

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

Held on Monday 13<sup>th</sup> July 2020, via ZOOM 7.30pm

Present: Cllrs. Dale – (Chair), Pearce, Guest, Brooks, Burrows, Worrall, and Cullen.

**In Attendance:** Cllr. Walton (Malvern Hills DC)

3 Members of the public.

**1. Apologies:** MHDC Councillor Chambers presented his apologies. No apologies received from WCC Cllr Grove

**2. Declarations of personal or prejudicial interest and update Register of Interest Forms.** 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.

Public Participation: **Please see Appendix 1**

**4. County and District Councillors reports:**

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

Full report available at <https://www.broadwas-cotheridge.com/parish-council>. There were no points raised.

**Noted.**

**Cllr. Grove Report WCC.**

Full report available at <https://www.broadwas-cotheridge.com/parish-council>. There were no points raised.

**Noted.**

**5. Minutes of the Parish Council meeting held on 8<sup>th</sup> June 2020.**

These were considered and Cllr. Guest Proposed that they be accepted as a true record. Seconded by Cllr. Worrall. All in favour They were duly signed and dated as a true record by the Chairman Cllr. Dale and will be forwarded to the Clerk.

**6. Matters Arising: None- All covered on the agenda.**

**7. Correspondence**

- a) **SWDP Review– 12/6/20- Call for sites for Country Parks-** The site for a new Country Park would ideally need to be a minimum of 50ha in size, with direct and safe access on to the public highway and would preferably be on a bus route. The deadline for submissions is **5pm on Friday 24<sup>th</sup> July 2020**, after which Officers will assess submissions to determine the suitability of the land as a potential allocation for a Country Park in the SWDP Review. **Noted.**
- b) MHDC- 15/6/20- Walk/Run Routes in your parish- Health and Wellbeing officer is hoping to develop a number of accessible 5km walk and/or run routes across the district which we could potentially waymark and possibly include as part of our walking app <https://www.visitthemalverns.org/things-to-do/walking/> Ideally these routes will avoid walking on busy roads, have somewhere to park at the start and not include too many stiles along the way! If you would like your parish to be included in this project and have an idea for a walk/run route then please let Claire Vaughan know [claire.vaughan@malvern hills.gov.uk](mailto:claire.vaughan@malvern hills.gov.uk) **by Thurs 30 July. Noted.**
- c) 26/6/20- MHDC- Play areas government guidance- play areas could re-open from 4 July. MHDC have been awaiting the government’s publication of guidance on what measures to consider ensuring this is done safely. **Noted and covered under item 13 on the agenda.**

**8. Planning.**

**Cllr. Pearce produced a comprehensive Planning update report which can be found on the Parish Council website link:**

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

**19/01832 Tack Farm Broadwas.** A discussion around this application took place. Cllr. Brooks Proposed and Cllr. Burrows Seconded that a response be sent as “The Parish Council discussed this application again at its meeting on 13.07.2020. The Council noted that the anticipated second application for a new vehicular access has not materialised. It considers that the existing access off the A44 and through residential properties is not suitable and therefore requests that the current application should be refused on the grounds of unsuitable vehicular access.” All in favour.

**20/00781 7 Broadwas Court Broadwas.** New planning application for garage and store. (20/00878) Conversion of garage and first floor to ancillary living accommodation. Cllr. Pearce commented that the application does not appear to be controversial. Cllr. Pearce Proposed that the Clerk submit a response to the Planning Portal “The Parish Council discussed this application at its meeting on 13.07.2020. The Council noted that MHDC are consulting Historic England regarding this application. In view of the close proximity of the subject site to St Mary Magdalene Church (which is a Grade 2\* Listed Building) the Council requests that the Planning Committee gives due weight to the response from Historic England with regard to the effect on the Listed Building and also the views from the churchyard. In addition, should the Planning Committee be minded to approve the application, the Parish Council requests that a condition should be inserted to the effect that the garage and store should only be used for ancillary residential purposes and not for commercial use.”

**Appeal Ref: APP/J1860/W/19/3240345 Land between Church Lane and Broadwas Primary School, Broadwas, Worcestershire.** Wolverley Homes appeal has been published. The Appeal has been dismissed.

