

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

Held on Monday 8th April 2019, at Broadwas Village Hall at 7.30pm

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

In Attendance: Cllr. Chambers (Malvern Hills DC.) Cllr. Godwin (MHDC), 1 Member of the public.

1. Apologies: WCC County Cllr. P. Grove.

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

Cllr. Pearce (non-pecuniary interest - Quote from RJC Landscaping) who uses the company in a private capacity.

3. Dispensation requests: None requested

Public Participation: None

4. County and District Councillors reports:

Cllr. Chambers reported that the final work of MHDC had been put through and that MHDC would be awaiting the outcome of the forthcoming election. He wished to thank the Parish Council and MHDC District Councillor D Godwin for his sterling work throughout his term as local District Councillor. This was re-iterated by Cllr. Dale.

5. Minutes of the ordinary parish Council meeting held on March 11th, 2019: These were considered and Cllr. Pearce Proposed that they be accepted as a true record. Seconded by Cllr. Downes. All in favour They were duly signed and dated as a true record by the Chairman.

6. Matters Arising: -

- Berryfields Grit Bin: Cllr. Grove offered funding from his Divisional Fund to cover the cost of the grit bin. WCC Highways procedures are that if the grit bin is to be located on Highways land then an assessment must be undertaken. Cllr. Burrows Proposed and Cllr. Guest Seconded that WCC Highways be asked to undertake an assessment for the siting of a grit bin on Berryfields Close. All in favour. Action: *Clerk to contact WCC Highways to undertake the assessment with particular attention to the width of the footpath.*
- 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. Cllr. Dale spoke to the owner of the tree who informed him that the tree is not on his land and is the property of WCC. This was reported to Cllr Grove. There has been no further action.
- Lengthsman Role added to the Parish Council website.
- Cllr. Downes obtained a quote for a new information board for Berryfields at a net cost of £174.29. He outlined what was proposed to go on the information Board with Councillors and wording was agreed for inclusion in relation to the Berryfields Playfields and conditions of use with credits to the funding bodies. Wording was agreed and *Cllr. Downes agreed to follow this up.*
- Flowing Following checking the guidelines for grants to local organisations the Clerk, with the consent of Councillors, paid a grant of £500 to Broadwas Sports Association and £300 to the Nora Parsons Centre. Cllr. Pearce provided a copy of a grant application form for future use which Cllr. Guest edited. *This will be added to the new Parish Council Website for future use.*

- Clerk informed Simon Skeys on the 13th March, weather permitting to roll the football pitch asking him to take care not to damage the new track etc. To date this has not yet been actioned. Simon has been chased.
- Broadwas and Cotheridge Parish Council have been successful in obtaining a Natural England Award for Broad Green. The Clerk wrote to the RJC, the contractors who undertook the work to thank them for their services.
- A suggestion was made for a sign saying, "Thank you for taking your litter home". A quote was obtained as a starting point for discussions. Councillors decided to defer the item until June Parish Council when the newly elected Parish Council can progress.
- Discussions about joining force with MHDC for their "Great British Spring Clean" took place and the Clerk offered to forward more details about the joint initiative to the Chairman for information. The item was deferred to June Parish Council for discussion with the newly elected Parish Councillors.
- A note on the website thanking local volunteers who helped to keep the Parish litter tidy was suggested. Cllr. Dale has actioned this with 'A BIG THANK YOU!!!'.
- Funding for new track and equipment for Berryfields Playing Field. Cllr. Plevy reported that the Berryfields Playing Fields play equipment was having problems with bits falling off the equipment such as bolt covers etc. There is also reports that thistles and weeds are already creeping through the newly laid tarmac. Cllr. Burrows Proposed and Cllr. Guest Seconded that the Clerk contact the manufacturer to report this and question its "Fit for Purpose". Action: *Cllr. Dale agreed to take photographs and to draft a response for the Clerk to send to the Contractor.*

7. Correspondence:

- 19/3/19 a letter of thanks and receipt was received from Broadwas Sports Association for the £500 grant.

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. No further news.

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.

18/01798: Zourka Church Lane Broadwas – Demolition of existing bungalow and erection of five two-storey dwellings. Application withdrawn.

19/00104: Royal Oak Broadwas – Installation of new children's play equipment. Does not appear to be controversial. Recommendation that Parish Council sends "No comments" response. Action: *Clerk to respond to the Planning Consultation with No Comments*".

19/00164: Tack Farm (rear of Stone Farm) Broadwas – Retrospective change of use from equine stables to dog breeding unit. New application to be discussed at PC meeting on 08.04.2019. Actions: *Cllr. Pearce to draft a letter of*

objection once the relevant facts and planning policies have been clarified. The Clerk to submit this on behalf of the Parish Council. Cllr. Pearce to contact Worcester Regulatory Services. The Clerk to contact West Mercia Police to advise them.

19/00467: Round Hill Cottage Little Green Broadwas – Extension to house and new double garage. New application which appears to address reasons for refusal of previous application – i.e. front elevation set behind line of existing frontage and scale of double garage reduced by removal of first floor storage. Parish Council previously only commented upon scale and height of garage. Decision: *to report “No Comments” on revised application.*

9. New Website: Cllr. Dale reported that to date the website was going well with new hits and returns to site increasing. A description of the Lengthsman Role has been included on the website and there is also a new election page.

