

Broadwas & Cotheridge Parish Council

**Clerk to Council: Mrs Carole Hirst. Courtland 1a Church Walk, Areley Kings Stourport on
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To Members of Broadwas & Cotheridge Parish Council

April 4th 2022

I hereby give notice of a Formal Parish Council Meeting of Broadwas and Cotheridge Parish Council **which will be held on April 11th 2022 at Broadwas Village Hall at 7.30pm**
Those in attendance are asked to take into account and act on the following government advice

Safer Workplace - <https://www.gov.uk/guidance/working-safely-during-covid-19/shops-branches-and-close-contact-services>. This provides the latest government guidance

Accessibility - At the present time the Parish Council is not able to make arrangements for a hybrid meeting (where members of the public could attend remotely) and it is understood that it is a legal requirement for Councillors to attend in person. The Parish Council is mindful of its duties and responsibilities especially in respect of how Covid may impact on those who are more “vulnerable”, as well as the requirements of the 2010 Disability Act which requires us to consider and make if possible reasonable adjustments to promote inclusion.

Therefore, in advance of the meeting the Parish Clerk will have completed a risk assessment of the venue and arrangements so as to ensure appropriate arrangements are in place.

This means

- that all seating arrangements will reflect current guidance in terms of social distancing
- The venue will be well ventilated
- Entry and exit points will be separate and hand sanitizer will be available at the entrance
- Face masks will be required to be worn at all times in the meeting and in the premises.
- Whilst it cannot be a requirement for attendance that members of the public and or Councillors take a Lateral Flow Test prior to attendance, this is strongly advised.
- As there will be limited capacity members of the public are asked to confirm in advance with the Clerk their intention to attend, and if demand for places exceeds supply the Clerk will consider whether the meeting can be safely held

AGENDA

1. **Apologies:** To receive and to approve reasons for absence
2. **Declarations of Interest**
 - I. **Register of Interests:** Councillors are reminded of the need to update their register of interests.
 - II. To declare any **Disclosable Pecuniary Interests** in items on the agenda and their nature.
 - III. To declare any **Other Disclosable Interests** in items on the agenda and their nature.
*Councillors who have declared a Disclosable Pecuniary Interest, or any other Disclosable Interest which falls within the terms of Section 12 of the Code of Conduct, must leave the room for the relevant items unless a Dispensation has been requested/granted.
Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.*
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.
4. **To agree the Minutes of the previous Meeting held on 14th March 2022.**
5. **County & District Councillors Reports**
6. **Matters Arising**
 - a) **Parish Council vacancies**

- b) Replacement of Post Box (Broadwas)
- c) Enforcement updates : Gladwish Field and The Track

Public Question Time.

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and questions to the Parish Council on issues on this agenda or raise issues for further consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

7. Correspondence for agenda other than covered on the agenda:

- 31/3/22 – Parishioner reporting displaced mirror at Stoney Ley, coming down to the main road, the A44 in Broadwas.

8. Finance

- a) To Consider the Receipts and Payments received up to the 14th April 2022;
 - b) Lengthsman Contract tender exercise update
 - c) Quotes for Berryfields equipment update/maintenance re 2021 ROSPA report
 - d) Broad Green Signage
 - e) To update Bank Mandate with resignation of Parish Councillor and appoint new signatories.
 - f) Audited accounts & Annual Return for 2021/22: 31st March 2022 (Part 2)
 - (i) Consider Internal Auditor's Report & recommendations 2021/22 (attached)
 - (ii) Proposal to consider Section 1: Annual Governance Statement 2021/22 (attached)
 - (iii) Proposal to consider Section 2: Accounting Statements 2021/22 (attached)
- Accounts & Audit regulations 2015*
- (iv) To Consider approval the Annual Accounts for 2021/22 year ending 31st March 2022
 - (v) To note the dates for the period for the **Exercise of Public Rights for 2022 to set as Monday 13 June – Friday 22 July 2022**
 - (vi) To Consider the Exemption Certificate for 2021/22 as an Authority whose income and expenditure are under £25,000.

9. Planning Report- Cllrs Guest and Burrows

1. To consider report
2. To consider proposal to form Planning sub committee

10. Community Fibre Partnershiop Gigabyte/ full Fibre Connection for Broadwas and Cotheridge project – (Cllr. Burrows)

11. Parish Council website - Cllr's Clark and Burrows

12. Regular Parish Council Reports

- a. Berryfields - usage of football pitches and other enquires/bookings
- b. Berryfields - update on options for improvement of amenities Cllr Cullen
- c. Broad Green - Update re damage and Parish Council response/responsibilities Cllr Clark

13. Parish Plans to celebrate the Queen's Platinum Jubilee (2nd to 5th June 2022). Update all

14. To discuss and agreed arrangements for Annual Parish Meeting and AGM of Parish Council

15. Any other business-

Date of the Next meeting will be Monday 9th May 2022 which is the Annual Parish Meeting and AGM of the Parish Council.

Carole Hirst, Clerk and RFO to Broadwas and Cotheridge Parish Council

16. In view of the confidential nature of the business about to be transacted the Council will consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960, s1, in order to discuss the item **17** of the Agenda.

17. Legal Matters.