Cllr. Burrows asked that it be noted that despite several reminders that no response had been received from Rachael Benson of WCC or WCC County Councillor Grove re the email of 18 May 2020 which was discussed by the Parish Council at its Zoom virtual meeting on 8 June 2020. The email awaiting response refers “Bearing in mind that no notification was given by the County Council to the Parish Council or Local Residents that works would be taking place and that, in order to carry them out, the contractor closed Church Lane the Parish Council is surprised that you consider that they complied with County Council policies.” The Clerk confirmed that she had chased Rachael Benson and Cllr. Grove but had no response from either.

**20/00878 Holly Cottage, Broadwas-** Conversion of Garage to Ancillary Accommodation. The Parish Council considered this application but does not wish to submit any comments regarding it. The Clerk was asked to respond to the Planning Portal accordingly.

9. **Gigabyte/Fibre connection for Broadwas and Cotheridge project:**  
Report from Cllrs. Burrows. [https://b17872d1-2239-40eb-8225-1aef556523af.filesusr.com/ugd/a2d19a\\_fa11f64cf2194baa8af23aafc25732cf.pdf](https://b17872d1-2239-40eb-8225-1aef556523af.filesusr.com/ugd/a2d19a_fa11f64cf2194baa8af23aafc25732cf.pdf)

Word document link to sign up for the Gigabyte Scheme: <https://www.broadwas-cotheridge.com/projects>  
[Cllr Burrows explained that the analysis of sign ups to date indicated that despite contacting parishioners twice and promoting the scheme through the website and Footprints we were some way of having enough vouchers.](#)

Cllr. Burrows commented that PlusNet are not part of the scheme. This was questioned and Cllr. Burrows agreed to seek clarification on this matter. Cllr. Dale agreed to send Cllr. Burrows duplicate lists. Cllr. Burrows agreed to contact Robert Stepniewski to discuss progress to date and ascertain if there was any other funding available to support the project.

The Parish Council resolved to allow parishioners further time to respond and to consider on the basis of advice further steps which may include a decision to go no further.

10. **Installation of bollards on A44 near Berryfields Close and road safety measures for A44 Broadwas/Cotheridge.** The Clerk wrote back to the resident who reported issues on the A44. Cllr. Pearce wrote to the resident in response to his reply. An update report was received from Cllr. Brooks and formed part of the discussions. Plans were discussed around contacting the various authorities i.e. Highways/MHDC/Speed Enforcement Groups etc. Discussions took place regarding the speed and increase of use by motorcyclists and that it was being advertised to bikers as a great run out to Aberystwyth. Noise also was discussed from HGV’s travelling through. Community Speed Watch was an avenue discussed as a way forward and Cllr Burrows noted that PC’s had received information that would allow them to consider joining this scheme. It was resolved to continue to

consult with the relevant agencies and to consider whether further steps should be taken to address this problem and concerns

Cllr. Brooks further reported that he had again been in touch with Hannah Davies from WCC Highways regarding the verge-masters along by Berryfields. Hannah reported that she was still in current conditions, unable to go out and inspect them but agreed that she would pass this to a motor bike inspector to ascertain whether the damage had reached “Intervention Level” (a level at which point Highways would have to take action.

**11. Hilltop Bend A44 usage of private track. (Cllr. Brooks)**

Cllr. Brookes reported that we have arrived at an impasse when trying to identify/contact the landowner. Cllr. Walton commented that he felt that enough information had now been received for Planning Enforcement to be able to take this forward. Fly-tipping is becoming a serious issue with smashed vehicles/assorted other vans and cars plus all sorts of other large debris.

**12. Progress Reports:**

**a) Treasurers Report (Payments and Receipts up to 13<sup>th</sup> July 2020).**

<b>July 13th, 2020 Payments List</b>		
<b>Payee</b>	<b>Description</b>	<b>TOTAL</b>
C Hirst	Clerk Salary June 20	£ 330.28
HMRC	Tax Deductions June 20	£ 82.60
C Hirst	Clerk expenses to July 13th 2020	£ 20.40
RJC Landscaping	Install Litterbins	£ 153.40
RJC Landscaping	Berryfields	£ 217.13
RJC Landscaping	Mow play area	£ 30.00
RJC Landscaping	PLO report and clean bus shelter	£ 50.00
Quadrant Town Planning	Wolverley Homes Planning Consultancy	£ 900.00
Adrian Bullock		
<b>Broadwas Village Hall</b>	<b>Request to pay VH Insurance£554.83</b>	<b>£ 554.83</b>
<b>TOTALS</b>		<b>£ 2,338.64</b>
<b>Total Cash at Bank at 26th June 2020</b>		
Treasurers Account		£23,534.41
N.S. & I		£ 39,178.37
Treasurer's Account Berryfields		£ 10,267.42
	<b>TOTAL</b>	<b>£ 72,980.20</b>
<b>Receipts:</b>		
	<b>Total Receipts not previously reported</b>	<b>£ -</b>

