

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

Held on Monday September 13th, 2021, via zoom 7.30pm

Present: Cllr. Burrows (Chairman), Cllr. Cullen, Cllr. Guest, Cllr. Pearce, Cllr. Usman, Cllr. Worrall, Cllr. Longley; + 2 vacancies.

In Attendance: Cllr. Walton, MHDC District Councillor. WCC County Councillor Scott Richardson-Brown (for part of the meeting). Members of the public. Cllr Chambers not present.

1. **Apologies:** All Parish Councillors present.
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**
 - c) Councillors were asked to declare any **Other Disclosable Interests** in items on the agenda and their nature. **None.**
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. **County and District Councillors reports:**

Cllr. Report(s) Cllr. Richardson-Brown; WCC.

End of July a Climate Emergency at County level was declared, Cllr Richardson Brown will advise the Parish Council of any subsequent developments in conjunction with District Councillors.

WCC are making plans for housing Afghan Refugees. Further details will be shared as the scheme develops.

A grant fund (held by the CC) for WCC Highways related requests and a general fund was brought to the Parish Council's attention.

Cllr. Walton- District Council Report.

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

The Chair highlighted Afghan Refugee arrangements and launch of new Visit Mallvern Website and noted that planning items would be picked up under the relevant agenda items. He asked those present whether they had any questions. No questions.

5. **Minutes of the Parish Council meeting held on 12th July 2021.**

These were considered and agreed that they were a true record. As it was an informal meeting the Minutes were not approved in the normal way.

6. **Matters Arising not covered on the agenda:**

- a) **Re arranged dates for Dementia Friendly Community meeting and “Meet your neighbour/parish plan. Cllr Worrall** – Cllr Worrall highlighted the difficulty in being able to make a decision until the future format of meetings (ref Covid) was agreed. Cllr Burrows agreed but also wanted to ensure that these important objectives were not lost sight of.
- b) **Update on registering the Parish Assets with the Land Registry.** We now have a copy of the Rights of Way, to go to the Parish Council's Solicitor, so it was hoped that this action would be completed soon.
- c) **Update on discussions with Royal Mail on Post Box next to Bus Shelter;** Several complaints have been sent by Cllr. Burrows who has now complained to the CEO. Reply received today the 13th September and who has stated that in the interim the local postman will take any letters given to him/her.
- d) **Update re Track, Gladwish Field, A44/Church Lane drainage to be covered in items 4 & 10** – See Minutes for 4 and 9

7. **Correspondence –**

- **16/7/21- Resident correspondence re Berryfields Container.** – Local residents have been informed of Parish Council’s decision.
- **4/8/21 – SWDP- South Worcestershire Development Plan Review - Parish and Town Council Newsletter July 2021** – Cllr. Pearce remarked that the report was that the SWDP will be delayed. This was discussed re potential implications and impact on the PC’s approach.
- **31/8/21 – Parishioner correspondence regarding the removal of the Post Box following an RTI.** – Covered under Matters Arising.
- **6/9/21 WCC re net zero and dark skies policy position.** The Parish Council to take this into account when it reviews policies and develops plans.
- **Cllr Burrows reported an email received from parishioner re concerns about outstanding flood prevention work on A 44 between Cotheridge Church Lane and Broadheath turning.** Cllr Burrows has responded and asked District, County and Parish Councillors to note the need to press their respective officers for a clear statement of intent.

8. Finance:

a) Treasurers Report (Payments and Receipts up to September 13th, 2021)

September 2021 Payments List

Payee	Description	TOTAL
C Hirst	Clerk Salary July 21	£351.92
HMRC	Tax Deductions July21	£88.00
C Hirst	Expenses to Sept 13th	£53.00
RJC	PLO, COVID mow play area	£102.00
RJC	Berryfields GM	£199.20
C Hirst	Clerk Salary Aug 21	£351.92
HMRC	Tax Deductions Aug 21	£88.00
PKF	External Audit	£240.00
RJC Landscaping	Berryfields GM	£188.40
RJC Landscaping	Covid and PLO	£114.00
Geoff Winkworth	Broad Green cutting grass	£250.00
TOTALS		£2,026.44

Total Cash at Bank at 13th Sept		
Treasurers Account		£ 37,636.96
Treasurer's Account Berryfields		£10,267.42
	TOTAL	£47,904.38
<u>Receipts:</u>		

	Total Receipts not previously reported	£0.00

b)

The Clerk reported that all the above payments had been approved under Clerk's delegated powers in discussion with Councillors. Noted.

b) Bank Reconciliation as of 1st September 2021. The bank reconciliation was reviewed by Cllr. Guest and the Internal Auditor as reconciled. **Noted.**

c) Budget update Report on 1st September 2021. The Chair asked those present whether they had any questions

There were no questions.

