



## BUSHLEY PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting 10<sup>th</sup> May 2022 at Bushley Village Hall.

**PRESENT:** Cllrs. Nigel Nicoll, Vaughan Latter, Chris Minors, Lesley Hirons, Kim Fikry and Jason Kinghorn  
In attendance Clerk: Dave Kent

**1. Apologies:** Cllr Jenny McDonagh

**2. Election of Chair:** Cllr Nicoll unanimously appointed.

The Chair advised that he would remain in post until a new clerk had been appointed and was in position, but would then stand down as Chair and Councillor (as previously reported to the Council).

**3. Election of Vice Chair:** Cllr Kinghorn unanimously appointed.

**4. Declaration of Interests**

None declared.

**5. Cllr Kinghorn was appointed Council's representative on the Village Hall Committee**

**6. The minutes of the meeting held 12<sup>th</sup> April 2022 were received, with these further actions:**

6.1 The tender document for the grass cutting contract would be reviewed and issued to prospective contractors. Criteria for assessing tenders to be developed.

6.2 The OMG account to be resolved, with all outstanding invoices to be settled.

6.3 The Lengthsman's account, with the payments to the lengthsman and repayments from Worcestershire County Council to be reconciled. This matter would be pursued with Worcestershire County Council. The Chairman had pursued the outstanding monies from 2020/21 with County Councillor Tom Wells.

6.4 In respect of the churchyard mowing contract, it was agreed that the mowing contract be offered to tender to the 4 nominated contractors, with evaluation criteria to be developed. The brief would be updated and agreed by the Council.

6.5 In respect of the new Unity Trust Bank account, it was noted that the account had been successfully set up, but for some reason it had not been possible to close the Lloyds bank account, so that funds submitted to the Lloyds account were not automatically forwarded to Unity. A cheque for £5,600.00 would be drawn on the Lloyds account to be paid into the Unity Account to leave a residual amount in the Lloyds account. The Clerk to advise all Council debtors of the change of bank details.

6.6 The office computer and VAS units would be added to the asset register and thus to the insurance schedule.

6.7 The Clerk would provide Councillors with correspondence from the District Council about dog waste signage and receptacles. The Chairman would discuss sandbag provision with the Lengthsman.

6.8 As the Internal Audit had not yet been completed, consideration of the Annual Governance and Accountability Return was deferred until the following meeting.

6.9 It was noted that the Clerk had handed in his notice to take effect from the end of May, 2022, but would be in position during June to effect a hand over to the next Clerk.

6.10 The Clerk (or RFO in his absence) would present to Council the bank reconciliation statement at every Council meeting.

The meeting closed at 9.10pm

**Following Regular Parish Council Meetings:**

**21<sup>st</sup> June, 12<sup>th</sup> July, 13<sup>th</sup> September, 8<sup>th</sup> November 2022.**