**Cllr. Brooks Proposed and Cllr. Pearce Seconded that all payments be approved. All in favour.**

- b) **Budget Monitoring Report at 26<sup>th</sup> June 2020.** Cllr. Pearce queried a payment to P Yates for planning advice and where the cost had been allocated. Cllr. Pearce requested that this be costed to Legal costs. The Clerk agreed to update the Cash Book.
- c) **Bank Reconciliation at 26<sup>th</sup> June 2020.** The bank reconciliation was checked by Cllr. Guest as reconciled and noted.
- d) **RJC Update Report June 2020.** Noted and on the Parish Council website for information.
- e) Cllr. Brooks raised the Village Hall Extension Update and requested that the Parish Council consider transferring the £30,000 previously agreed over to the Broadwas Village Hall asap. Councillors commented that they had not received the Village Hall Update that Cllr. Brooks referred to. A number of councillors expressed their disappointment that this important matter had not been tabled as had been agreed at a previous meeting. **Cllr. Brooks agreed to circulate the e. mail containing the financial information and Cllr. Dale Proposed and Cllr. Guest Seconded that an Extra-Ordinary Parish Council Zoom Meeting be called to discuss this item.** Councillors felt that the “estimate” Cllr. Brooks referred to was an unsafe method to work to and that a quotation should be supplied by the Contractor. Cllr. Brooks agreed to discuss the with Geoff Winkworth of the Village Hall Committee. Staged payments were also discussed as opposed to paying across one sum to ensure that public funds were being handled in a secure way. The Clerk asked for clarification on the VAT on the estimate and Cllr. Brooks confirmed that the Contractor was not registered for VAT, but that VAT would be payable on materials.

**13. Berryfields.**

Resident request-22/6/20- To consider an area for a Skate Park on Berryfields. This item was deferred to a future meeting when COVID restrictions were relaxed and other business such as village hall extension was under way.

HMG announcement about easing play area restrictions 26/6/20. The Clerk had circulated the Government Guidance to Councillors and information and guidance received from Insurers along with a sample Risk Assessment for those Councils considering reopening. The Clerk provided the Councillors with a copy sample of a notice that could be erected if the Parish Council were to consider re-opening. Cllr. Pearce Proposed that the sign was good and that the Parish Council pursues re-opening the play area at Berryfields once everything is in place. Seconded by Cllr. Dale. All in Favour.

- 14. **Possible changes to meetings and agendas: Whether we need to meet in the VH in future or maintain Zoom.** The Clerk reported that an update had been received from Worcestershire CALC stating that all Parish Council meetings must stay as virtual meetings until advised otherwise. Councillors agreed to continue in this way.

- 15. **Date of next meetings: Ordinary Meeting Monday 14<sup>th</sup> September 2020 at 7.30pm via Zoom  
Date of Extra-Ordinary Meeting to be agreed.**

**The Open Meeting closed at 9:20 pm**

Signed Chairman..... Date 14<sup>th</sup> September 2020

**APPENDIX 1- Public Participation.**

A Parishioner congratulated the Parish Council on securing the appeal decision on the Wolverley Homes Development. He further raised the double brick wall that is being raised on the entrance way to the Zourka Site. Cllr. Dale requested that the Parishioner took photographic evidence of this and send to Cllr. Walton, copy to Cllr. Dale to enable Planning Enforcement to investigate. Cllr. Walton agreed to get clarification on whether the wall is being erected.

The Parishioner also mentioned that flooding on Church Lane is still taking place. Cllr. Walton commented that a burst at Tack Farm had caused flooding.

Another Parishioner reported that Laylocks Layby is looking great since the installation of the litterbins and much tidier.

A44 speeding and traffic issues are covered by Minutes in item 10 on the agenda.