



## BUSHLEY PARISH COUNCIL

### Minutes of Parish Council Meeting 12<sup>th</sup> April 2022 at Bushley Village Hall Meeting Room

**PRESENT:** Cllrs. Nigel Nicoll, Vaughan Latter, Lesley Hirons and Jason Kinghorn

In attendance Clerk: Dave Kent

**1. Apologies:** Cllrs Chris Miners and Jenny McDonagh

**2. Declaration of Interests.** There were no declarations of interest or dispensation requests

**3. To be added to the agenda**

In respect of the churchyard mowing contract, it was agreed that the mowing contract be tendered in the new financial year. The briefing document which formed the basis of the previous tender would be used as the basis of the new tender. It was agreed that the concept of 'wilding' the churchyard would create unnecessary complications.

The Clerk to present the existing tender document and tendering policies to councillors.

It was agreed that invitations to tender would be sent to the existing contractors OMG, to the lengthsman B Perry, to Greenfields and to Jeremy Brooks.

**4. Minutes of PC Meeting Tuesday 8<sup>th</sup> March 2022.**

Agreed as presented and signed by the Chairman.

**5. District and County Councillor Report**

There were no District/County Councillors present.

For future meetings, the Clerk would send a message to the relevant councillors, requesting a written report to be circulated to councillors before the meeting, as well as sending an invitation to the meeting.

**6. Councillor K Fikry was welcomed to the meeting.**

**7. Finance.**

i) The Clerk to reconcile moneys owed by the County Council for lengthsman services.

ii) VAT to be reclaimed on a three monthly basis.

iii) The Clerk to provide Cllr Fikry with registration documents to register as a signatory to the new Unity account.

iv) The Clerk to circulate Council Financial Regulations to all councillors

v) It was agreed that Margaret Highton, a Gloucestershire Association of Parish and Town Councils should, subject to necessary certification, be appointed as Council Internal Auditor for year 2021-22.

vi) Payments presented to Council were approved.

Beneficiary	Purpose	Amount	Total
D Kent	Clerk Salary	498.00	
	Clerk backdated pay	25.20	
	Clerk WFH	24.00	
	Clerk Travel	21.60	<b>568.80</b>
V Fowkes	Clerk backdated pay	58.80	<b>58.80</b>
B Perry	Lengthsman	131.00	<b>131.00</b>

vii) The Clerk to update the Finance Tracker

viii) The Clerk to check the outstanding payment owed by Worcestershire County Council for lengthsman services in the 2020-21 Financial Year.

viii) Difficulties with the transfer of Council's transfer of its account from Lloyds to Unity were noted.

The Unity Trust Bank had been opened, but Lloyds Bank would not transfer Council funds to Unity Bank in view of signatory information held which was out of date.

A signed (NCN & JK) mandate to Lloyds Bank to update their signatory list would be required to close the account. Clerk to circulate this mandate for signing.

The Unity account would be tested by making the payment to the previous clerk as appearing in the schedule of payments.

Consideration would be given to writing a cheque for the remaining balance on the Lloyds Bank account, payable to Bushley Parish Council, and depositing it into the Unity account.

### **8. Royal Jubilee Celebrations**

Cllr Hirons had investigated the available MHDC grants for the Jubilee celebrations and found them to be unsuitable for her proposals.

### **9. Annual Parish/Parish Council Meetings**

It was agreed that the Annual Parish Open Meeting would contain reports from the various village organisations (Cllr Nicoll to identify), with a Council financial report and an item for public comments and questions.

The Clerk and Chairman would circulate documents from the previous Annual Parish Open/Parish Council meetings to all councillors.

The agenda for the Annual Parish Council meeting needs to be agreed, the previous format for this meeting was thought to be unsuitable.

### **10. Planning**

Planning application M/22/0080/FUL (Bredon School gates, retrospective) noted.

### **11. Progress Reports**

i) Stokes Lane Septic Tank. The Clerk would take up with Worcestershire Regulatory Services the issue of the public nuisance caused by the septic tank from Paynes Cottage, currently outfalling into the road drain. Information to be circulated to affected Bushley residents on progress on this matter.

There were no further progress reports.

### **12. Councillor reports**

Cllr Nicoll announced that he was to stand down as Chair and Councillor at the annual meeting.

i) Village Hall. It was reported that the Village Hall was enjoying a successful year, with many bookings.

ii) Cricket Club. Progress on the new pavilion was noted.

iii) Tree Planting. It was noted that a tree planting exercise had been carried out at Windmill Tump, with appreciated assistance from members of Bredon School. It was suggested that the remaining monies raised should be offered to the Community Garden, Chairman to contact Annie Duxbury.

iv) It was reported that there was a hazardous fallen tree between the bus shelter and the cricket club. The Clerk to report to the Forthampton Estate.

The Clerk also to seek information from the District Council on the provision of dog waste bins and of appropriate (long lasting) signage.

The meeting closed at 9.30pm

### **Following Meetings:**

**10<sup>th</sup> May 2022 – Annual Parish Open Meeting followed by Annual Parish Council Meeting**

**14<sup>th</sup> June 2022 – Parish Council Meeting**

**12<sup>th</sup> July 2022 – Parish Council Meeting**

**13<sup>th</sup> September 2022 – Parish Council Meeting**

**8<sup>th</sup> November 2022 – Parish Council Meeting**