



BUSHLEY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting 9th August 2022 at Bushley Village Hall Meeting Room

PRESENT: Cllrs. Nigel Nicoll, Lesley Hirons, Jenny McDonagh, Kim Fikry, Vaughan Latter and Jason Kinghorn

In attendance Clerk: Jane Rolfe

Absent: Cllr. Chris Miners

1. Apologies:

None received

2. Declarations of interest:

None declared

3. Minutes of Meeting: Tuesday 29th June 2022

Approved and signed off by the Chairman

4. County and District Councillor's Reports

Attached is District Councillor Bronwen Behan's report

5. Finance:

a) Approval of new expenditure –

Annual subscription to CPRE £36

Annual subscription to Worcestershire CALC £179.35

Lengthsman June £131.20 and July £131.40 Total £262.60

Clerk's salary £394.80 representing 35 hours @ £11.28 per hour

The above 4 items of expenditure were approved for payment and also a payment of £140 to Bushley Village Hall for the hire of the hall for Parish Council Meetings – 5 sessions in the last financial year 2021/22

To be obtained from Staples - Filing cabinet for safe storage of BPC documents at Clerk's residence £49.68 inc VAT (£41.40 less VAT) 25 suspension files for cabinet £21.12 inc VAT (£17.60 less VAT) Woodland Trust paper for preservation of minutes £38.80 inc VAT (£32.33 less VAT) white printer paper £12.24 inc VAT (£10.20 less VAT) Total inc VAT £121.84 (£101.53 less VAT)

The Clerk was authorized to obtain a pro forma invoice for the purchase of these items for secure storage of documents and preservation of minutes

Future provision of Printer/scanner to be approved, clerk to investigate purchase from Staples and report back to Councillors

Expenditure approved in principle. The Clerk to circulate several possible models to all Councillors for a decision to be made on which to purchase

b) Income received

08.07.22 WCC Lengthsman £265.20 (relates to November & December 2021)

19.07.22 HMRC VAT £536.61

A discussion ensued regarding the Lengthsman's duties. The Clerk to circulate a blank copy of the Lengthsman's Worksheet to all Councillors for information as it contains task descriptions

The Clerk to investigate whether future VAT claims need to be filed online

c) To review the current status of the Lloyds Bank account. Statement from the bank not received.

The Chairman to contact Lloyds Bank for an up to date statement of balance and any transactions since 31st March 2022 and also to inform bank of new clerk's details

d) To consider the implementation of a web based (cloud) software accounting system which will reconcile bank accounts, produce AGAR reports and have transparency in our audit trail

A discussion of merits ensued. The Clerk to arrange a Zoom demonstration for Cllrs Latter, Fikry, Kinghorn and McDonagh from Scribeaccounts.com

6. Adoption of Code of Conduct

The Code of Conduct was considered and adopted as a whole by a unanimous decision. The Clerk to inform Malvern Hills District Council of the outcome

7. Data Protection

- a) The registration of BPC with the IOC was approved unanimously
- b) The setting up of a direct debit payment to the Information Commissioner for the annual GDPR registration fee of £35 was approved unanimously
- c) The Clerk to circulate to all Councillors the government website address for a .gov.uk domain name to enable an informed discussion at the next meeting as to whether this should be adopted for the parish website and email addresses
- d) It was agreed that the database of resident's email addresses held by the Clerk should be deleted.

8. Document Retention Policy

The Guidance on Retaining and Preserving Council Documents was adopted by a unanimous decision

9. Highways

To consider a course of action/to agree a course of action following the accident at Oxhey crossroads. Clerk to report occurrence of this accident (following previous accidents) to WCC Highways and request whether measures are to be taken to mitigate the dangers of this junction.

10. Footpaths Warden

Current situation regarding the WCC appointed Parish Footpaths Warden.

The Chairman had received an email from Councillor Tom Wells informing the Chairman that he had contacted the officer in charge of Footpath Wardens (Fiona Argyle) at Worcestershire County Council and the suspended Footpath Warden was not going to be reinstated. All councillors expressed their strong support for the suspended Footpath Warden. The Chairman is to discuss the matter in more depth with the suspended Footpath Warden to ascertain whether further action should be taken by the PC. It was noted that WCC would have to assume responsibility for the maintenance of the Parish footpaths

11. AOB identified.

- a) A concern was raised about the unprecedented dry weather resulting in tinderbox conditions and the dangers of causing fires through bonfires/bbq etc. As the next edition of the Bushley Village News was not due until the end of the month Cllr Kinghorn undertook to send a message via the WhatsApp group reminding of the dangers and referring people to the Hereford & Worcester Fire and Rescue Service advice
- b) The issue of holiday lets in the village and planning regulations was raised. There was particular reference to the septic tank arrangements at Paynes Cottage which it was considered had not been addressed. The Clerk to write to Worcestershire Regulatory Services requesting an update of the enforcement procedures.

12. The Meeting closed at 9.20pm

Date of next meeting: As below

27th September 2022 – Parish Council Meeting.

25th October 2022 – Parish Council Meeting.

29th November 2022 – Parish Council Meeting.