

**BROADWAS AND COTHERIDGE PARISH COUNCIL**  
**MINUTES of the ORDINARY MEETING OF THE PARISH COUNCIL**

Held on Monday 8th July 2019, at Cotheridge Parish Church at 7.30pm

Present: Cllrs. Dale, Burrows, Pearce, Guest, Brooks, Cullen, Worrall.

In Attendance: Cllr. Chambers (Malvern Hills DC.) Cllr. Walton, 3 Members of the public.

1. **Apologies:** WCC County Cllr. P. Grove.
2. **Declarations of personal or prejudicial interest and update Register of Interest Forms.** None.
3. **Dispensation requests:** None requested

**Public Participation:** A member of the public asked about the ballot for the NDP Referendum on August 1<sup>st</sup> and whether it is possible to request a postal ballot and what the procedure and timetable would be for this. Cllr. Chambers advised that advice on this would be available from Laura Noonan at MHDC. *Action: Clerk to ascertain the procedure, timeframe etc and report to Cllr. Dale who would respond to those that requested the information and publicise this through the Parish Council website etc.*

**4. County and District Councillors reports:**

**Cllr. Walton- District Council Report.**

It's now been two months since the election and the new administration is starting to bring everything together.

We haven't simply been able to continue because it has been about putting people into place as the administration has changed but the process is complete and initial meetings are now happening. Whilst there's been a change in Personnel, I don't think there's been any pause in service.

The Independent Group (Independents and Greens) working with the Lib Dems with Conservative members involved, in opposition but in many cases, such as planning, overview and scrutiny and locally we'll work together to ensure the best for Malvern Hills and for myself and David for Broadheath Ward.

There are 13 conservatives on the Council, 14 Independents and Greens (the Democratic Group), 9 Lib Dems, 1 other Independent and 1 Labour. There are now Portfolio holders for all the same Portfolios as previous. This includes Economic Development, Environment, Finance, Wellbeing and Policy. These policy groups are now starting to meet.

I am involved with the Economic Development & Tourism Group and we'll be meeting for the first time on the 16<sup>th</sup> July although there has been meetings already with the portfolio holder Beverley Nielsen to discuss priorities for how we look to support existing business and develop more of them, on how we deal with the skills shortages and how we support things such as home working and encouraging green practises within local businesses. It also covers broadband coverage. Also, within the portfolio we will be a looking at Tourism with the three towns – Malvern, Upton and Tenbury.

Once the Portfolio holders start reporting I'll share this information with everyone.

As well as the individual portfolios we're also going through a process of updating the 5-year plan for Malvern Hills, as you'd expect. We will be reviewing how we can support mental health provision, the environment and much of what I've said on business as priorities. You can expect a further update on this in the next few months.

To date we've highlighted individual priorities and group priorities and these are being put along the existing plan to look at the changes we need to put in place and where priorities may have altered.

On planning... It's also important that we maintain the 5-year housing supply, although this relies on larger developments starting sooner rather than later and that's where pressure could come as we are now reliant on larger developments getting going to ensure the provision is there as required. I am meeting with relevant people to ensure this is done and we recognise the urgency.

Locally I've met a lot of residents and discussed lots of local issues with residents. Broadwas and Cotheridge is my quietest area but most issues are around planning concerns and speeding through the villages.

The lack of feedback from residents in Broadwas & Cotheridge is a credit to the parish council. People seem to be able to get the information they need. The verges aren't too long and there is a generally a good level of engagement between the parish and residents.

On a personal level ... You can follow all of what I do on my Facebook page or soon, on my personal page where – on both – I'll do my best to keep everyone updated.

### **Report received.**

#### **Cllr. Chambers – District Council update.**

In addition to Cllr. Walton's update Cllr. Chambers reported that there are a number of contentious planning applications coming through at present and that he and Daniel will be closely monitoring these and will keep the Parish Council updated.

#### **Cllr. Grove WCC Report.**

The Ofsted team of inspectors finished their inspection at County Council Hall on Friday after an intensive two weeks on site. The team looked at the whole range of services from the family front door to safeguarding through to permanency and support for children in care and care leavers. The regulatory inspector looked at our fostering and adoption services and the education inspector considered the work of the virtual school as well as outcomes for children missing education or having elective home education. They were focusing on impact for children and young people as well as looking at how we had responded to the recommendations from the inspection at the end of 2016. The inspectors were rigorous and challenging as well as being open to listening to our views about the positive difference we were making. A report is now being written which then goes into Ofsted's quality assurance and consistency process during the coming weeks. The final report will be published on 29<sup>th</sup> July.

