

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

Held on Monday October 11th, 2021, via zoom 7.30pm

Present: Cllr. Burrows (Chair), Cllr. Cullen, Cllr. Pearce, Cllr. Usman, Cllr. Worrall (joined the meeting at 19.40pm), Cllr. Longley; + 2 vacancies.

**In Attendance:** Cllr. Walton, MHDC District Councillor. WCC County Councillor Scott Richardson-Brown (for part of the meeting). 2 Members of the public.

1. **Apologies:** Cllr. Guest; MHDC Cllr. David Chambers and WCC Cllr. Richardson-Brown.
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. **Minutes of the Informal Parish Council meeting held on 13<sup>th</sup> September 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.

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

**Cllr. Richardson-Brown; WCC Report.**

Cllr. Richardson-Brown has requested more information about the drains and is awaiting information back. Nothing actioned regarding drainage on Church Lane as yet. Waiting to see whether this is still an issue before he feeds back on that.

He reported he had recently visited the Parish with the Chair of the Council and the LA CEO and felt this was a useful visit. Cllr Richardson Brown updated the meeting that he was continuing to gather data and information regarding speeding. Cllr Burrows noted that this would compliment the PC's intended focus on this matter in the new year.

Cllr. Richardson-Brown alerted Councillors that, the funds he held were available so that if for example there are any pavements in a dangerous condition in the Parish then to let him know. WCC are wanting to be pro-active on these issues.

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

Please find on the Parish Council website a newsletter/update for the Parish Council that Councillors asked the Chief Exec, Vic, to put together every month for Parish Councils. It includes a lot of the general goings on in terms of this month at the District Council and you can see we have been stimulating the economy with lots of good events and have launched our Town Centre Transformation Consultation.

We've also launched our Connected Communities strategy - this basis of which is to change the council to one that works based on what is needed by communities. Here is a link on the update to a presentation that we would love your feedback on.

On Town Centres, our 5 Town Centre's play an important role in the economy of our district but we know that Town Centres were changing prior to Covid and since are going to change even quicker. We are blessed that all five attract visitors and have a strong local community – and we are very fortunate that great businesses continue to evolve these towns. This can be seen in Great Malvern with lots of great new restaurants and bars, as in Tenbury.

To look at what we need to do as a District Council and what we require from partners we've launched a Town Transformation Consultation, using external consultation company and new survey software.

You can find out more at: <https://letstalk.malvernhills.gov.uk/towncentres>

We're already getting a great response, but I'd love the Parish Council to encourage residents to get involved and tell us their thoughts and experiences of any or all of the centres.

There are lots of ways to do it – all via this page.

As well as our support for high street business, through this and our High Street funds we are looking to launch further support for rural businesses and to support joint working hubs later in the year, as well as more.

Our Apprenticeship funding is working well, and I know from my experience with businesses over this side of the district that there are plenty of available apprenticeships.

This last month has seen the final report from the Covid Recovery Group. This was a cross party group designed to review the practices of the council in terms of our recovery, dare I say it, post Covid. This is to support the ongoing Council's 5-year plan and work that has been specifically done with communities and local business.

The full report can be found at (Pages 5-12)

<http://moderngov.malvernhillsgov.uk/documents/g2989/Public%20reports%20pack%2021st-Sep-2021%2017.00%20Executive%20Committee.pdf?T=10&J=4>

The other major news is around the appeal at Rushwick, which didn't go in our favour, meaning that 120 homes will now be built behind the Whitehall in Rushwick.

The Rushwick application, which went to appeal was

<https://plan.malvernhillsgov.uk/Planning/Display/19/01378/OUT>

The appeal decision is listed as the 9th of September. There are a lot of docs on the page so hopefully you can find it. It does say in the decision that the decision made was not related to the 5-year housing land supply saying that a supply of 5.76 had been presented although the appeal did state that adding these 120 houses would help the supply. That was done with no regards for impact on local schools, roads, or lack of infrastructure in a category 3 village.

The Council have recently published the yearly housing land supply report:

South Worcestershire Five Year Housing Land Supply Report 2021, which you can find at:

<http://moderngov.malvernhillsgov.uk/documents/s33274/EC1583%20-%20South%20Worcs%205%20Year%20Housing%20Land%20Supply%202021.pdf?J=5>

South Worcestershire Five Year Housing Land Supply Report

<http://moderngov.malvernhillsgov.uk/documents/s33275/EC1583%20APP1%20-%20South%20Worcs%20Five%20Year%20Housing%20Land%20Supply%20Report%202021.pdf?J=5>

Which backs this up.

I have asked for the appeal to be challenged legally but that's been turned down.

Overall, this is very disappointing. The current 5YHLS is yet to be tested but we do expect that it will be at some point but are confident that the new report shows a robust HLS across the 3 joint districts of the South Worcestershire Plan.

Cllr. Pearce raised an issue on letters being received by applicants requesting Pre-Planning advice. Where MHDC is saying delays may be experienced due to COVID 19. Cllr. Pearce asked whether this is now realistic to say this. Cllr. Walton said these letters are not really relevant and that he would investigate it.

