

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

Held on Monday 10th June 2019, at Broadwas Village Hall at 7.30pm

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

In Attendance: Cllr. Chambers (Malvern Hills DC.) Cllr. Walton, 5 Members of the public.

1. **Apologies:** Cllr. Dale, Cllr. Cullen, 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 reported that the gutters in Broadwas were needing weed clearance and treatment and Cllr. Guest reported that the footpaths were also becoming overgrown. *Action: Clerk to report these to the Parish Lengthsman.*

4. County and District Councillors reports:

Cllr. Walton- District Council Report.

It's now been a month since I became a councillor for the Broadheath ward and it's been great to already have had the opportunity to speak to so many people - both about positive things but also about issues that they have day to day and what we can do to help them. In some cases, solutions have already been found and I've had some great thank you's from residents.

I've been able to take up some of the issues raised on doorsteps at the election. Many are around planning infringements, speeding or pathways.

You can follow all of this on my Facebook page or, soon, on my personal page where – on both – I'll do my best to keep everyone updated on projects and efforts to make changes for residents.

We had our first full council meeting on the 14th where the new administration officially took control with Cllr Sarah Rouse was elected leader at a Council meeting a partnership agreement was reached between her Democratic Group (Independent and Green Party councillors) and the Liberal Democrats. It is the first time a woman has led the council for a decade.

Cllr Tom Wells, Leader of the Liberal Democrat Group, has been elected as Deputy Leader. Portfolio holders – responsible for different policy areas – have been divided between the two groups. There are 13 conservatives on the Council, 14 Independents and Greens (the Democratic Group), 9 Lib Dems, 1 other Independent and 1 Labour. At the meeting the majority of positions were voted on.

My roles are on the Economic Development panel for the council, on the Overview and Scrutiny and I'm also, importantly, vice chair of Northern Area planning. On Planning I've been involved in a lot of training, reading and lived through my first NAPM voting against the officers, on this occasion on two applications – one on the grounds of road safety.

Clearly this is a big issue for our ward going forward and whilst the council have to make the right planning decision to ensure we don't see a return to speculative developments it's important that the Parish continues to have a say in planning with a strong contribution from residents.

On Economic Development – it's something I have a passion for as I'm on the Area Council for the Chamber of Commerce for the county and obviously running my own business. Following our last meeting here I've helped establish a working group to discover just how good Broadband is for residents. We've met with a lot of relevant stakeholders and we're looking to put out a survey to get the bottom of people's real experiences with broadband. We'll use the work we do to ensure we improve what's out there using a number of different available methods.

Too often people are told they have superfast and that's it – they're left but I want the reality to be that they really do have superfast broadband.

I've met with several local businesses – many working from home – and we're looking at how we can support rural businesses in the future. Again, feedback on this would be welcome. Rural, mostly online businesses could make up many of the businesses of tomorrow- micro businesses that grow to small and medium businesses are important that we pick up and understand.

This panel will develop a lot going forward and I'm hoping we can launch some pretty good stuff when it comes to supporting economic development – especially in more rural parishes.

Finally, and slightly outside of the Parishes but it was great to attend the re-launch of the Elgar route last week. You'll notice all new signs around Malvern Hills leading to Elgar's Birthplace at Lower Broadheath and the day was topped with a parade of Morgan cars and a pretty amazing pianist playing some Elgar, as you'd expect.

Cllr. Chambers – District Council update.

Cllr. Chambers reported that since the change of Administration at MHDC he was no longer Leader of the Council. He felt that this would be a positive thing for the Parish Council's which he covers as he would be able to get more involved in community aspects and less at a strategic level as he did as Leader. Cllr. Chambers explained that Cllr. Walton was now part of the Administration Team for MHDC and therefore he would ask him to lead on delivering the update reports to the Parish Council as he would be more aware of what the plans would be for the future within the Administration than he would be. Cllr. Chambers would still be continuing to represent the parish in all of its dealings especially with regard to planning. Cllr. Chambers felt his job would be much easier now in so much as he would not have to take a strategic view over the whole district and now his concerns would be for the parishes for which he serves.

Cllr. Grove WCC Report.

On Thursday 16th May 2019 Cllr Peter Tomlinson was elected Chairman of Worcester County Council

I know Cllr Tomlinson very well, in that we have adjoining division, and have worked closely on several projects. Peter in my view will be an excellent Chairman for Worcestershire in this forthcoming year.