A new campaign will begin this month to promote "Get Safe". This is the Worcestershire name for our multi-agency support and protection for children and young people at risk of criminal exploitation. Get Safe stands for Gangs, Sexual exploitation, Trafficking, Modern Day Slavery, Absent or Missing, Forced Marriage and Criminal Exploitation. Awareness events will take place across the county.

Cabinet discussed proposals for the future delivery model for the provision of overnight short breaks for children and young people. This will now go out for consultation. Alongside our partners at the NHS Health and Care Trust, we're committed to the continued provision of a wide range of support for children and young people with disabilities and their families.

WORK on the final piece of the much-anticipated scheme to dual the Southern Link Road began this week with the installation of foundations for the new bridge.

To enable the construction of the new bridge next to Carrington Bridge and the new viaduct, foundations need to be built. Before this work is started, temporary sheet piles, which are big interlocking panels of steel, need to be vertically inserted into the ground, near the current supporting walls of the bridge. These sheet piles will keep the earth in place behind them and will ensure the stability of the existing structures whilst the ground in front is excavated in readiness for the new foundations to be laid. These piling works began on Monday last week, and will take about three weeks, depending on the weather, and whilst they take place the site boundary fencing which currently runs along the south side of the carriageway will be covered. A temporary reduced speed limit of 30mph will be also in place for the duration, as much of the work will be carried out close to the carriageway.

Works are also soon to start in readiness for improvements to the Powick roundabout and the new foot and cycle bridge over Hams Way. Ahead of this, the car park next to the Powick roundabout will be closed for the remainder of the scheme.

Cyclists and pedestrians will be directed to follow the Malvern Road and pedestrians will also have the option of re-joining the Old Powick Road just south of the Old Bridge via a public right of way.

Works are now underway at Sidbury in Worcester as part of congestion relief scheme. A key part of the works is the replacement of the almost 50-year-old traffic light system with signals that use the latest technology. The new signals will regularly monitor traffic conditions and will adjust how long a light remains green based on the level of traffic.

To improve traffic flow along the City Walls Road from the north, the approach lanes will be extended to enable vehicles to get into the correct lane earlier.

There will also be improvements for pedestrians and cyclists with the installation of a new signal-controlled pedestrian crossing on Commandery Road.

This summer, Officers and Councillors will be going to a variety of popular family events across Worcestershire for our annual Resident Roadshows. The first roadshow took place at West Fest in Malvern last Saturday 29 June. At this year's Resident Roadshows, we will be informing members of the public about the Council-owned company for children's services, Worcestershire Children First. We will be supporting the work of our Adult Services teams to encourage people to plan for their futures and we will also be informing residents about the infrastructure projects that are taking place closest to each of the above locations.

The remaining locations are:

- Hanbury Show (near Redditch) - 6 July
- Evesham River Boat Festival (Wychavon) – 13 July
- Worcester Food Festival – 27 July
- Bromsgrove Saturday Market – 3<sup>rd</sup> August
- Wythall Carnival– 11 August
- Kidderminster Saturday Market – 17 August

Blackminster Middle School in Evesham has been officially open to the public this month, following an ambitious £860,000 school refurbishment. Nigel Huddleston, Member of Parliament for Mid Worcestershire officially opened the new technology areas. Funded from the County Council's Capital Investment Programme, the refurbishment has seen two science laboratories and a design technology area featuring a food technology area and graphics space.

A much-needed programme of works to reduce the impact of flooding on local residents and businesses in the Upton area is now complete. The work, delivered by Worcestershire County Council, focused on raising the A4104 in Upton-Upon-Severn, meaning the road will be less likely to be affected by future floods. The major scheme, which started in September 2017, has been hailed a feat in engineering due to its complexity. Not only did the road need to be raised by nearly 1 metre in places, extensive modelling of flood waters was needed to ensure the impact to the surrounding areas was kept to a minimum and a completely new drainage system installed.

