



## BUSHLEY PARISH COUNCIL

Minutes of the Parish Council Meeting 25<sup>th</sup> July 2023 at Bushley Village Hall Meeting Room

**PRESENT:** Cllrs. Vaughan Latter(Vice Chair), Christine Hadfield, Jason Kinghorn, Jenny McDonagh and Kim Fikry  
In attendance - Clerk: Jane Rolfe and District Councillor Jennie Watkins

### 1. Apologies:

Cllr Pearl Keen

### 2. Declarations of interest:

None declared

### 3. Minutes of Meeting: Tuesday 27<sup>th</sup> June 2023

Approved and signed off by the Vice Chair

### 4. County and District Councillor's Reports

County Councillor sent apologies

District Councillor reported that a meeting has been arranged at Bushley Village Hall on Monday 25<sup>th</sup> September for the parish councils in Longdon Ward to receive a presentation on Neighbourhood Development Plans (NDP) from the Lead in NDP at MHDC Planning Department. Refreshments to be provided by the District Councillor.

A new case officer will be appointed shortly for planning application M/22/01464/CU and the District Councillor will request that it is determined by committee.

### 5. Resignation of Chair

Lesley Hirons has resigned from the Council and a vote of thanks was proposed for all her work during her term of office as a councillor and Chair.

Cllr Latter to serve as Vice Chair until the election of a new Chair at the next Council Meeting on 26<sup>th</sup> September.

### 6. Finance:

#### a) Approval of new expenditure –

Lengthsman June £146.40

30.06.23 Quarterly Bank Charges £18 – noted

Poppy Wreath- to be ordered £50

It was unanimously RESOLVED to approve the above payments

#### b) Income received

14.07.23 WCC May Lengthsman £146.80 - noted

#### c) To receive the Monthly Bank Reconciliation

Bank reconciliation to 31.06.23 was submitted and signed by Cllr Fikry and Clerk  
see APPENDIX 1

#### d) Unity Bank

The approval of the use of BACS payments was renewed by resolution of the Council

Cllrs Hadfield and Keen have been registered as users and L.Hirons is in the process of being removed as a registered user

Approved  
WVA  
21/8/23

**7. Budget**

The budget v spend for the first three months was reviewed by Cllr Fikry and the Clerk and considered to be on track. To accommodate the Grant Awarding Policy £50 has been reassigned from the training budget to Grants/Donations

**8. Lengthsman**

It was unanimously RESOLVED to approve the Lengthsman’s Contract, subject to the Lengthsman’s acceptance  
Cllr McDonagh

**9. Planning Applications:**

**Refused M/23/00694/PIP.**

Location: Laburnum Cottage, Bushley Green, Bushley, Tewkesbury, GL20 6JB

Description of Proposal: Permission in Principle for the construction of a single dwelling

**Approved M/23/00406/FUL**

St Peters Church, Church End, Bushley

Installation of underground rainwater pipe and soakaway

The above two planning decisions were noted

**10. Grant Awarding Policy and Application Form**

It was unanimously RESOLVED to approve the above policy. Policy to be uploaded to the website Clerk  
and £50 to be assigned in the budget for grants this financial year

A Youth Fund Draft Policy to be brought to council for approval at the next meeting Cllr Kinghorn

**11. SIDs**

The Vice Chair outlined the process to be followed for the purchase of a Speed Indicator Device

Further investigation to be carried out before the next meeting Cllrs Latter & McDonagh

SEE APPENDIX 2

**12. Village issues**

a) Communication with other Village Organisations

Other village organisations (Bushley Cricket Club, the Village Hall, the Church, Tewkesbury Fields)  
to be invited to Parish Council meetings in order to better co-ordinate activities for the community

b) Dog Fouling

Cllrs McDonagh and Kinghorn reported on where signs have been situated in Bushley.