Noted.

d) To record the conclusion of Audit 2020/22 and External auditor report. The Clerk reported that the 2020/21 External Audit by PKF Littlejohn had now been concluded and the Parish Council had received the External Auditors Report with a report stating that "in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met." The Clerk has arranged for the said report, the Notice of Conclusion of Audit and Sections 1 and 2 of the AGAR 2020/21 to be uploaded to the Parish Council website.

Cllr. Guest reported that PKF Littlejohn had raised a matter with the Clerk as to why the Parish Council was keeping such high reserves but were satisfied that during the 2021/22 budget process the Parish Council had taken measures to reduce the reserves over the next 5 to 10 years. Cllr Burrows commented that this supported the decision taken by the PC.

The Chair asked those present whether they had any questions

There were no questions.

Noted.

9. Planning Report – Cllr. Pearce.

21/01356: 2 Eversfield Cottages Stoney Let Broadwas – Erection of extension and detached garage. The Parish Council has submitted a "No comments" response.

20/01993: Sunnybank Little Green Broadwas – Erection of 2 storey extension & detached garage. The Parish Council agreed not to make any comments except to query the lack of neighbour consultation to date.

21/01000: Ridgeacre Farm Broad Green Broadwas – Development of Live/Work Unit. This is a revised application following the rejection of the appeal for the original application for the same site (20/01111).

The Parish Council has repeated its previous concerns relating to the location of the development.

Application refused by MHDC.

21/00916: Stone Farm Broadwas – Listed Building application was internal repairs etc. The Parish Council agreed to support this application. Application approved by MHDC.

21/00588: 1 Eversfield Cottages Stoney Ley Broadwas – Erection of 2 storey extension with balcony above. The Parish Council agreed to make no comments regarding this application subject to clarification that no accommodation is to be provided at second floor level other than the balcony and associated access lobby.

17/00169: Zourka Church Lane Broadwas – Erection of 3 dwellings. Outstanding landscaping and drainage issues continue to be monitored through District Councillor Walton and County Councillor Richardson Brown.

20/01303: Tack Farm Broadwas – Erection of stables, kennels, barn, tourist accommodation plus relocation of dwelling and creation of lake. A range of concerns raised by Councillors and by members of the public. Response submitted to MHDC.

19/01832: Tack Farm Broadwas – Erection of Outdoor Riding Arena. Appeal submitted and being dealt with by way of written representations. The Parish Council has until 20.04.2021 to submit any further comments to the Inspector. The application was refused solely on the basis of an objection by WCC Highways Department regarding the vehicular access. The Parish Council has confirmed to the Planning Inspector its view that the existing vehicular access is unsuitable and has requested MHDC to include conditions relating

to noise, lighting and hours of use in the schedule of conditions in the event that the appeal is allowed. The applicants have indicated that they will not hold events at the arena and therefore no public address system is required.

20/01190: Little Lightwood Farm Cotheridge – Extension to existing caravan storage facility. Application refused by MHDC. Appeal submitted. Parish Council comments submitted direct to the inspector.

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

21/01512: Upper Howsen Farm Cotheridge – Change of use of existing agricultural building to a single dwelling in lieu of existing consent for Class C1 visitor accommodation. New application. Arguably contrary to SWDP Policy 2 as the building is in open countryside and not in a sustainable location. On the other hand, the Parish Council might prefer residential use to the existing consent for visitor accommodation. However, it has existing consent for visitor application. Cllr. Guest commented that it is in open countryside and that we should not support this application and this view was on balance supported by Councillors. Cllr. Pearce agreed to draft a response and circulate for comment.

Revision to SWDP: In response to correspondence from a local resident, District Councillor Walton has raised the issue of the removal of the requirement for a shop to be one of the key services in any Category 2 settlement with the SWDP Planning Officers but the matter remains unresolved. No further progress but correspondence circulated by the Parish Clerk indicating that the timetable for the Revision to the SWDP has been delayed (again). Potentially not good news if applicants can prove that MHDC does not have a 5-year housing land supply.