The installation of flood management techniques has now been completed around the county as part of the Worcestershire Natural Flood Management project. Throughout spring 2019, nine large structures were installed along a stretch of Beesmoor Brook and seven along Merry Brook. Each structure is made of locally sourced tree trunks which interact with the water to slow the flow and decrease water travelling downstream. The structures will reduce flooding in communities, develop wetland areas for biodiversity and habitat formation, and increase quality of water.

#### **Report received.**

**5. Minutes of the Annual Parish Council meeting held on June 10th, 2019:** These were considered and Cllr. Burrows Proposed that they be accepted as a true record. Seconded by Cllr. Pearce. All in favour They were duly signed and dated as a true record by the Chairman of the meeting Cllr. Burrows.

#### **6. Matters Arising: -**

- Green Grit Bin request for Berryfields Close, Broadwas- Mr. Waller provided the necessary plan for siting of the Grit Bin, letter of permission to site it on the land from the landowner which was passed to WCC Highways. They informed the Parish Council that the Grit Bin can now be purchased and sited on the land

but once the WCC Highways take over adoption of Berryfields Close there would then be a WCC Highways assessment of the siting of the Grit Bin and if it was then felt that the siting did not meet WCC Highways criteria the Grit Bin may have to be moved. The Parish Council felt that was not an issue and asked the Clerk to progress the purchase of the Grit Bin. WCC Highways also advised that the Grit Bin could not be delivered to site and would be delivered to the Lengthsman for him to site and set up.

- A member of the public reported that the gutters in Broadwas were needing weed clearance and treatment and Cllr. Guest reported that the footpaths were also becoming overgrown. The Clerk reported these matters to the Parish Lengthsman on the 13<sup>th</sup> June and the Lengthsman undertook the work.
- Cllr. Dale reported to the Parish Council that he was closely monitoring the play equipment supplied by Playquest. There were no developments to report to this meeting but that he would keep everyone updated if issues arise.
- The Friends of the Chase School requested a grant towards refurbishment of the music rooms and equipment. The Parish Council decided that on this occasion the grant would not be approved. The Clerk wrote to the Friends of the Chase School to inform them of the Council decision.
- NDP: Cllrs Dale, Guest and Pearce finalised and publicised details for and promotion of referendum. See Public Participation above for discussion on postal votes.
- The Clerk contacted the Public Land Officer to inform him that the post will be disestablished from 1<sup>st</sup> August 2019.
- Clerk to ascertain cost of emptying the 3 litter bins in the Parish. Actioned on 23<sup>rd</sup> June to MHDC. Broadwas Bus Shelter litter bin already on MHDC Contract. The Clerk is awaiting MHDC quote for the other 2.

## 7. Correspondence:

- **MHDC- Planning session for Parish and Town Councils:** Thursday 4th July. Cllr's Pearce and Dale attended and found it very informative. They especially noted that Council Planning Officer's had a difficult task to try and turn planning applications around in the 21 day period and related this to the fact that Broadwas and Cotheridge Parish Council has no Parish Council meetings in August or December and that a discussion should take place under planning on the agenda to ensure that procedures are in place to deal with applications during such periods.
- **12<sup>th</sup> June- Worcestershire County Council's Community Solutions Fund flyer.** Councillors found the email unclear. *Action: Clerk to ascertain more information on this.*
- **WCC 5<sup>th</sup> July - The Worcestershire Passenger Transport Strategy** is now available online. WCC have already been out to several locations across the county to engage with members of the public, schools, surgeries, hospitals and libraries to promote consultation of our Strategy. <http://www.worcestershire.gov.uk/passengertransportstrategy> Hard copies of these documents; and paper copies of the consultation questionnaire are available in Libraries. *Action: Cllr. Worrall agreed to collate all responses and report back to the Parish Council Meeting.*
- 8<sup>th</sup> July - Mrs. Parkes requesting to relay to the Parish Council her thanks for the support of allowing her to use Berryfields for the Broadwas School Summer Fete on Saturday. It was a successful and well attended event raising £1,750 for the School - a fantastic amount of money. Cllr. Dale commented that the event was brilliantly run and asked the *Clerk to write to Mrs. Parkes to convey this message.* Mrs Parkes also requested to seek permission to hold the Broadwas Village Bonfire Party on Berryfields on the 9<sup>th</sup> November - again the same principle as last year - all proceeds being donated to the school. Councillors felt there were no issues with the event last year and that under the same terms that permission be granted for the use of Berryfields for the event. *Action: Clerk to relay this to Mrs. Parkes.*

## 9. Planning. – Report from Cllr. Pearce

**18/01282:** Upper Howsen Farm Cotheridge – Proposed demolition of existing farm buildings and use of site for 8 caravans/log cabins. Response submitted on behalf of the Parish Council raising no objections subject to appropriate conditions regarding road access, landscaping, drainage etc and on assumption that the application is for log cabins and not caravans. No change.

