

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

**Held on Monday 11<sup>th</sup> February 2019, at Broadwas Village Hall at 7.30pm**

**Present:** Cllrs. Dale, Burrows, Winkworth, Downes, Pearce and Guest,

**In Attendance:** Cllr. Chambers (Malvern Hills DC.) Cllr. Godwin (MHDC), Cllr. Grove. (WCC) 4 Members of the public.

**1.Apologies:** Cllr. Plevey.

**2.Declarations of personal or prejudicial interest and update Register of Interest Forms**

Cllr. Pearce (Matters Arising Quote from RJC Landscaping) who uses the company in a private capacity..

**3.Dispensation requests:** None requested

**Public Participation:** See Appendix 1.

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

Copy of County Councillor Grove's reports attached appended to these minutes.

Cllr. Grove made an offer to the Parish Council under his Community Ambassador role with the Police. A team has been set up including the Road Safety Partnership, Members of Highway Maintenance WCC and the Police who go around some of the villages to discuss speeding issues and problems and traffic issues they may have. Cllr. Grove offered to arrange for this team to come for an informal visit to walk around the Parish to look at the areas where the Parish Council or the Residents think there is an issue to see how they can help. Cllr. Guest Proposed that the Parish Council agree in principle to this taking place. Seconded Cllr. Burrows. All in favour.

Cllr. Downes reported that the speed initiative gates installed some 18 months ago were not an adequate size and that they should have been changed. *Action: Cllr. Grove asked for Cllr. Downes to email him details of the problems with the gates so that he could investigate, forward on to Legal and Highways Departments and remedy the matter.*

Cllr. Grove informed the Council that once PURDA takes effect on the 22<sup>nd</sup> March until the elections that he would not be attending the Parish Council meetings but would supply an update report.

Cllr. Chambers MHDC reported that Council Tax increase for Malvern Hills based on a Band D Property will be £5. MHDC are working to a balanced budget.

Cllr. Chambers reported on South Worcestershire situation with rough sleepers that MHDC had 5/6 rough sleepers. In Wychavon its approximately 15 rough sleepers and Worcester City Council it is 23. In MHDC there were 2 recent deaths. Both of those deaths are with the Coroner at present and both deaths have been referred to the Adult Safeguarding Board and there will be a full Adult Safeguarding review. Cllr. Chambers reassured the Parish Council that MHDC have a first-class Housing Team and stated that Housing Officers visit the rough sleepers almost daily and they are put in touch with all the various agencies.

Worcestershire is to receive an additional £4.9million through the Business Rates Retention Pilot Scheme to help to reduce demand in social care across the county. The bid was submitted jointly by the County Council and the six district councils in Worcestershire. The pilot means that more money from business rates gathered in Worcestershire will remain in the county. Working together with district councils, the County Council will invest the extra funds from the pilot into services that prevent or reduce the cost of Adult Social Care and Childrens Services. The District Councils will decide how this money is to be spent within a framework.

Worcestershire LEP carrying on as normal.

Cllr. Chambers reported that on the 29<sup>th</sup> January MHDC approved that properties that had been empty for 2 years + will pay 200% Council Tax Empty Homes Premium as a way of ensuring that properties are brought back into use.

**5. Minutes of the ordinary parish Council meeting held on January 14<sup>th</sup> 2019:** These were considered and Councillor Downes Proposed that they be accepted as a true record. Seconded by Cllr. Dale. All in favour They were duly signed and dated as a true record by the Chairman.

