

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

Held on Monday April 12th, 2021, via ZOOM 7.30pm

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

The Parish Council has 1 vacancy.

**In Attendance:** Cllr. Chambers, MHDC District Councillors. 4 Members of the public.

1. **Apologies:** Apologies received from; MHDC Cllr. Walton. Cllr Cullen was unable to join the meeting and tendered her apologies.
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 to declare any **Other Disclosable Interests** in items on the agenda and their nature. Cllr. Dale declared an Other Disclosable Interest in Item 9 on the agenda, Redgables at Cotheridge on the planning report being a neighbouring property.
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. Grove Report(s) WCC.**

No report was received

**Cllr. Walton- District Council Report.**

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. The chair noted that Cllr Walton had liaised with the Chair, the clerk and Cllr Pearce to inform relevant agenda items

The Chair asked MHDC Cllr. Chambers if he would like to give an update on MHDC. Cllr. Chambers reported that Malvern Splash was now open. That the County and Police and Crime Commissioner elections will take place on May 6<sup>th</sup> 2021 and that MHDC were considering how the lifting of restrictions due to covid would affect Malvern Hills District.

**5. Minutes of the Parish Council meeting held on March 8th 2021.**

These were considered and Cllr. Dale Proposed that they be accepted as a true record. Seconded by Cllr.

Pearce. 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.

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

- a) Flooding on Church Lane Broadwas causing a large accumulation of water at the bottom of the lane - update on joint response from WCC Highways, Community Drainage Partnership and MHDC Cllr Walton, Pearce and Burrows. Little progress made. A scheduled meeting with WCC was subsequently cancelled and needs to be rescheduled. The Chair indicated that the Parish Council need to keep a focus on this and that he would follow up with the relevant parties.
- b) **Berryfields Car Park Barrier** – Cllr. Guest reported that we need to get someone to take away the old barrier., as supplier was not prepared to remove. The Chair agreed to forward details of someone to Cllr. Guest to follow up. A member of the public agreed to forward details also.
- c) **Hilltop Bend A44 usage of private track** – Cllr. Pearce reported that MHDC had served an enforcement notice which takes affect on the 5<sup>th</sup> May 2021 giving 3 months notice to comply. By 5<sup>th</sup> August the site should have ceased and the land restored to its former condition.
- d) **Operation SNAP update** – Nothing to report to date. The Chair asked the Clerk to follow this up for the next Parish Council meeting.

- e) Site meeting with WCC Highways re flood prevention and drainage (A44 between Lightwood Lane and Church Lane Cotheridge - Cllr Guest reported that he and the chair had met with WCC drainage engineer, to address long standing problem. WCC needed to secure the cooperation of MHDC in order to agree and propose a solution. Cllr Guest has provided a number of options. It was agreed that the PC should follow up and press for a clear outcome from WCC and MHDC on the basis that this was a high risk issue.

## **Public Participation: Please see Appendix 1**

### **7. Correspondence**

- a) **24/3/21- Keep Britain Tidy- 2021 Now Launched** - any interest from councillors or residents welcomed
- b) **26/3/21- WCC- (A44 Broadwas, Broadwas)(Temporary Closure) Order 2021- Proposed Order:** to close that part of A44 Broadwas from its junction with C2240 Little Green to its junction with C2240 Weston Hill for Carriageway Resurfacing by WCC-Anticipated duration **12 Days** Commencing 3 May 2021. Cllr. Walton reported that he had looked into this and was provided further information to say that the work would be carried out overnight and will actually only take 2 nights. The Parish Council considered this a more minimal interruption.
- c) **9/4/22 – Footprints Magazine.** Email sent outlining reductions in finance achieved via displaying the magazine on the website etc. Subsequently Footprints are not requesting a grant for 2021/22 but have asked that consideration be given in future years for a grant if required. The Chair has responded **Noted.**
- d) **6/4/21- Tarmac – Re-** concerns over Tarmac Liveried Vehicles Speeding through Broadwas who were suggesting setting up a Highways Group to try to tackle speeding through the Village, this was not just Tarmac Liveried Vehicles. Funding could be secured from the WCC for Traffic calming measures and set up a Community Speed Watch Group. Councillors felt that this would be worth following up with the contact at Tarmac and the Chair agreed to follow this up and draw up options.