I reported earlier in the year on OSCAR Saxelby-Lee, the young boy from Worcester battling leukaemia, has finally received his stem cell donation. Following his diagnosis, thousands of people across Worcester and the surrounding area signed up to become stem cell donors as the family's story went viral around the world. In March, 4,885 people descended on [Pitmaston Primary School](#) Worcester, where Oscar is a pupil, to sign up for DKMS, the organisation which tests people's eligibility to be stem cell donors. A few weeks later, the family were told a match had been found for the five year-old. Now Oscar has been given the stem cells, the hope is that the new cells, from blood taken from the matching donor, will start to produce healthy blood cells.

Tourism- Hartlebury Castle has won an award honouring the outstanding contribution to tourism and leisure facilities. The Castle has been awarded The West Midlands RICS award 2019 in Tourism and Leisure and was also

shortlisted for the Buildings Conservation Award. Hartlebury Castle was nominated following the extensive work carried out on the site transforming it into a visitor attraction which opened in May 2018.

Economy- Works to install two bridges across Worcester Southern Link Road are in progress, however a problem with a crane postponed the creation of a farm access bridge just to the east of the railway bridge this weekend. The works will now be rescheduled for later this month. There will also be a further closure later this summer for the creation of a new pedestrian/cycle/bridleway access bridge to the west of the railway bridge, which will connect St Peters through to Worcestershire Parkway Station.

Worcestershire continues to lead the way in the development of digital connectivity, with 5G trials and the testing of several applications on a Wi-Fi 6 network currently taking place within Worcestershire organisations.

EE recently announced that Worcester will be one of ten towns and cities to launch as initial 5G locations for 2020. Worcester is part of the second wave to introduce 5G, following on from London, Cardiff, Edinburgh, Belfast, Birmingham, and Manchester who launched their 5G services last week. This announcement builds on the work already taking place in the county, with the Worcestershire 5G Consortium providing the UK's first-ever 5G live factory trials.

Children and Families- Rob Morrison has been appointed **Chairman of Worcestershire Children First**. Rob has wide ranging senior leadership experience having worked in a number of local authorities, including nearly ten years as Chief Executive Officer of Blaenau Gwent County Borough Council.

Rob has commented on his appointment as Chair at Worcestershire Children First as being an exciting opportunity to use his knowledge and experience to provide the Board Leadership required to continue the improvement journey and improve the outcomes for all children and young people. He looks forward to working with all the staff and his Board within the company and of course colleagues from the Council.

Last month over 100 foster carers from all over Worcestershire gathered for the annual foster care conference organised by Worcestershire Fostering. The conference provided the first opportunity to unveil the new branding as Worcestershire Fostering will be moving to an Independent Fostering Agency (IFA) called Worcestershire Children First Fostering from 1 October. The service will remain the same, only the name will change. The team will still be working with foster and kinship carers as closely as ever to make sure they are aware of and understand the changes coming on 1 October.

HIGHWAYS- The surface dressing programme is now in full swing and over 250 sites will be treated during the works throughout the summer.

The programme started in the Evesham area, then moved onto Malvern District before heading to Wyre Forest, where works are currently taking place. Surface dressing is an important part of our road maintenance programme. The process is used to improve the surface of the road and slow down the deterioration of the road surface. The quick and efficient process means that disruption to road users, local businesses and emergency services is kept to a minimum. You can find out more about surface dressing at www.worcestershire.gov.uk/surfacedressing and stay up-to-date with the surface dressing schedule on Twitter @WorcsTravel.

5. **Co-option onto the Parish Council.** Since the Parish Election on May 2nd, 2019 Broadwas and Cotheridge Parish Council has been two Councillors short of its full compliment. Cllr. Keith Brooks and Cllr. Jacqueline Worrall agreed to stand for co-option and duly completed the forms for consideration at this Parish Council meeting. Cllr. Guest Proposed and Cllr. Pearce Seconded that they be co-opted onto the Parish Council. All in favour. They duly signed their Acceptance of Office Forms and joined the meeting.

6. Minutes of the Annual Parish Council meeting held on May 13th, 2019: These were considered and Cllr. Pearce Proposed that they be accepted as a true record. Seconded by Cllr. Guest. All in favour They were duly signed and dated as a true record by the Chairman of the meeting Cllr. Burrows.