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

The Parish Council asked the Clerk to write to the Parishioner on Berryfields informing them that the Parish Council could not provide a grit bin as this was not the policy of the Parish Council. The Clerk would further advise that Berryfields Residents could, if they wish, group together to purchase their own and that assistance could be given as to where this could be purchased from. Actioned on 17<sup>th</sup> Jan 19 – Cllr. Grove offered funding from his Divisional Fund to cover the cost of the grit bin. *Action: Clerk to write to Cllr. Grove accepting his offer of grant funding from the Divisional Fund and write to the resident of Berryfields to deliver the outcome.*

### **Berryfields Playing Fields S106.**

Clerk contacted ROSPA to re-arrange annual play equipment inspection and organise Post Installation Inspection when play equipment is fitted. Actioned on 18/1/19

Playing Field access to water on site for contractors. Cllr. Dale investigated and water access point located

Lower Teme and Martley FC requested that whilst the football pitch was out of commission that the pitch be rolled. The Clerk contacted RJC Landscaping for a quote to roll the pitch after the works have been completed. RJC also provided a quote for the on-going maintenance of Berryfields Quote received 3<sup>rd</sup> Feb for discussion. *Action: Clerk asked to contact Simon Skeys for a further quote.*

### **Safeguarding in the Community.**

Cllrs Wentworth and Burrows would liaise to discuss how the Village Hall Management Committee would be part of the policy and agree this. Cllr. Burrows reported that they were waiting for the Village Hall Management Committee to finalise a plan and they would then report back to the Parish Council. Cllr Burrows will then produce a second draft incorporating the outcome, for the final approval and formal adoption by the Parish Council.

### **Land Registry for Broad Green Common Land, Berryfields land and Sports Field and Broadwas Village Hall:.**

Cllr. Godwin spoke of the procedure to follow to get land registered with the Land Registry. Cllr. Godwin felt it would be of benefit for the Parish Council to pursue this avenue. Cllr. Winkworth and Cllr. Burrows offered to work as a sub-group to look into this with support in a professional capacity from Cllr. Godwin. Covered under item 13 on the agenda.

**2019/20 Budget Precept:** The Clerk notified MHDC that the 2019/20 Precept request be set at £20,000.

**Planning Application No 18/00184 (plus 16/00335 & 16/00353):** Little Lightwood Farm Cotheridge. Councillor Pearce prepared a response which was circulated and submitted to MHDC planning by the Parish Clerk.

## **7. Correspondence:**

Email 29/1/19 from MHDC - Great British Spring Clean 2019. Councillors felt that the A44 did not lend itself to a community litter pick due to speeding issues. Correspondence noted.

## **8. 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. County Highways have now confirmed that they have no objections taking into account revised access plan.

**18/00184 (plus 16/00335 & 16/00353):** Little Lightwood Farm Cotheridge – Three outstanding planning applications. Informal opinion received from Stuart Castle (MHDC Planning officer) regarding merits of the applications. The Parish Council's views have subsequently been reiterated to our District Councillors for them to consider when deciding whether the applications can be delegated to officers for decision or brought to the Planning Committee. No further news.

**Appeal against Enforcement Action:** Elgar Coaches site, Lower Lightwood Farm Cotheridge – Various breaches including extension to building and use of former landscaped area for vehicle parking. Inspector's decision received. Enforcement action upheld in part.

**18/00223:** Ivy Barn, Broadwas – Proposed installation of Velux Roof Light in Listed Building. Appeal submitted against refusal by MHDC. No further news.

**18/01772:** Dingle End Cotheridge – Proposed First Floor home office above existing double garage. “No comments” response submitted on behalf of the Parish Council. Approval given by MHDC.

**19/00097:** Hillside Broadwas – Non-material amendments to design of new dwelling to replace existing mobile home. Not subject to consultation with the Parish Council but appear to be non-controversial. Approved by MHDC.

**18/01798:** Zourka Church Lane Broadwas – Demolition of existing bungalow and erection of five two-storey dwellings. A separate report was circulated prior to the meeting and discussed at the meeting with Cllr. Chambers of MHDC. *Action: Cllr. Pearce to email Cllr. Chambers details of information that the Parish Council needs to help support the comments to the planning application. Cllr. Chambers to action this. Cllr. Pearce to prepare a draft email for the Clerk to send to the Planning Officer to ask for an extension to the consultation date. Cllr. Downes Proposed that the Parish Council objects to this application on the lines of previous applications. Cllr. Guest Seconded. All in favour. Clerk to respond to the planning consultation once all the information has been received.*

**9. New Website:** Cllr. Dale reported that to date the website was going well. Over 1160 hits with 528+ first time visitors to the site.