### **8. Finance:**

#### **a) Treasurers Report (Payments and Receipts up to 12<sup>th</sup> April 2021)**

#### **April 12th, 2021 Payments List**

Payee	Description	TOTAL	
Playsafety Ltd	Annual Play area inspection	£181.20	2020 / 21
RJC Landscaping	Covid report March	£60.00	2020 / 21
RJC Landscaping	Clean bus shelter	£24.00	2020 / 21
C Hirst	Clerk Salary Mar 21	£338.33	2021 / 22
HMRC	Tax Deductions March 21	£84.60	2021 / 22
C Hirst	Clerk expenses to 12th April 21	£40.79	2021 / 22
D M Payroll Services Ltd	Internal Audit	£110.00	2021 / 22
Broadwas Village Hall	Stage 3 grant payment	£10,000.00	NOT PAID
<b>TOTALS</b>		<b>£10,573.72</b>	

<b>Total Cash at Bank on 12/4/21</b>		
<b>Treasurers Account</b>		<b>£46,105.21</b>
<b>Treasurer's Account Berryfields</b>		<b>£10,267.42</b>

	<b>TOTAL</b>	<b>£56,372.63</b>
<b><u>Receipts:</u></b>		
HMRC	VAT to 28th Feb 21	1265.70
WCC	Lengthsman Jan	135.00
	<b>Total Receipts not previously reported</b>	<b>£1,400.70</b>

Following consideration of the report (item 16) discussions to approve the 3<sup>rd</sup> stage payment of the NHMC grant of £10,000 ( item 8 e and agenda item 16)) Cllr. Guest Proposed and Cllr. Pearce Seconded that all payments be approved and bank balances and Receipts noted. All in favour.

**b) Bank Reconciliation as of 31<sup>st</sup> March 2021.** The bank reconciliation was reviewed by Cllr. Guest and the Internal Auditor as reconciled. **Noted.**

**c) Budget update Report at 31<sup>st</sup> March 2021.**

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

**Noted.**

**d) To consider extending the RJC Grounds Maintenance Contract for 2021 and agreeing an increase in RJC Mowing charges of £5 per cut and to consider future tendering arrangements.** Cllr. Guest Proposed and Cllr. Worrall Seconded that the £5 per cut increase be approved and that a tender exercise be undertaken during 2021/22 to commence at the start of the 2022 cutting season. All in favour.

**e) To consider the final stage payment to the VHMC for the Village Hall Extension Project of £10,000.** Cllr. Guest Proposed and Cllr. Worrall Seconded that the 3<sup>rd</sup> stage payment of £10,000 be approved. All in favour.

**f) Audited accounts & Annual Governance and Accountability Return: 31<sup>st</sup> March 2021**

**(i) To Approve the Annual Audited Accounts from April 1<sup>st</sup> 2020 to 31<sup>st</sup> March 2021 as Audited by Internal Auditor Mrs Diane Malley.** Cllr. Guest Proposed and Cllr. Pearce Seconded that the Annual Accounts be approved. All in favour.

**(ii) Proposal to consider Section 1: Annual governance statement 2020/21(circulated).** Cllr. Guest Proposed and Cllr. Worrall Seconded that Section 1 (Annual Governance Statement for 2020/21 be approved. All in favour.

**(iii) Proposal to consider Section 2: Accounting Statements 2020/21(circulated)**

*Accounts & Audit regulations 201.* Cllr. Guest Proposed and Cllr. Dale Seconded that Section 2 Annual Accounting Statements for 2020/21 be approved. All in favour.

**(iv) Consider Internal Auditor's Report & Recommendations 2020/21 (attached). Councillors considered and noted the Internal Auditor's report and recommendation for 2020/21.** Noted.