10. a. Village Hall Extension update: Cllr. Winkworth reported that he had now met with a third contractor and was confident that he could get a third quote. Although Cllr. Winkworth is standing down as a Councillor for the Parish Council he has agreed to retain the commitment to lead on the village hall extension in his role on the Village Hall Management Committee. Cllr. Dale asked Cllr. Winkworth to provide an update for each Parish Council meeting going forward and thanked Cllr. Winkworth for all his sterling work over the years.

b. Village Hall Wi-Fi- Cllr. Burrows discussed how the Parish Council could engage with the local community to gauge interest. It was decided that a short presentation be delivered at the Annual Parish Meeting. Action: *Cllr. Burrows agreed to contact Robert Stepniewski of WCC to give the presentation. Action: Cllr. Burrows also agreed to prepare an article for the Footprints Magazine and to prepare an item for the website. it was also agreed to place the order with BT Open Reach for connection of the village hall, pending a final decision re quotation and grant application through the Gigabyte scheme.*

c. Rushwick School Screen projector for sale. Councillor Dale reported that a screen projector had come up for sale. Councillors decided to refer this to the Village Hall Management Committee for a decision.

11. NDP Update: NDP Update: Cllr. Guest reported that Regulation 16 was now complete and that it had been passed to the Independent Inspectors. Our planner, Peter Yates is doing the response. It should take 6 to 8 weeks to get approval. Cllr. Guest Proposed and Cllr. Burrows seconded to send the response to Regulation 16 to MHDC to David Clarke. The following documents were approved for inclusion for the attention of the Examiner Chris Collison. A). The response document to the Reg 16 responses – we have also included the anonymous response for completeness. B). The Policy Officer's comments on the latest Zourka application as additional background information to one of the responses received. Cllr. Pearce confirmed that the timescale for the existing grant had expired and that the Parish Council had spent £3,636.20 out of the total grant of £4,110.00. He had applied to Groundworks for the remaining sum to be held by the Parish Council to meet the planning consultant's costs in liaising with the Independent Examiner.

12. Safeguarding in the Community: Cllr. Burrows produced the final Safeguarding in the Community Policy which is now ready for everyone to sign up. This will be brought to the AGM of the Parish Council in May for the new Councillors to sign. Action: *Cllr. Burrows to email the Clerk the final document.*

13. Land Registry for Broad Green Common Land, Berryfields land and Sports Field and Broadwas Village Hall: Cllr. Winkworth and Cllr. Burrows reported that there was no update. It was felt that as Cllr. Winkworth was standing down

as Councillor and that this was a more long-term project that this should be deferred until the start of the new Parish Council.

14. Update Reports:

- a) Treasurer's Report: copy circulated to Councillors and attached to these Minutes. A Bank Reconciliation to the 31/3/19 was circulated and approved at the meeting.
- b) Clerk's Report to 8th April 2019. Circulated prior to the meeting and appended to the Minutes below.
- c) Public Land Officer's Report to 8th April 2019. Circulated prior to the meeting and appended to the Minutes below.
- d) Quotes were received from Simon Skeys and RJC Landscaping to carry out regular for 2019/20 on Berryfields. The quotes were discussed and Cllr. Downes Proposed and Cllr. Plevy Seconded that the contract be awarded to RJC Contractors. A local reputable contractor with good reputation and very professional. The Parish Council felt they would have confidence in them following the work they had undertaken for them at Broad Green which has won the Parish Council a Natural England Award. All in favour. Cllr. Pearce abstained due to the Declaration of Interest.
- d) Clerk's report: copy circulated and attached to these Minutes.
- e) PLO report copy circulated and attached to these minutes.

15. Councillors' Reports and Items for Future Agenda:

Cllr. Dale reported that Cotheridge Arts Festival would be taking place from the 4th to 6th October 2019 in Cotheridge Church including a Harvest Supper.

Cllr. Winkworth brought the plaque and Certificate of award from Natural England. It was thought that a place be found to display it at the village hall would be appropriate.

16. Date of next meeting: May 13th, 2019 at Broadwas Village Hall at 7.30pm

Meeting closed at 9.40pm

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

14A. Treasurer's Report.

April 8th, 2019 Payments List

Payee	Description	TOTAL	Payment
Clerk Salary C Hirst Mar 19	Clerk Salary March 19	311.16	BACS
HMRC	Tax Deductions March 19	77.80	BACS
Carole Hirst	Expenses from Mar 11th to 8th April	34.16	BACS
BHIB Insurance	Insurance renewal	£ 336.11	
Adrian Bullock	March Lengthsman	£ 144.00	bacs
Wyre Piddle Parish Council	Ink for laser jet	£ 6.95	BACS
			BACS
TOTALS		910.18	
Total Cash at Bank at 31st March 2019		£ 54,807.90	

14B. Clerk's report April 2019

- The Clerk obtained quotes for Grounds Maintenance for the 2019 season from Simon Skeys and RJC Landscaping for discussion at the meeting.
- The Clerk obtained an initial quote for "Please take your litter with you" signage from Signs Express 6 x A3 Net cost 214.62—6 x A4 Net Cost £193.68 for information until it is decided what we want. These signs are to go on posts.
- The Clerk has submitted the VAT Return to y/e 31st March 2019 which is £7160.25
- The Clerk is reporting the year end cash balances totalling £54,807.90 as at 31st March 2019 with total income in 2018/19 of £68,427.77 and total expenditure of £65,377.10
- The Clerk has filled in the 2018/19 Annual Return in readiness for Internal Audit and is now preparing the files to go to audit. The accounts to annual return taking on any comments in the PKF report for 2017/18 all balance and are in order.

14C. Public Land Officer's Report.

BERRYFIELDS

Following my inspection, I can report there are some rabbit diggings in the bottom corner of Berryfields, these are being dealt with.

Small amount of litter collected.

On the new adult equipment one of the guards is coming away and some bolt covers are missing.

Berryfields inspected on 5th April 2019 by Peter Parkes

BROAD GREEN

No new matters to report.

Broad Green inspected on 5th April 2019 by Peter Parkes