**10. A. Village Hall Extension update:** Cllr. Winkworth updated the Parish Council that he had now received two quotes. A third quote is still awaited.

**B. Village Hall Wifi-** Cllr. Dale reported that a grant was available to install Wifi in the village hall including the pole required. This is for installation only and not on-going running costs. Cllr. Guest Proposed that we apply for the grant to install this and pay the running costs for a year to see how it takes off. Cllr. Burrows Seconded that. All in favour. Cllr. Guest and Cllr. Burrows to form a sub-group to take this forward.

**11. NDP Update: NDP Update:** Cllr. Guest reported that 43 items/hoops to jump through initially. 38 have now been completed. The 39 item is about to be started on the 15<sup>th</sup> February. We have the “Regulation 16” six-week consultation which runs from the 15<sup>th</sup> February to 29<sup>th</sup> March. The steps after that are that we have to get an independent examination which again will run for 6 weeks. Any modifications resulting from the examination will have to be changed and then we will have a referendum which will be round about the end of June. If all goes to plan by the 1<sup>st</sup> August 2019 we will have a final plan. Cllr. Dale thanked Cllr. Guest for leading the team over the past two years. Cllr. Pearce reported that to date £3,678.00 has been spent on the Neighbourhood Plan leaving a net amount of £431 in the budget to finish off the plan.

**12. S106 update: Funding for new track and equipment for Berryfields Playing Field:** Cllr. Plevy reported that all is going well with the track and we are just waiting for the top surface to be laid which hopefully will be this week depending on the weather. Cllr. Plevy will go down and have a look on Wednesday to see how it is progressing and then speak to Playquest who are dealing with the play area to ascertain when they can start. Cllr. Plevy requested a meeting at Berryfields either Wednesday morning 10ish, the weekend or Monday morning to have a look to see where we want the exercise equipment to be situated? *Action: Cllr. Dale to arrange this with Cllr. Plevy.*

### **13. Safeguarding in the Community:**

Cllr Burrows has liaised with Cllr Winkworth and once the Village Hall Management Committee has concluded its contribution the final policy will be presented to the council.

### **14. Land Registry for Broad Green Common Land, Berryfields land and Sports Field and Broadwas Village Hall:**

Cllr. Winkworth and Cllr. Godwin discussed the process of applying to the Land Registry in detail. Cllr. Dale Proposed that the Parish Council moves forward with Berryfields in the first instance. Depending on how complex an undertaking this is, if too complex then the Parish Council to appoint a Solicitor to take on the rest. *Action: Cllr. Winkworth to look into which Solicitors may be suitable.*

### **15. Update Reports:**

a) **Treasurer’s Report:** copy circulated to Councillors.

a) **A Bank Reconciliation** to the 11/2/19 was circulated and approved at the meeting.

b) **Clerk's report:** copy circulated and attached to these minutes.

c) **PLO report** copy circulated and attached to these minutes. *Action: Clerk to write to the PLO noting his reports on dog waste but mentioning that MHDC do empty litter bins which contain dog waste.*

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

Cllr. Downes presented a report on the Bus Shelters, Notice Boards, Signage and VAS signs to the meeting. Noted. Cllr. Downes further reported that the Lengthsman was now cutting back the Brook Farm footpath. The Lengthsman was also concerned with Temporary Tenants situation near to B.A.A. land. Aggregate was dumped and other materials near to B.A.A. MHDC have been contacted regarding this situation. The Lengthsman is also trimming the Berryfields hedges as requested at previous meetings.