7. Matters Arising: -

- Green Grit Bin request for Berryfields Close, Broadwas- WCC Highways reported that they would not be able to undertake an assessment, as this area does not form part of the adopted highways. If Berryfields Close wish, the Parish Council can purchase a grit bin and place, but this would have to be with the express permission of the landowner. To note that Worcestershire County Council are not responsible for any grit bin that is placed onto private land. Mr. Waller informed the meeting that the residents of Berryfields Close had selected a location for the grit bin. The Parish Council asked for Mr. Waller to provide a location plan and a letter of permission from the landowner where the bin would be located. Mr. Waller agreed to do this. Once received the Parish Council would purchase the grit bin and provide the initial fill after which it would be the responsibility of the residents of Berryfields Close to keep it maintained and topped up.
- Problems with the new Berryfields Play Area and equipment. The Clerk wrote to the two Contractors on 24th May. Three Counties Landscapes agreed to return investigate and rectify which has now been remedied. Playquest looked at the photos and said that the couplings come in two pieces and bolt back together. They said that if the bolts were lost that they will replace them. They further advised not to leave the bolts exposed in case of theft. Cllr. Dale wrote further to Playquest following receipt of their initial response. *Action: Cllr. Dale to update the Parish Council at the July Parish Council meeting on any progress.* It was further reported by Cllr. Guest that the grass cutting on Berryfields may need cutting more frequently now (as a member of the public had also mentioned this) that the inclement weather was upon us. He further reported deposits of grass cuttings that were being dumped and asked that these be moved as they were rotting. It was agreed to reflect this in the outcome of the agenda items relating to PLO etc.

8. Correspondence:

- 29th May -Ridge Construction Consultant – Representing the Developer for the Land between Church Lane and Broadwas Primary School - Live Planning Application- Consultation Day on Tuesday 18th June from 4 to 7pm.
- 4th June- Letter from Friends of the Chase School requesting a grant towards refurbishment of the music rooms and equipment. The Parish Council discussed this and decided as very few from the local community used this school as Chantry was the local catchment school, it was decided that they would not give a grant on this occasion. *Action: Clerk to write to the Friends of the Chase School to inform them of the Council decision.*
- 4th June notification and invitation from Police and Crime Commissioner to on line event looking at and for views about rural crime.

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 further news.

18/00184 (plus 16/00335 & 16/00353): Little Lightwood Farm Cotheridge – Application 18/00184 for warehouse extension approved by MHDC. The two earlier retrospective applications for retention of the earth bund and open storage are still outstanding after three years. Parish Council have previously submitted observations. Council noted new permission and raised issue of continued evidence of progress from Planning Officers. District Cllr's present noted this.

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. Outcome not yet determined

19/00278: Mount Flirt Sledgmoor Broadwas – Demolition of existing store and construction of new building containing swimming pool etc. To be discussed at June meeting. The Parish Council discussed this and agreed to submit to the Planning Portal “No Comments”.

19/00467: Round Hill Cottage Little Green Broadwas – Extension to house and new double garage. Parish Council responded stating no objections. Outcome not yet determined

19/00525: Laylocks Nurseries Cotheridge – Demolition and reconstructions of parts of Garden Centre. The Parish Council resolved to make no objections to this application. Outcome not yet determined

19/00583: Church Lane Broadwas – Construction of 13 affordable dwellings. Referred to Quadrant Planning by the Parish Council for external advice. Draft report received which will be submitted to the Planning Portal as a response and will then be available for the Public via the Planning Portal and the Parish Council website to refer to, to make comments via the Planning Portal. Applicant is holding public consultation event on 18.06.2019 from 4pm to 7pm at Broadwas Village Hall. Questions and comments were taken from members of the public present in order to clarify details around the process for consultation and determination.

19/00690: The Plecks Otherton Lane Cotheridge – Single storey house extension. Resubmission of previous application to which the Parish Council raised no objections. The Parish Council discussed this and agreed a response to the Planning Portal of “No Objection.”

10. Berryfields Play Inspections: The Clerk presented a booklet supplied by Playquest for play equipment checks and playground inspections. The forms were for playground and equipment checks and reporting of faults to equipment. The Parish Council discussed that a sub-committee be formed to take on setting up the procedures necessary for this and it was agreed that as Cllr. Dale had played a crucial role in the development of the Berryfields Play Area that the Parish Council waits for his return at the next meeting to take this forward. This review of policies and procedures will also link into the review of the Public Land Officer Role.

