

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

Held on Monday February 8th, 2021, via ZOOM 7.30pm

Present: Cllr. Burrows (Chairman) Cllrs. Dale, Cllr. Guest, Cllr. Worrall, Cllr. Pearce and Cllr. Cullen.

In Attendance: Cllr. Walton and Cllr. Chambers, MHDC District Councillors. 1 Member of the public.

1. **Apologies:** Apologies received from Cllr. K Brooks; WCC Cllr. Grove.
2. **Declarations of personal or prejudicial interest and update Register of Interest Forms.**
 - a) **Register of Interests:** Councillors are reminded of the need to update their register of interests. **Noted.**
 - b) Councillors were asked to declare any **Disclosable Pecuniary Interests** in items on the agenda and their nature. None declared.
 - c) Councillors were asked declare any **Other Disclosable Interests** in items on the agenda and their nature. None Declared.
3. **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 at least 4 days in advance.** None received.
4. **Nominations for Appointment of Vice-Chair.**
Cllr. Guest nominated Cllr. Cullen. Cllr. Pearce Seconded. Cllr. Cullen agreed to accept the nomination. All in favour.
5. **County and District Councillors reports:**

Cllr. Grove Report(s) WCC.

Full report available at <https://www.broadwas-cotheridge.com/parish-council>.

The chair asked those present whether they had any questions

There were no questions.

Cllr. Walton- District Council Report.

Full report available at <https://www.broadwas-cotheridge.com/parish-council>.

Cllr. Walton ran through the details of his report and updated Councillors on on key issues and recent feedback received.

The chair asked those present whether they had any questions

6. Minutes of the Parish Council meeting held on January 11th, 2021.

These were considered and Cllr. Worrall Proposed that they be accepted as a true record. Seconded by Cllr. Cullen. They were duly signed and dated as a true record by the Chairman Cllr. Burrows and will be forwarded to the Clerk following the meeting.

7. Matters Arising not covered on the agenda:

- **Manhole cover on A44 very loose and rattling.** On the 2nd February the Clerk finally received notification from Severn Trent that both manhole covers had been replaced and the member of the public confirmed that everything was now quiet when vehicles drove over them. This task is now completed.
- **A discussion took place regarding flooding on Church Lane Broadwas causing a large accumulation of water at the bottom of the lane.** Cllr. Burrows confirmed that a number of agencies were working together to try to resolve this. A site meeting with has been arranged.
- **Annual Play Area Inspections** – The Clerk had received no interest from the school in joining forces and has progressed the annual play inspections with ROSPA independently. No date has been given by ROSPA.
- **Berryfields Car Park Barrier.** Cllr. Dale advised that an email had been sent to Tim Lewis but that as yet no response received on progress. Cllr. Pearce asked whether the Parish Council could chase the officer at WCC responsible for insurance claims. Cllr. Dale agreed to find out who the appropriate contact would be with Cllrs Walton and Chambers. It was noted that it was now 3 months since the damage occurred. There was discussion about the level of risk this presented re unauthorised use of the site and further risk for the play areas.

- **Hilltop Bend A44 usage of private track. Update from Aaron Black, Enforcement Officer MHDC.**
An update was received on the 8th February from the MHDC Enforcement Officer, Aaron Black, who confirmed that formal enforcement was going through although this was a slow process and confirmed that it was progressing and was awaiting an update. Aaron had received no response from the Environment Agency (EA) and it was suggested that the Parish Council could take this up directly with the EA informally.
Action: Cllr. Pearce agreed to take this up with the EA informally with a view to informing a further consideration of action by the Parish Council
Action: Cllr. Walton to enquire informally whether there are other relevant matters relating to this site and adjoining areas, that need to be addressed.