Leigh and Bransford Neighbourhood Plan

In response to an email from Leigh and Bransford Parish Council, consulting neighbouring Parish Councils on their draft Neighbourhood Plan. Nothing was spotted which would directly impact Broadwas or Cotheridge parishes. In the absence of us wanting to make any substantial comments, the Clerk was asked to respond thanking them for bringing the Plan to the Parish Council's attention and wishing them well for the remainder of the formal process including the local referendum.

There was further discussion and the following was noted

The Track, background was provided, and recent reports of activity in the site were being followed up by MHDC. It was confirmed that the landowner was reported to be back in the UK and Cllr Walton agreed to follow up with the relevant MHDC officer. Cllr Burrows asked what would constitute success in terms of an outcome, Cllr Walton indicated that this would be clearance of the site and cessation of its use.

Gladwish Field MHDC officer and police were visiting re recent reports of activity and Cllr Walton noted that he had observed 2 tents. Discussion took place as to the difficulties in finding a successful long term solution given that purchasers of plots may continue to have a different understanding of what they have purchased and how they can use their land. It was felt that monitoring and response had been successful to date, and that all agencies would have to come to terms that it would be necessary to maintain this approach for the foreseeable future.

The meeting considered the updates provided re follow up on outstanding issues re the Zourka development and the links with the work being undertaken to address drainage and flooding issues in Church Lane. Cllr's Walton and Peaece commented that in respect if the former these were now almost addressed. Cllr Burrows highlighted previous discussion and correspondence between the respective councillors and the importance of enacting the agreed plan re drainage and flooding. Cllr Walton noted the need to address and achieve a more effective contribution from the SWDP and agreed to follow this up.

- 10. Gigabyte/Fibre connection for Broadwas and Cotheridge project:** No further development since the last report. Awaiting guidance from WCC.
- 11. Parish Council website - update on progress.** Cllr. Burrows asked for volunteers to help with various aspects of the website. Cllr. Guest was asked to provide a photo of himself for the website. It was reported that a meeting was being arranged to finalise layout, functions and content of the site in the next week or so, and it was hoped to go live before the next meeting.
- 12. Future Parish Council meetings - update and discussion re return to in-person meetings-** Extensive discussion by email have taken place and we are taking a cautious and sensitive approach. Cllr. Burrows asked everyone to voice their views and it was agreed to continue with zoom meetings upto and including the

November meeting. Cllr. Burrows asked Cllr. Cullen and Guest to progress looking into having zoom at live public meetings. Cllr Burrows thanked everyone for the respectful way that they had approached this issue.

13. Regular Parish Council Reports

a) Covid Report for August 21.

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

The Clerk has requested that the covid reports are now discontinued by RJC Landscaping.

b) Berryfields - We have a regular booking for Berryfields Sports Pitches. We may need a booking service online. Hedge cutting – Cllr. Burrows has met with Lengthsman who has agreed to cut the Hedge for £200. Cllr. Burrows Proposed that the Parish Council agrees to this cost on an urgent basis. The Clerk agreed to make the decision to ask the Lengthsman to cut the hedge which needs doing on an urgent basis. (Cllr Cullen agreed to make enquires as to future options re such work and report back) Remedial/RoSPA work. Contractor is liaising with RoSPA Inspector to ensure the proposed works are in line with RoSPA recommendations. On the 13th September (today) an email was received from the bonfire fundraisers and organisers to say that plans for this years event have been cancelled.

Barrier update – now in place. Some issues re-padlock which school caretaker and Cllr. Guest are sorting. Height restriction signage is being investigated for the car park barrier.

c) Broad Green - update and future arrangements – Cllr. Burrows met with Mr G. Winkworth who has agreed to prepare a specification for the works as he will not be able to continue the specialist Grounds Maintenance works forever.

14. Village Hall update and Extension Project. – A report was requested from Mr. Winkworth. No update report received. When received it will be circulated to all Councillors.

15. Safer West Mercia Plan- noted.

16. Any Other Business – None.

Date of next meeting:

Ordinary Parish Council Meeting on Monday 11th October 2021 at 7.30pm via zoom.

The Meeting closed at 22.15 pm

Signed Chairman..... Date 11th October 2021