Clerk to ascertain from Cllr Keen where the signs are in Bushley Green Clerk

c) Bonfires

Another item on consideration for neighbours has been inserted in Bushley Village News for August,  
following an item in April’s edition

d) Holiday Lets

Response drafted regarding the issues at one particular property and letter has been sent to the owner

**13. Village events**

Rain or Shine - a vote of thanks was given to all who made the event a success

It was decided that the Parish Council would not book Rain or Shine’s winter production

**14. West Mercia Police and Crime Commissioner Survey**

Survey completed and to be emailed to the Crime Commissioner

Clerk

Approved  
WJE 21/8/23

**15. AOB identified for next meeting**

To look at the feasibility of a .gov.uk domain

**16. Meeting closed 9.01pm**

*Date of next meeting: As below*

**26th September 2023 – Ordinary Parish Council Meeting.**

Approved  
WJG 21/8/23

**Bushley Parish Council**

Prepared by: JANE ROLFE *J. Rolfe*  
Name and Role (Clerk/RFO etc)

Date: 25<sup>th</sup> July 2023

Approved by: KIM FIKLEY *Kim Fikley*  
Name and Role (RFO/Chair of Finance etc)

Date: 25 July 2023

<b>Bank Reconciliation at 30/06/2023</b>			
	Cash in Hand 01/04/2023		5,077.48
	<b>ADD</b> Receipts 01/04/2023 - 30/06/2023		5,631.60
			10,709.08
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/06/2023		2,636.95
<b>A</b>	<b>Cash in Hand 30/06/2023</b> (per Cash Book)		<b>8,072.13</b>
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	Cash in hand per Bank Statements		
	Petty Cash	31/05/2023	0.00
	Lloyds Bank	31/05/2023	0.00
	Unity Trust Bank	18/07/2023	8,072.13
			<b>8,072.13</b>
	Less unrepresented payments		
			8,072.13
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>8,072.13</b>
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<b>A = B Checks out OK</b>			

## APPENDIX 2

### Possible steps in the procurement process for SID's:

*The over-riding public procurement policy requirement is that all public procurement must be based on value for money, defined as "the best mix of quality and effectiveness for the least outlay over the period of use of the goods or services bought". This should be achieved through competition, unless there are compelling reasons to the contrary.*

Accordingly, the steps towards procuring a SID Camera will include:

#### 1. Identifying the SID requirements:

- List the key function, features and benefits and rank their relative importance (consulting with the Lengthsman; Highways Dept at MHDC; and local police)
- Clarify the number of SID's needed and their optimum location
- Identify any Permissions needed from Highways (and landowners where SIDs are located)
- Determine any funding issues and availability of grants (and any constraints/ conditions)
- Compile a timeline for procurement; installation; testing
- Identify warranty; post installation support needs; (e.g. calibration) and routine maintenance

#### 2. Identify SID manufacturers/ dealerships

- Compile Supplier shortlist (3-5) (perhaps consulting with Highways re. approved suppliers and their perceived reputation, speed of service, cost, and dependability)

#### 3. Select a supplier

- Following issuance of request for quotations / proposals, compile a selection criteria matrix, comparing features and benefits against up-front cost and through life cost.
- Rank the offers in terms overall value for money (citing reasons) and down select accordingly

#### 4. Negotiate pricing and terms of purchase:

- Negotiate the price and contract terms with preferred supplier (and potentially the under bidder), on the basis of our selection criteria

#### 5. Create a purchase requisition and purchase order

- Secure permission to purchase from the full BPC by Resolution, prior to raising an order

#### 6. Inspect the supplied goods and installation

- Compare purchase order, invoice, and supplied items from the supplier, checking for defects and missing parts, to ensure all meet the contracted obligations

#### 7. Make the payment to the supplier

- Provided all supplied items are complete and invoice received, obtain Resolution of the full BPC prior to payment

#### 8. Record all transactions

- Document the completed procurement process for VAT and auditing purposes.