Public Participation: Please see Appendix 1

8. Correspondence

- a) **14/1/21- WCC Temporary Road Closure-** Pole replacement in verge- 11th to the 12th March 2021- OTHERTON LANE, U62401 (usrn: 24407093), COTHERIDGE- Closed from Junction with A44 Bromyard Road to Junction with A4103 Bransford. AND 15/1/21- WCC- OTHERTON LANE, U62401 (usrn: 24407093), COTHERIDGE- Closed from Junction with A44 Bromyard Road to Junction with A4103 Bransford- Severn Trent Works- for a maximum of 5 days, however, it is anticipated that it will remain in force for 2 days commencing 11 March 2021. **NOTED.**
- b) **22/01/21- SWDP- South Worcestershire Development Plan Review – Forthcoming Consultation March 2021-** The consultation on the Sustainability Appraisal covers technical updates to the report document arising out of feedback we received to the SWDP Review Preferred Options consultation in the autumn of 2019. **NOTED.**
- c) **27/1/21- SWDP- South Worcestershire Development Plan Review - Parish and Town Council Newsletter January 2021. NOTED.**
- d) **29/1/21- Parishioner email- A44 between Church Lane and Lightwood Lane Broadwas, Flooding.** Cllr. Walton has investigated with MHDC and the Clerk wrote to WCC Highways to ask them to investigate. Church Lane has been turfed today but further down the lane the ditch is full of water. The left-hand side will be reinstated. Monitor
- e) **1/2/21- Report from Parishioner-** regarding lorries driving across the edges of Broad Green verges whilst undertaking extension work to a property. Cllr. Walton spoke to Planning Enforcement who confirmed that this was not an Enforcement issue. The Clerk spoke to WCC who reported back there were no safety issues. The Clerk contacted WCC again on the 8/2/21 to ask them to clarify if they are going to protect the verges and re-seed. WCC Highways sent a map outlining the land which WCC Highways were responsible for. Cllr. Pearce confirmed that the land damaged was outside the boundary outlined by WCC. Cllr. Pearce also confirmed that in the past there had been signage on Broad Green from Natural England stating that any damage to Broad Green could result in fines being issued. It was decided to investigate locally whether this had ever been enforced. Further action pending feedback.
- f) **3/2/21- PCC-** The Police and Crime Commissioner and Worcestershire County Council elections are scheduled to take place on Thursday 6th May. Due to the ongoing public health situation, we are promoting the availability of postal votes to Malvern residents. **Councillors asked Cllr. Chambers whether this meant that the WCC elections would also go ahead in May and it was confirmed that they would.**
- g) **4/2/21- SWDP-** The South Worcestershire Development Plan will be published in the autumn following a 12 month delay due to the Covid-19 pandemic. **Noted.**
- h) **4/2/21- SWDP-** New sites to provide accommodation for Travelling Showpeople and Travellers are being put forward by councils in South Worcestershire. **Noted.**

9. Finance:

- a) **Treasurers Report (Payments and Receipts up to 8th February 2021)**

Feb 8th, 2021 Payments List

Payee	Description	TOTAL
C Hirst	Clerk Salary Jan 21	£338.33
HMRC	Tax Deductions Jan 21	£84.60

C Hirst	Clerk expenses to 8th Feb 21	£24.50
Worcestershire County Council	Grit Salt supplied and delivered	£124.72
Worcs CALC	Training	£150.00
RJC Landscaping	COVID-19 Report Jan 21	£48.00
TOTALS		£770.15

Total Cash at Bank at 8th Feb 2021		
Treasurers Account		£44,437.85
Treasurer's Account Berryfields		£10,267.42
	TOTAL	£54,705.27
<u>Receipts:</u>		
Rural Payments Agency	Grant- Broadgreen	£ 237.35
	Total Receipts not previously reported	£237.35

b)

Cllr. Guest Proposed and Cllr. Dale Seconded that all payments be approved. All in favour.

b) Update on Bank Signatories. A review has taken place on signatories that need removing from the Parish Council Bank Account and submitted to the Chairman and Cllr. Guest. Cllr. Worrall Proposed and Cllr. Pearce Seconded that Cllr. Guest and Cllr. Burrows be added as full signatories to the account. All in favour.

c) Bank Reconciliation as of 30th January 2021. The bank reconciliation was reviewed by Cllr. Guest as reconciled. **Noted.**

d) Budget update Report at 1st February 2021. Noted.