**16/00335 & 16/00353:** Little Lightwood Farm Cotheridge –Two retrospective applications for retention of the earth bund and open storage are still outstanding after three years. Parish Council have previously submitting observations. No change.

**19/00164:** Tack Farm (rear of Stone Farm) Broadwas – Retrospective change of use from equine stables to dog breeding unit. Response submitted by the Parish Council recommending refusal.

**19/00278:** Mount Flirt Sledgmoor Broadwas – Demolition of existing store and construction of new building containing swimming pool etc. Approved by MHDC.

**19/00467:** Round Hill Cottage Little Green Broadwas – Extension to house and new double garage. Parish Council responded stating no objections.

**19/00525:** Laylocks Nurseries Cotheridge – Demolition and reconstructions of parts of Garden Centre. The Parish Council has raised no objections to this application.

**19/00583:** Church Lane Broadwas – Construction of 13 affordable dwellings. Objection submitted by Quadrant Planning on behalf of the Parish Council. The applicant has now submitted further reports to MHDC attempting to argue that the application should be approved notwithstanding the emerging Neighbourhood Development Plan.  
*Action: Cllr. Pearce to liaise with MHDC Planning Department regarding the desirability or otherwise of making further representations.*

**19/00690:** The Plecks Otherton Lane Cotheridge – Single storey house extension. Resubmission of previous application. The Parish Council has raised no objections. Refused by MHDC.

**10. Defibrillator Checks:** The Clerk passed all the defibrillator information to Cllr. Burrows to review and implement procedures for the management of the defibrillator. Correspondence was received from West Midlands Ambulance Service advising of a new website being set up for the management of all Defibrillators around the Country under the “Circuit” National Defibrillator Network. This is an online resource which enables us to record checks and be notified of updates and or issues. *Action: The Clerk and Cllr. Burrows are currently creating a file for this website.*

**11. Gigabyte/Fibre connection for Broadwas and Cotheridge project:** Cllr Burrows reported that Planning and preparation for parish consultation and expressions of interest are now complete - next step is to agree timing and time/ resources for collation of responses. It was decided that a back to back form/advice sheet be printed to insert into the August edition of the Footprints Magazine. Cllr. Dale Proposed that Cllr. Burrows and Cllr. Cullen be delegated to identify drop off points for forms. Online forms from the website would be automatically returned to Cllr. Dale through the website. A date of Mid-September was set for finalising the results.

**12. NDP Update:** Cllr. Guest reported that the Parish Council were almost there. The Referendum is set for the 1<sup>st</sup> August which would be followed by the NDP being ratified at Full Council at MHDC on 24<sup>th</sup> September.

**13. Drone Flying.** Cllr. Dale reported having noticed drone flying activity at Berryfields and concerns were raised generally around drone flying, privacy and especially child protection issues using drones with cameras with the locality of Berryfields to Broadwas Primary School. Cllr. Chambers advised that Meesha Patel at MHDC as Legal Adviser to MHDC may have advice on Drone flying. *Action: Clerk to write to Meesha Patel to request advice and see if MHDC has a policy on this. Action: Cllr Dale to discuss this with Broadwas Primary School with regards to child protection issues.*

**14. Broadgreen Grass Cutting:** Cllr. Dale reported that Mr. Winkworth and other volunteers deal with the grass cutting back at Broad Green. They are restricted by Nature England not to cut the grass before mid-July dependent on the weather which could make it even later. Broad Green should then be assessed to see if any further work is required.

**15. Berryfields Playing Fields.** Cllr. Brooks emailed an update and letter sent to Mr. Nott regarding land adjacent to Berryfields Playing Field. Mr. Nott is quite willing to re-open talks if/when the Parish Council decide to progress matters further.

