

**MINUTES OF THE PARISH COUNCIL MEETING OF
RUSHWICK PARISH COUNCIL HELD ON
WEDNESDAY 13 MAY 2026 AT 7.00 PM
AT RUSHWICK VILLAGE HALL**

Present: Cllr Jenkins, Cllr Lowe, Cllr Staff, Cllr Dovey and Cllr Williams (arrived 7.17pm).

In Attendance: Sharon Dunn (Clerk & Responsible Financial Officer)

1. Cllr Jenkins was re-elected as Chairperson. His Declaration of Acceptance of Office was duly signed.
It was noted that he would like to step away from this role and would gradually pass responsibilities over to the Vice-Chairman.
2. Two councillor vacancies are available for co-option. As part of a recruitment drive, Cllr Jenkins to help target the new housing estates.
3. Cllr Lowe was re-elected as Vice - Chairman. His Declaration of Acceptance of Office was duly signed
4. Apologies: Cllr Haywood (Personal) and Cllr Hemsworth (Personal) - Accepted
5. Declarations of Interest
 1. Register of Interests: Councillors were reminded of the need to update their register of interests.
 2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature - None
 3. To declare any Other Disclosable Interests n items on the agenda and their nature - None
6. To consider written requests from Councillors for the Council to Grant a Dispensation (S33 of The Localism Act 2011) written requests to be with the clerk prior to the meeting - None

PUBLIC QUESTION TIME - No Questions
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7. To elect / appoint the following Officers/representatives: -
 1. Village Hall Committee: Cllr Dovey was appointed
 2. Footpath Officers: Position Vacant
 3. Rushwick Play Area: Cllr Hemsworth was re-appointed
 4. School Representative report: Cllr Jenkins was re-appointed.
 5. Speeding Issues & Crime Prevention: Cllr Staff was re-appointed.
 6. Worcs CALC Representative: Cllr Haywood (subject to confirmation).
8. The following members were appointed: -
 - a) Staffing Committee - Responsibility of the Chair and Vice- Chair.
 - b) Planning Committee - All councillors to serve on the planning committee.
 - (i) Delegated powers were granted to the Planning Committee to allow them to make and submit planning comments.
9. Minutes: Having been previously circulated, the minutes of The Parish Council meeting of 08.04.2025 were signed as a true and correct record.
10. Progress Reports: Matters arising from previous minutes - None
The Action Plan was reviewed. Cllr Williams had contacted Severn Arts to enquire if a local artist could paint a mural on the wall of the underpass. He is also to follow up with another enquiry.

Cllr Dovey to try to progress the request for the introduction of double yellow lines at the junction of Minett Avenue and yellow hatch marking at the bus stop located on the Bransford Road with the contacts he knows. Cllr Jenkins confirmed he received a response from WCC concerning the road works on the A44, which are planned to go ahead.

11. Parish Lengthsman Scheme: Tim Hughes continues to upkeep the appearance of the village in accordance with the WCC Highway Agreement.
12. Finance
 1. **RESOLVED:** To pay insurance premium of £2058.51 to cover the period from 01.06.2026 - 31.05.2027 with Arthur J Gallagher Insurance (note this is the second year of 3-year fixed agreement)
 2. Payment of accounts as per schedule were authorised for payment
 3. Monthly Bank Reconciliation Statement - Reviewed and agreed.
 4. VAT Recovery 2025/2026 - A claim has been submitted for £3198.41
 5. Annual Internal Audit Report 2025/26 - Reviewed and agreed
 6. **Annual Governance and Accountability Return (AGAR) 2025/26 Part 3**
Please note the Dates of The Period for the Exercise of Public Rights will commence on Wednesday 3 June 2026 to Tuesday 14 July 2026.
 - a. **RESOLVED:** To approve and sign Section 1 - Annual Governance Statement 2025/26
 - b. **RESOLVED:** To approve and sign Section 2 - Accounting Statements 2025/26
 7. **RESOLVED:** To engage Jayne Waters as Internal Auditor for 2026/27 with Terms of Reference Please note this includes a section on Independence of the Council and its Officers).
13. To review NALC Standing Orders and Financial Regulations. New model standing orders issued by NALC 31 March 2026 to be reviewed and updated. No amendments required to the Financial Regulations, currently in operation.
14. **RESOLVED:** To accept dates of Parish Council meetings for 2026/2027
Please note Parish Council meetings take place on the second Wednesday of each month at 7.30pm at Rushwick Village Hall except for August and December when no meetings are held.
15. **RESOLVED:** For the Clerk to issue the summons, agendas and supporting documents via email with immediate effect, rather than by post as more cost effective, efficient and sustainable.
16. Reports from representatives: To receive an update
 1. Report from Village Hall Committee: Cllr Dovey
Cllr Jenkins and the Chair of the Village Hall Committee Kay Poole met with the solicitors on 13 May 2026 to discuss their requirements. A quotation is to follow for consideration.
It was reported the estimated roof repairs required are in the region of £12K. Funds are available to cover this cost. The AGM is to take place on 8th July 2026 at 6.15pm, followed by the usual meeting.
 2. Footpath Officers' report: Position Vacant
Cllr Williams confirmed he had made contact with WCC Countryside Access Services and was advised on their staffing situation being very under resourced at the moment with safety matters being treated as a priority.
 - a. Update and proposal to purchase new village noticeboards - Cllr Williams and Cllr Staff are researching the costs and sizes of recycled plastic noticeboards. Therefore, this item was **DEFERRED** until price is established.
 3. Report on Play Area: Cllr Hemsworth - No report available
 4. School Representative report: Cllr Jenkins - Nothing to report
 5. Speeding/Parking Issues & Crime Prevention Update: Cllr Staff continues to monitor speeding motorists through the village.

17. Planning: No planning application for consideration.

Other

- Planning Application M/25/01910/FUL - Due to the number of local objections this planning application has been called to committee so that it can be debated in public. A site visit has also been requested.
- Planning Application M/26/00405/HP – This application has been approved.
- Appeal Decision – Appeal Ref: 6004404, 5 Aymestry Court, Bromyard Road, Crown East, Worcester, WR2 5TR. The Appeal is dismissed

18. Progress update on the new website: Cllr Jenkins

Work is continuing to develop the new website. Councillors agreed on a new logo which they commented on reflected the growing community. A page is to be developed identifying councillors. There will be pages for news, policies and planning, together with photographs.

As some of the work falls outside of the original scope this will incur additional costs. These are to be confirmed.

19. Update to the Parish Neighbourhood Plan: Cllr Lowe - No update

20. Correspondence for Information: Circulated by the Clerk

1. Malvern Chamber Music Festival 2026 - Sponsorship proposal was considered but unfortunately the Council has already committed its allocated budget for community support for this financial year and is therefore, unfortunately unable to offer support on this occasion.

21. Councillors' reports and items for future agendas – None

A Milk Bar is soon to be in operation at the Village Hall with payment on a card only basis. A selection of snacks and small provisions will also be available.

The recently ordered new litter bins are expected to be delivered on 25 May 2026.

The meeting closed at 7.59 PM.

Signed Chairman..... Date.....