The chair asked those present whether they had any questions
There were no questions.

e) Rural Payments Agency- Agreement Extension 2021/22 (Broad Green) received. The Chair asked whether all Councillors were happy to renew the agreement for 2021/22. All Councillors agreed they were. Cllr. Dale Proposed and Cllr. Guest Seconded that this be accepted. All in favour.

10. Planning Report – Cllr. Pearce.

A Planning Report prepared by Cllr. Pearce had been circulated prior to the meeting.

17/00169: Zourka Church Lane Broadwas – erection of 3 dwellings. Application number 20/01546 for non-material amendments to the existing planning consent has been refused by MHDC as the alterations to Plot 1 are not deemed to be “non-material”.

19/00532: 1 Cotheridge Court Cotheridge – Conversion of outbuildings into ancillary living accommodation. The Parish Council has supported this application.

20/00972: Tack Farm Broadwas – erection of new barn. Objection submitted by Parish Council as application linked to application number 19/01832 which has been refused by MHDC.

20/01111: Ridgeacre Farm Broadwas – Development of live/work unit. Objection submitted by Parish Council as proposal relates to green field site with poor vehicular accessibility. Application refused by MHDC but decision appealed by applicant. Further written representations submitted by the Parish Council to the Planning Inspector.

20/01190: Little Lightwood Farm Lightwood Lane Cotheridge – Change of use of land from agriculture to caravan storage. This is an application to extend the existing caravan storage facility behind the bund at Little Lightwood Farm into the adjoining field to the South. Parish Council has objected due to location and non-compliance with SWDP.

Revision to SWDP: Joint representation with other parish councils submitted expressing concern regarding change in methodology for assessing Category 2 settlements. No further progress.

Possible identification of site for affordable housing to reflect outcome of the Wolverley Homes appeal: Peter Yates has advised that updating the Neighbourhood Development Plan is unlikely to be the easiest way of allocating a site for Affordable Housing due to the extent of the administrative processes that this would require. The SWDP is currently being reviewed and he suggested that as an alternative way forward, if a suitable site can be identified, the Parish Council could request MHDC that it is included within the updated SWDP. Does the Parish Council wish to form a sub-committee to consider potential sites and to report back to the full Council? If so, this item should perhaps be added to the “Grand Plan”. It was agreed that as a part of the development of the “grand plan” a task and finish group could be convened to explore this and other ways in which the Parish Council might explore the development of potential “community assets”

11. Gigabyte/Fibre connection for Broadwas and Cotheridge project:

Report from Cllrs. Burrows. <https://www.broadwas-cotheridge.com/parish-council>

- Open Reach and WCC Project team contacted to ascertain progress re the 3 schemes that have a “green light” (Little Green - Cotheridge Church Lane - Cotheridge Broadwas) - WCC assured us that these were progressing, but we have yet to have confirmation from Open Reach that they have contacted those that signed up to verify and collect the vouchers - This will be chased.
- The planned door to door in Broadwas village had to be cancelled because of Covid Lockdown, this was disappointing as a number of parishioners and Councillors had stepped up.
- The website has been updated and an article was placed in FootPrints.
- Word of Mouth has resulted in 3 requests for forms and these are being chased.

Summary and proposed next steps.

- Continue to encourage and promote word of mouth contacts
- Mail shot remaining addresses
- Try social media again (Though it appears that Broadwas/Cotheridge does not have a Facebook group like Suckley/Alfrick and Bromyard, Next Door seems to have a limited reach).
- The present gap (excluding the potential 3 new sign ups is) around £20,000 which would be covered if there were 14 residential sign ups. Business premises have a higher voucher value of £3500) which would reduce the numbers needed.
- If we do not reach this threshold then Broadwas village which has some 120 connections will lose out on an opportunity that is now unlikely to come up again for some time. Fortunately, it looks as if 97 connections (i.e., parishioner households and businesses) will benefit.

Cllr Burrows reported that the government had notified those who were a part of the scheme that the effective closure date was now the 19th February. There may be an opportunity to transfer pending applications to any replacement scheme but details were not available. The position is now that

- Cotheridge/Church Lane and Little Green will progress.
- Cotheridge/Broadwas is likely to proceed.
- Broadwas main village is now seriously in question but efforts being made to get further sign ups by the 19th.