Cllr. Pearce reported a resident had reported that there was a lot of rabbit holes at the bottom of Berryfields. **Noted.**

**17. Date of next meeting: March 11<sup>th</sup> 2019 at Broadwas Village Hall at 7.30pm**

**Meeting closed at 9.30pm**

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

**APPENDIX 1 - Public Participation.**

A member of the public commented that Cotheridge layby and verges are looking much better having had extensive time spent on them litter-picking.

At the back of Brook House there has been installed low level green fencing.

It was reported that over a ton of soil had been removed from the back of Brook Farm.

Cllr. Winkworth raised a large tree on the side of the A44 at Cotheridge that had been chopped down leaving a 5ft high stump in situ could be a potential danger to traffic. Action: Cllr. Dale to speak to the owner of the tree to see whether this could be removed.

**4. Cllr. Grove – WCC Report.**

**BUDGET.** At Cabinet last Thursday, the draft budget was approved, and will now go to be considered by the full Council on Thursday week, the 14<sup>th</sup> February. .

Less money is being removed from the allocation for libraries, so revisions can be made without anyone seriously worrying about closures. .

Secondly, charges for parking at Worcester Woods have been dropped. Thirdly, the cuts in the budget for the Archive service have been reduced, so that it is more certain to retain its accreditation as a suitable deposit for archive material.

All three of these areas were subject of fierce lobbying, and it is perfectly reasonable to say that this lobbying had an effect.

Council tax is scheduled to go up by 3.94%, near the maximum permitted without a referendum, but including 1% ring fenced for Adult Social Care.

Council Leader, Councillor Simon Geraghty and Chief Executive held a staff briefing last week, they reported on the projected overspend for this financial year which now stands at £3m. reduced from £17.9m which we reported in September. We continue to work to further reduce this before the end of the financial year.

The Leader talked through the proposed budget for next year which includes a series of capital investments to tackle congestion, improve town centres and to upgrade railway stations across the county.

He also gave an update on the work to redesign the Council. We are currently drawing up a detailed programme plan. The redesign is going to include a full review of our approach to a number of areas including: performance management and appraisals; values; expectations and behaviours. Staff workstreams have now been established to make sure that input from staff continues throughout this process. .

**ROADS/GRITTING.** The winter weather has reminded us all of the need for care in tricky conditions.

Saying that our gritting teams were on high alert last week as significant snowfall was forecast for the West Midlands. Ultimately, we did not see more than a centimetre in places, mainly across south Worcestershire, however our teams

remain vigilant in monitoring the local forecasts and preparing for winter weather. Our fleet of 32 gritters based in our 6 depots across the county will continue to spread salt as necessary.

**NEW BUSINESS.** A leading manufacturer and supplier of products for the healthcare sector is starting 2019 on a high note after taking delivery of its new £13m headquarters at Worcester Six. **Kimal PLC** is planning to move to the 140,000sq ft. unit in February after Stoford Developments delivered the design-and-build and completed practical completion on time and budget. The handover means the company will now begin to move 77 staff from their Droitwich into the new unit and will also retain two other centres in Bromsgrove and Uxbridge, where a further 250 staff are located. In 2018, Stoford Developments announced that **Siemens, Spire Healthcare** and **Kohler Mira** would all be taking facilities at Worcester Six. Once fully developed, Worcester Six will provide 1.5 million sq ft. of accommodation.

**SOUTHERN LINK.** Preparation works will begin on Temeside Way, between the Ketch and Powick Roundabouts, at the start of February, ahead of the main works starting on the final phase of the Southern Link Road scheme. The start of this last phase of works is planned for early spring and includes a new river bridge and a viaduct and causeway stretching over 1.5km. In early February, the County Council's contractor is to begin constructing a security fence on the southern side of Temeside Way between the Carrington Bridge and Powick Roundabout. Temporary traffic lights will need to be in place for a lane closure whilst the fence is being installed. At the same time as the fence installation, vegetation from the southern side of the road (on the left as you drive towards the Powick Roundabout from the Ketch) will be removed as the new two-lane road will be built on this side. This removal of vegetation is in line with the planning permission for this phase of work and needs to be completed before the bird-nesting season. To enable the lane closure over a short distance of road, temporary traffic lights will be in operation overnight from 9pm to 5am the following morning, starting on the evening of February 5<sup>th</sup>, for up to three weeks. Overnight closures during the first week will be on Tuesday 5<sup>th</sup>, Wednesday 6<sup>th</sup> and Thursday 7<sup>th</sup> February. During the following weeks the works will continue nightly, starting at 9pm, on Sunday, Monday, Tuesday, Wednesday and Thursday nights.