**(v) To consider the period of dates for the Exercise of Public Rights. 2021.** Cllr. Guest Proposed and Cllr. Dale Seconded that the period of dates for the Exercise of Public Rights be set as Monday 14<sup>th</sup> June to Friday 23<sup>rd</sup> July 2021. All in favour

**g) Budget Revision for 2021/22 to transfer £10,000 Village Hall Extension Grant unspent from 2020/21 Budget to be carried over to 2021/22.** Cllr. Guest Proposed and Cllr. Pearce Seconded that the £10,000 unspent from 2020/21 be carried over to be included in the 2021/22 Village Hall Extension Budget.

Cllr Guest thanked the Clerk for her efficient and diligent management of the accounts and the year audit. This was endorsed by all present.

## **9. Planning Report – Cllr. Pearce.**

**17/00169:** Zourka Church Lane Broadwas – Erection of 3 dwellings. Outstanding landscaping and drainage issues continued to be monitored. County Highways had cancelled meeting with MHDC regarding drainage issues, so little progress in that respect. It was agreed that this remained a priority as a proposal and solution to the Church Lane drainage was important

**21/00212:** Zourka Church Lane Broadwas – Non-material amendments to Plots 2 & 3. Approved by MHDC but no details of conditions etc yet published on MHDC website.

**21/00213:** Zourka Church Lane Broadwas – Creation of second floor accommodation within roof space. The Parish Council has submitted an objection as the proposals are a material change from the plans approved on appeal by the Planning Inspector and are not in accordance with the Neighbourhood Development Plan. Not yet known whether the application will get officer approval and or whether it is taken to the Northern Area Planning committee. Cllr Chambers indicated that he thought it should be taken to committee.

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

**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 to confirm to the Planning Inspector its view that the existing vehicular access is unsuitable. MHDC to be requested 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 Parish Council will also seek to demonstrate inter relationship and possible impact of facts and factors as they relate this and other applications in respect of this site.

**20/00972:** Tack Farm Broadwas – Erection of new barn. Application approved by MHDC.

**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. A draft response to MHDC to be circulated within the Parish Council for comment.

**20/01111:** Ridgeacre Farm Broadwas – Development of live/work unit. Appeal dismissed by the Planning Inspector.

**21/00510:** Redgables Cotheridge – Erection of side and rear extensions, raising of roof line to allow second floor accommodation and revised external finishes. The Parish Council agreed to submit a “No comments” response to MHDC.

**Revision to SWDP:** Still no progress regarding our objection to Broadwas being a Category 2 settlement. A decision will be needed in due course as to whether to raise this matter at the public examination.

**10. To consider adoption of the Broadwas and Cotheridge Parish Council Co-option Policy.** The Chair asked all Councillors if they had read the policy. Cllr. Pearce Proposed and Cllr. Dale Seconded that the policy be adopted. All in favour.

**11. RoSPA report on Berryfields Play Area.**

Discussions took place regarding the report received.

Cllr Pearce Proposed and Cllr. Worrall Seconded that the Chair co-ordinate a meeting to take the report recommendations forward.

**12. Gigabyte/Fibre connection for Broadwas and Cotheridge project:**

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

The Chair asked those present whether they had any questions.

There were no questions.

**13. Dementia Friendly Communities. – Cllr. Worrall update.**

Cllr. Worrall made contact with Teme Valley Dementia Friendly Community, who are already set up but on hold due to restrictions.

Pat Owen from the Teme Valley Dementia Friendly Community Group would be very pleased if Cotheridge and Broadwas community became part of the group. Pat is a Dementia Champion and would like to come and give a presentation at the Village Hall as soon as restrictions allow. The group is setting up dementia friendly meetings at Nora Parsons Day Centre when able.

Cllr. Worrall Proposed that Broadwas and Cotheridge Parish Council should become a dementia friendly community as part of the Teme Valley Dementia Friendly Community Group. Seconded by Cllr. Dale All in favour.

**14. The Parish Meeting and Plan**

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

The Chair asked those present whether they had any questions.