Mr. Nott did point out that the Wolverley Homes application (if successful) would impact on the land the Parish Council are considering buying, as it will be accommodating all their land and Homes drainage etc as it passes to the main pipe further down the same field.

Cllr. Brooks spoke about a further site on the opposite side of Berryfields Playing Fields which has good access as a 2<sup>nd</sup> option. The landowner is Mr. Lane. Cllr. Guest commented that a 2<sup>nd</sup> option would be advantageous. Cllr. Dale Proposed that Cllr. Brooks explore option 2 further. *Action: Cllr Dale to prepare a paper by 1<sup>st</sup> August on proposals for Berryfields Playing Fields expansion.*

Discussions took place for other uses for the Berryfields Playing Fields Site. Car Boot Sales was suggested by a member of the public. Cllr. Brooks reminded Councillors that the Deeds for the site stipulated that the site should be used as a dedicated site for sports and young people. Cllr. Burrows further commented that it should be open for the community to make any suggestion for consideration.

**16. Progress Reports:**

a) Treasurer's Report: copy circulated to Councillors and attached to these Minutes. All payments were Proposed by Cllr. Guest and Seconded by Cllr. Brooks to be approved. All in favour. See Appendix below.

A Bank Reconciliation to the 2/7/19 was circulated and approved at the meeting. Cllr. Guest Proposed that it be accepted as a true record. Seconded by Cllr. Pearce. All in favour.

b) Clerk's Report. The Clerk discussed Councillor training. Cllr. Worrall expressed an interest in attending Worcestershire CALC training on 22<sup>nd</sup> July costing £30. This was agreed by Councillors. Cllr. Cullen mentioned that she had attended a training session recently and that CALC had suggested we consider purchasing a copy of the Good Councillor Guide. *Action: Clerk to investigate and order and in the interim send a copy of the existing Good Councillor Guide to Councillors.*

c) Public Land Officer's Report to 8th July 2019. Circulated prior to the meeting and appended to the Minutes below.

**17. Councillors' Reports and Items for Future Agenda:**

Cllr. Brooks reported that having now met with Mr. Winkworth, Chairman of the Broadwas Village Hall Management Committee he was pleased to report that there are now 3 quotes for the extension works to the village hall. A discussion took place regarding whether this should progress as it stands or look to see whether a review should take place prior to awarding a contract. Cllr. Dale Proposed that this be added to the agenda for the September Parish Council meeting *and if possible, to invite a representative of the VH Committee* for further discussion.

18. Date of next meeting: September 9th, 2019 at Broadwas Village Hall at 7.30pm

Meeting closed at 9:57pm

Signed Chairman..... date.....

## 16A. Treasurer's Report.

### July 8th, 2019 Payments List

<b>Payee</b>	<b>Description</b>	<b>TOTAL</b>
C Hirst	Clerk Salary June 19	£ 311.16
HMRC	Tax Deductions June 19	£ 77.80
Carole Hirst	Expenses from June 10th to July 8th	£ 48.87
RJC Landscaping	Berryfields	£ 286.50
Eric Dale	Expenses for keys	£ 15.01
Adrian Bullock	Lengthsman Jun	£ 234.00
Eric Dale	Expenses for Banner and Website	£ 272.04
Worcestershire CALC	Member Training	£ 30.00
Allied Westminster	Village Hall Insurance	£ 499.72
Quadrant Town Planning	consultancy land adj. Berryfields	£ 1,800.00
<b>TOTALS</b>		<b>3,575.10</b>

### Total Cash at Bank at 8th July 2019

Treasurers Account	£ 18,956.77
Treasurer's Account Berryfields	£ 10,267.42
N.S. & I	£ 38,867.43
<b>TOTAL</b>	<b>£ 68,091.62</b>

### Receipts:

**Total Receipts not  
previously reported**      £      -

## 16B. Public Land Officer's Report.

### BERRYFIELDS

Your grass cutting contractor will notice that a section of Berryfields was mowed and cut far lower than what is currently being undertaken for the purpose of using and marking out lanes for the Broadwas School Sports Day - as it was left following the last cut it was not short enough for this purpose.

No further matters to report.

**Berryfields inspected on Sunday 7<sup>th</sup> June 2019 by Peter Parkes**

### BROAD GREEN

No new matters to report.