**CHILDREN AND FAMILIES.** Two years on from an Ofsted report that found that Children's Services in Worcestershire were inadequate, inspectors have completed their final monitoring visit and report that progress has been made. Earlier this month inspectors reviewed the Council's arrangements for the protection of children and young people who are vulnerable to child sexual exploitation and who go missing from home or from care. The report highlights a social media application which is now being used in Worcestershire to improve communication with children and young people. Under direction from the Department for Education, a wholly owned council company, **Worcestershire Children First**, is currently being developed to deliver Children's Social Care Services. The company is due to be launched in October.

**ADULT SOCIAL SERVICES.** The Business Plan for Adult Services has been launched. The plan sets out how adult social care in Worcestershire is to be transformed over the next 3 years. The plan sets out the essential role adult social care has to play in helping people to stay healthy and supported to live in their local community with choice and control; providing information and services to help prevent and postpone the need for care and support, and educate people about the choices they may have if they do need care; ensuring social care is responsive to residents' needs and is seamless between different parts of the system; buying and providing services that are safe and ensuring people are satisfied with the quality of their care and support. The plan is available online at: <https://bit.ly/2Bh0yLq>

## 15A. Treasurer's Report.

### **Feb 11th 2019 Payments List**

<b>Payee</b>	<b>Description</b>	<b>TOTAL</b>	<b>Payment</b>
HMRC	Tax Deductions to Feb 5th	76.00	<b>BACS</b>
Carole Hirst	Clerk Salary to Feb 5th	303.71	<b>BACS</b>
Carole Hirst	Expenses from Jan 14th to Feb 11th	41.60	<b>BACS</b>
P. Yates	Briefing on planning app Zourka	£ 100.00	<b>BACS paid</b>

P Yates	NDP	£ 130.85	<b>BACS</b>
Data Orchard	NDP	£ 624.00	<b>BACS</b>
Adrian Bullock	Lengthsman Jan to 5th Feb	£ 351.00	<b>BACS</b>
<b>TOTALS</b>		<b>1,627.16</b>	

<b>Total Cash at Bank</b>		<b>£ 95,696.76</b>
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### 15B. Clerk's report January 2019

- The Clerk is now receiving all correspondence and has access to online banking at Lloyds Bank.
- The Clerk is trying to establish the Councils list of assets and preparing for the Internal Audit ready for completing the Annual Governance Returns.
- The Clerk is trying to get all documents ready for internal audit.

### 15C. Public Land Officer's Report.

#### **BERRYFIELDS**

Track improvement is currently taking place. No new items to report with regard to Berryfields. More black dog waste bags found in bin on Berryfields on two occasions since January to February report. \*

#### **PLAY EQUIPMENT**

The roundabout, which has been repaired once using the manufacturers stainless steel bolts, have sheared and made the equipment unsafe to use. I am sourcing higher specification tensile bolts which should prove sole the issue. It might be worth mentioning that older/bigger children have been using the roundabout (standing on the seats) and hanging from the bar of the equipment and this extra weight could quite possibly have added to the break so quickly.

**Berryfields inspected on 10<sup>th</sup> February 2019 by Peter Parkes**

#### **Broad Green**

No new matters to report on. The dog waste bin contained a Tesco carrier bag full of dog waste when emptied on Sunday 10<sup>th</sup> February 2019. **Broad Green inspected on 10<sup>th</sup> February 2019 by Peter Parkes**