11. Defibrillator Checks: Cllr. Burrows reported that he had begun to delve into the information available on the Defibrillator. He was supplied a file by the Clerk which he agreed to take away to explore further. Cllr. Burrows will review procedures and policies and report back to the Parish Council.

12. Gigabyte/Fibre connection for Broadwas and Cotheridge project: Cllr Burrows reported that the Parish Council would like to take the next steps in applying to the Government funding pot to upgrade phone line connections to fibre optics. (The UK Government Gigabit Voucher Scheme, part of the Local Full Fibre Networks programme).

In order to establish whether the level of interest would potentially attract a grant sufficient to cover the cost, we need to find out how many homes and businesses in Broadwas and Cotheridge would be interested. There is no commitment at this point. A questionnaire, a Parish Council advert and link and an article in Footprints will be used to gain the necessary information required to support an application for funding. Once we have heard from the community we will then work with the specialist team from Worcester County Council and BT Openreach to calculate the cost.

If, as we hope, this means that the grant income will cover this, or if there is a small shortfall, we will come back to the community with a final proposal. We understand that the whole process can take up to a year, and some may have seen in the press recently a government announcement to increase the level of funding. Cllrs Cullen and Burrows to progress.

13. **NDP Update:** Cllr. Guest reported that the Parish Council were almost there. The Inspector has approved the Plan, MHDC has also approved the plan and all that now remains is the Referendum which is set for the 1st August. Cllr. Chambers congratulated the Parish Council on this great effort and said that the NDP would carry a lot of weight in planning terms once adopted although was already carrying weight at the position they were now in. He advised as many people as possible should vote at the Referendum. Matt Waller agreed to notify local residents of the Referendum via a planning news bulletin he was preparing. Cllrs Dale, Guest and Pearce will finalise and publicise further details for and promotion of referendum

14. **Safeguarding in the Community Policy:** All Councillors attending received a copy of the Safeguarding in the Community Policy which they signed and returned to the Clerk. It was noted that Cllr Brooks would follow up outstanding matters with VHMC

15. **Parish Council Liaison and Representation Roles:** The roles discussed were the Lengthsman Liaison Role. The Clerk would liaise with the Lengthsman on a day to day basis reporting work picked up via Councillors or residents and Cllr. Guest agreed to be on hand in case any meetings on site were required to discuss tasks or work. The Public Land Officer Role was being considered for a review as the contract was up for renewal on the 1st August 2019. Cllr. Burrows had agreed to take on the Defibrillator Co-ordinator Role. Cllr. Brooks agreed to be the Parish Council representative on the Village Hall Management Committee. Cllr Burrows noted previous discussions re the benefit of reviewing all required functions in order to be assured these were being undertaken in the most efficient and effective way.

16. **Discussion item - Further to the matter being raised at the Annual Parish Meeting “ Is there more we can do as a Parish Council to ensure that children and young people feel a part of the parish”-**

Joe Grange had been in discussions with Cllr. Walton regarding Lower Teme and Martley FC looking to establish the girls football teams/team changing requirements etc. A wider discussion took place regarding youth teams using the pitches under the direction of Mr. Waller. The facilities were discussed as well as wider opportunities for young people on the Berryfields and feedback from consultation that had taken place regarding what facilities the young people of the village would like to see on Berryfields. Councillors recognised that this was a good starting point and that many options would need to be considered before taking a plan forward including the land acquisition idea outlined in Minute 18 by Cllr. Brooks. It was felt that a sub-group of the Parish Council would be required to bring everything together. Cllr Burrows thanked all for their contributions, and hoped that as well as addressing some of the specific issues arising re football and Berryfields, that we would also consider other ways of looking at provision for children and young people living in and visiting the parish. *Action: Clerk to raise an agenda item on the July Parish Council meeting to take this further* and meeting chair to discuss with Cllr Dale.

17. **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. It was noted that in future the Clerk and Councillors would exercise pre meeting scrutiny in order to address any significant variance and or questions.

A Bank Reconciliation to the 6/6/19 was circulated and approved at the meeting.

b) Clerk's Report to 10th June 2019 reported that the Clerk had completed the year end submission to PKF Littlejohn, the External Auditors and that all the statutory paperwork had been passed to Cllr. Dale to be uploaded to the website.

All now complete. Cllr's thanked the Clerk for completing this and for the way in which she was bringing clarity and focus to affairs.

c) Public Land Officer's Report to 10th June 2019. Circulated prior to the meeting and appended to the Minutes below.