Cllr. Pearce reported that Neighbourhood Development Plan revision and Affordable Housing were missing for consideration on the Plan. This was noted and further proposals and details will be circulated by the Chair and Clerk.

**15. Covid and Footpaths Officer Report.**

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

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

**Footpath Officer Report update from Cllr. Dale.**

Cllr. Dale reported that a report was almost complete to be submitted to WCC Footpaths Officer. The Chair thanked H Dale for the ongoing efforts to promote this important resource,

- 16. Village Hall Extension Project – Update** from Geoffrey Winkworth was circulated and uploaded to the internet  
This was dealt with under item 8

**17. Any Other Business –**

Laylocks Litterbin damage. Cllr. Dale reported that following damage made to the Laylocks Litter Bin he had affected a repair and that the litterbin was now functional.

The Chair asked for a volunteer to take on the role as VHMC Parish Council representative. Cllr. Worrall had left the meeting and the Chair agreed to make contact with her to see if she would volunteer.

It was agreed to work up and bring forward proposals for having a policy in respect to when it may be needed to engage external consultants/specialist advice. Chair to action

**Changes in legislation after the 6<sup>th</sup> May 2021 to resume face to face public meetings.** The Chair raised the issue that notification had been received from Government to say that an extension of Coronavirus Legislation to allow public meetings to take place virtually would not be extended. Government have stated that from 7<sup>th</sup> May meetings should take place face to face for Councillors using social distancing methods, masks, ventilating the building, COVID Cleaning etc with not Public in attendance but that the public should have access to the meeting via a virtual link from the live meeting. Councillors discussed how this would affect the business of the Parish Council and the Clerk was asked to obtain advice from WorcsCALC on how the Parish Council could carry on functioning via virtual meetings. The Clerk agreed to seek advice and report back to the Chair.

**18. Clerk Salary Review.**

Discussions took place regarding the Clerks salary and annual review.

- a) Cllr. Burrows Proposed that Broadwas and Cotheridge Parish Council award the Clerk 2 increments on the pay scale, meaning that her pay will be set at SCP 17 as from the 1st April 2021. The rate for 2020/21 was SCP 15). This would equate with an hourly rate of £12.69 (£5279.04 pa). If agreed this would be backdated to the 1st April 2021. Seconded by Cllr. Pearce. All in favour.
- b) Cllr. Burrows Proposed that the Parish Council agree the principle of an annual review with the clerk, and that it will bring forward and consider options for undertaking this by no later than September 2021. Seconded by Cllr.Pearce. All in favour.

**19. The Sling, Berryfields Broadwas**

Cllr. Dale Proposed that the Parish Council will undertake the following steps in order to further establish its position and intention in respect of its Right of Way between the A44 and the Berryfields playing field, which crosses land owned by Party A and Party B. Seconded by Cllr. Dale. All in favour.

1. To confirm beyond reasonable doubt the permanency of the current Right of Way across land owned by Worcestershire County Council namely the main access to the Berryfields Playing Field of the A44 between the school and the Berryfields housing estate, this can include taking legal advice subject to standing orders.
2. To inform and advise Party B that the Parish Council is taking further advice in order to finalise its intentions and having done so would then look to meet with them to discuss this to seek, if possible, an amicable resolution.
3. To advise Party B and Party A that it would be helpful to the Parish Council to arrange for parish councillors to conduct a site visit in order to view the right of way.
4. Having completed the above the Parish Council will then review its position with a view to seeking resolution in the best interests of the parish with all concerned parties.

**Date of next meeting:**

**Ordinary Parish Council Meeting on SUNDAY May 2nd 2021 at 4pm via zoom.**

**The Meeting closed at 9.45 pm**

Signed Chairman..... Date May 2<sup>nd</sup> 2021

**APPENDIX 1- Public Participation.**

A parishioner reported that the road-sweeper had been through Broadwas around 2 weeks ago and that a good job was done.

All parishioner concerns raised regarding Tack Farm are contained within the planning report (Item 9)