions:</p> <p>a) Planning Application No – M/24/01676/LB Description – Retrospective application to insert two new rooflights Location – Hither Ham House, Bushley, Tewkesbury, GL20 6HR COUNCIL HAVE NO OBJECTION</p>
15.05.25.14	<p>To receive items for the next agenda NONE Date of next meeting 24TH JUNE 2025</p>

Meeting Close: 20:11

APPENDIX I

Clerks Report 15.05.25

VAT – I have submitted a VAT claim for £1055.08

Lengthsman – I have written to Jeremy and advised that we would not be renewing his contract and I have sent a offer letter and contract to Tim.

PCC – A letter has been sent to the PCC with the grant terms laid out.

Roadworks - I checked one.network this morning and for the next 3 months it is only showing the current roadworks which run from 9th – 30th May

APPENDIX II

Payments List 15.05.25

Payments Made Since 01.04.25

Bank Charge	£6.00
Total	£6.00

Receipts

Total	0

Payments to be Authorised 15.05.25

Clerk Mileage	£3.87
Clerk Salary	£299.85
HMRC	£68.40
Lengthsman	£160.00
Bushley Village Hall	£96.00
C Matthews	£180.00
Worcs CALC subscription	£203.40
Total	£1,011.52

Signed

Date

APPENDIX III

14 May 2025 (2025-2026)

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 30/04/2025		
	Cash in Hand 01/04/2025		10,366.84
	ADD Receipts 01/04/2025 - 30/04/2025		10,366.84
	SUBTRACT Payments 01/04/2025 - 30/04/2025		6.00
	Cash in Hand 30/04/2025 (per Cash Book)		10,360.84
B	Cash in hand per Bank Statements		
	Petty Cash 15/09/2024	0.00	
	Unity Trust Bank 30/04/2025	10,360.84	
	Lloyds Bank 14/05/2025	0.00	
			10,360.84
	Less unrepresented payments		
			10,360.84
	Plus unrepresented receipts		
	Adjusted Bank Balance		10,360.84
	A = B Checks out OK		

APPENDIX IV

Bushley Parish Council

14 May 2025 (2025-2026)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

[illegible]

APPENDIX V

Direct Debits

Beneficiary	Reference	Amount	Last paid
INFORMATION COMMIS	ZB370121	35.00 GBP	14 August 2024

APPENDIX VI

Subscriptions To Other Bodies

Body	Price
Worcestershire CALC	£203.40
Information Commisioner Office	£35.00

APPENDIX VII

Meeting Dates 2025/26

Date Time
24 th June 19:00
30 th September 19:00
25 th November 19:00
27 th January 19:00
24 th March 19:00