18. Councillors' Reports and Items for Future Agenda:

Cllr. Brooks reported that He and Cllr. Dale went to Berryfields to assess the possibility of land purchase from Farmer Mr. Nott, for the purpose of providing an additional Football pitch viz the recent PC discussions regarding accommodating additional young persons from our own and surrounding communities.

Having explored the section of land below our existing sports ground we plan to explore the possible purchase of the section adjacent to Berryfields (map supplied to Councillors outlined) and seek grants and contributions as necessary for funding same. Cllr Guest referred to the earlier discussions regarding the benefit of approaching any development from a wider and thought through strategy. It was noted that it was a good thing that the space was in demand, as this had not always been the case in the past and that increased use was highlighting the importance of basic maintenance, risk management as well as some of the shortcomings of the site as it is now. Cllr Guest proposed that we discuss with the landowner whether he would be interested in an option to purchase, as this would provide time to explore wider strategy and costs. This was discussed and agreed.

Cllr Brooks agreed to explore this with Mr. Nott and report back to the Parish Council.

It was also agreed that Cllr Dale be asked to convene short term task group for interested and or invited councillors to draw up a clearer vision and options, which would include all the current assets the Parish Council holds.

19. Exempt Item: Staffing

The Public Land Officer Role was discussed as the contract comes up for renewal on the 1st August 2019. Members deliberated over the role and decided that necessary work to be retained from within the role could be undertaken by the Grounds Maintenance Contractor. Cllr. Guest Proposed and Cllr. Burrows Seconded that the Public Land Officer Role be disestablished. It was also agreed that assimilating the various requirements, as well as confirming what was essential and placing these within one arrangement was desirable subject to any legal or other requirements. It was not felt on the basis of scale of works and changes that there would be a need to advertise the amended requirements. Responsibility for firming up alternative arrangements for any future delivery to be delegated to Cllr. Dale (Chairman) and the Clerk., and to be reported back to the next meeting. Cllr Burrows said that he felt that the level of detail regarding our requirements, as well as any expected flexibility and evidence requirements would helpfully be addressed before any add on's were made to the current arrangements. *Action: Clerk to contact the PLO to inform him that the post will be disestablished from 1st August 2019.*

20. Date of next meeting: July 8th, 2019 at Cotheridge Parish Church at 7.30pm

Meeting closed at 9.28pm

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

17A. Treasurer's Report.

TREASURERS REPORT 10th June 19

Payments List

Payee	Description	TOTAL
C Hirst	Clerk Salary April 19	311.16
HMRC	Tax Deductions April 19	77.80
C Hirst	Catering annual meeting	15.67
Carole Hirst	Expenses from May 13th to June 10th	51.05
RJC Landscaping	Berryfields	£ 286.50
Bowden and Dolphin Signs	Interpretation Panel Berryfields	£ 209.15
Eric Dale	Expenses for fence	£ 5.27
P & M Yates	NDP Consultancy	£ 406.30
Adrian Bullock	Lengthsman Apr, May	£ 342.00
AKP Farm & Garden Services	PLO	£ 468.25
TOTALS		2,173.15

Total Cash at Bank at 10th June 2019

Treasurers Account	£20,513.81
Treasurer's Account Berryfields	£10,267.42
N.S. & I	£38,867.43
TOTAL	£69,648.66

Receipts:

WCC Lengthsman	£ 120.00
HMRC	VAT recovered to y/e £ 7,160.25
	Total Receipts not previously reported £ 7,280.25

VAT returned to Berryfields account from Treasurers Account £ 6,360.50

17C. Public Land Officer's Report.

BERRYFIELDS

Small amount of litter was collected and disposed of.

The broken fence slat (as reported in May) now replaced.

The weeds which were starting to appear through the newly laid track (as reported in May) have been sprayed by Three Counties Landscapes.

With regard to the equipment (both children and adults) – and having advised the former Clerks to the Parish Council. For Information- I am a fully certificated RoSPA registered inspector of school playground equipment (which would include Berryfields equipment). Should you wish to see the certificate I can send this to you. This may be useful, as well as cost effective to the Parish Council.

Having inspected the equipment, once again, there are a few covers missing from some of these.

Berryfields inspected on Sunday 9th June 2019 by Peter Parkes

BROAD GREEN

Broad Green is now in growth. No new matters to report.

Broad Green inspected on Sunday 9th June 2019 by Peter Parkes