Action required

- The Parish Council agreed to actively support the above steps.

12. Dementia Friendly Communities. – Cllr. Burrows report. A report was circulated prior to the meeting for Councillors to examine and uploaded to the website.

<https://www.broadwas-cotheridge.com/parish-council>

Summary and things that the Parish Council considered

Dementia and the different ways it can affect people is a growing area of concern nationally. It is important that parishioners know that they can get help and where to get this help. Dementia Friendly communities aim to help make sure that people are aware as possible and importantly are in a position to provide help and support. This is why organisations like the Diocese of Worcester promote and provide their churches with support to make sure that people with dementia can take part. Many businesses nationally provide their staff with training. As well as being a personal challenge for the victim it also places considerable strains on those who live and care for them, and carers are often isolated. This is why community support groups and helplines can be important.

The Chair asked whether Councillors wished to pursue becoming a Dementia Friendly Community and they agreed it was worth pursuing.

Councillor Worrall agreed to provide a lead on this in order to

- A. Establish from the County and District Council what support may be available
- B. Contact CALC to establish what support they offer and whether there are other parishes that have done this. (The Clerk agreed to provide Cllr. Worrall with WorcsCALC contact details.)
- C. If there is contact them to find out about their experience
- D. NALC and The Alzheimer's Society have helpful guidance that would allow the Parish Council to see what steps it could take <https://www.nalc.gov.uk/library/our-work/health/3268-how-to-become-a-dementia-friendly-community/file>
- E. Having undertaken the above steps then a proposal could be developed and brought to a future meeting.

13. The Grand Plan

The Chair confirmed that he was having conversations with individual Councillors regarding their ideas and thanked all concerned for their contributions to date to bring to the March PC meeting. It was felt that the timing of this needed to take into account the Covid 19 Pandemic as any plan would need to address recovery proposals and it would be desirable to bring people together to contribute.

14. South Worcestershire Playing Pitch & Outdoor Sports Strategy - Parish/Town Council Survey

Action: Cllr. Pearce agreed to complete this and return to the Clerk to submit.

15. Covid and Footpaths Officer Report.

RJC COVID report February 1st, 2021 is detailed on the website

<https://www.broadwas-cotheridge.com/parish-council> . **Everything is COVID compliant.**

Footpath Officer Report is displayed on the website

<https://www.broadwas-cotheridge.com/parish-council>

Cllr. Dale confirmed that no clearing had taken place due to weather. He also informed the PC that stiles were available supplied by WCC and that the Footpaths Officer could liaise with farmers about this, but farmers need to be identified to try and progress this. Cllr. Cullen agreed to help identify the farmers. Cllr Burrows suggested that it may be worth considering the Parish Council have a specific agenda item in the future to gain an overview of this important part of parish life.

16. Village Hall Extension Project – Update Cllr. Brooks

The Village Hall extension project is progressing very well. Only a few days work have so far been lost for rain and snow. It has however been very beneficial that the hall is currently closed due to Covid which has allowed vulnerable materials to be stored inside.

All brickwork construction is now complete and the extended part of the main hall is now water tight. Accounts up to a total of £26,934 have been paid to date and there are two significant amounts still to be billed being the roof trusses and scaffolding. The Chair of the VHMC feels assured that everything is on track.

The chair asked those present whether they had any questions. The Chair also advised that he had recently met with the chair of the VHMC and Cllr Brooks.

Cllr. Dale confirmed that he had recently visited the site and that it was starting to look good.

17. Any Other Business - None declared

Date of next meeting:
Ordinary Parish Council Meeting on Monday 8th March 2021 at 7.30pm via zoom.

The Meeting closed at 8.58pm

Signed Chairman..... Date 8th March 2021

APPENDIX 1- Public Participation.

A Parishioner commented that she was pleased that the 2 manhole covers on the A44 had now been replaced and that peace and quiet had once again resumed in that locality.

She further reported that the speed van had been around a couple of times over the past couple of months. The Parishioner also provided a brief update re the ongoing work re condition of gates etc on the footpaths.