Cllr. Burrows asked about refugee numbers. Cllr. Walton reported that WCC were best placed to answer this. Cllr. Richardson Brown said he was not aware at present of any placements. Both Councillors agreed to report back.

## 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 – Not established yet until the Parish Council resumes live face to face meetings.

b) **Update on registering the Parish Assets with the Land Registry.** Cllr. Pearce reported that he had confirmed to Solicitor that he should proceed with registration.

c) **Update on discussions with Royal Mail on Post Box next to Bus Shelter.**

Further exchange of emails between the Chair and the office of the CEO Royal Mail - consent requests have been lodged by RM with the LA and the Utilities once these have been responded to this will enable RM to set a start/completion. The Chair expressed his disappointment about the time taken and the previous misleading responses to our enquiries and those made by some members of the public. The Postman will continue to take letters.

d) **Update re Track, Gladwish Field, A44/Church Lane drainage**  
**The Track**

Cllr. Walton reported that he was seeking an update from Enforcement Officer. Discussion took place and the main points were; The PC would continue to support and expect MHDC and the EA to complete enforcement which it understood to mean the cessation of use of the site and a return to its original state.

### **Gladwish Field**

Cllr Walton reported that he had asked for a letter to be sent which it was understood would go to the Land Agent/Developer to advise of restrictions in place re use of the land. Cllr Burrows queried whether it would be more appropriate to send a letter to the landowners who in effect now had a stake in the Parish and the District. Cllr Walton said he would attend to this. Cllr Burrows hoped that MHDC would be in a position to recognise the potentially ongoing and significant implications in terms of misuse and therefore enforcement. L Local observers and Councillors will continue to observe.

A44/Church Lane drainage.

Cllr Walton outlined his understanding of the present position based on the contact he had had with the relevant agencies. Once the proposed WCC measure are enacted this likely to allow a line to be drawn under outstanding “Zourka” related issues. An impasse appears to have been reached with regard to cleanse of the ditch/culvert that runs to one side of the lane, and Cllr Walton has escalated this. Discussion took place and it was agreed that the PC and Cllr Walton would contact the “riparian” landowners in order to meet with them to discuss a way forward that would ensure the ditch/culvert is cleared of vegetation and dug out where necessary including any associated work re run-offs from the road. Cllr Burrows expressed his disappointment that the SWLDP did not seem to be working effectively with other agencies or acting in the interests of the parishioners.

A44 between Cotheridge Church Lane and Broadheath turning.

**The Parish Council’s advised** WCC/ WLDP/MHDC about the potential risk the drainage problems on this stretch of the A44 and the flooding that can occur. Whilst there had been some past efforts to address this there remained an ongoing problem. Members of the PC met with WCC officer earlier in the year, but there has been no update or outcome yet. Cllr. Walton to investigate. Cllr. Burrows to speak to Cllr. Richardson-Brown.

- e) **Barrier update Berryfields**– Cllrs Guest and Burrows are liaising with the school re finalising locking arrangements and appropriate signage.

**7. Correspondence –**

- 16/9/21 – SWDP- New Timetable for SWDP Review. **Covered in the Planning Report Minute 9.** New timetable in place. Cllr Pearce explained to the council why it was important to continue to review and contribute to any developments, as these impacted directly on how we considered requests and how we ensured our local plan represented the best interests of Parishioners.
- 16/9/21- MHDC- Local List Supplementary Planning Document- Malvern Hills District Council’s Planning Department will soon be sending out a consultation regarding the Draft Supplementary Planning Document for Local Listed Buildings. The draft document will set out what local listing is, the nomination and adoption processes for the authority. The consultation period ends on **19<sup>th</sup> October 2021.**
- 22/9/21 – MHDC - Connected Communities Consultation- Cllr. Burrows pointed out that the consultation e mail received only allowed 1 day for a response, as a result he felt that the PC had not had an opportunity to engage and asked Cllr Walton to comment and advise. Cllr Walton placed the initiative into the wider context and agreed to send further details so the PC could assess the need to contribute and be aware.
- 4/10/21- Here 2 Help Community Services Directory - Information for Parish and Town Councils- **Noted.**
- VHMC request for replacement of signage and for the PC to consider payment of the Village Hall insurance. In relation to the request to pay the Village Hall insurance. Cllr. Burrows reported that he had been in contact with the VHMC to say that unfortunately this is not something we can continue to do. The Parish Council were mindful when they discussed this, that the relationship between the VH and the PC is an important one, however the external auditors and CALC recently brought to our attention that this is probably something we should not be doing as Custodian Trustees. However, the PC is open to applications for grant funding, so if the VHMC were in some financial difficulty as a result of the decision this might be worth considering. In respect of the enquiry re the signage the Parish Council would not have any objection to this being pursued, as it was agreed it is important to promote access to the greatly enhanced village hall.

**8. Finance:**

- a) **Treasurers Report (Payments and Receipts up to October 11th, 2021)**

**October 2021 Payments List**

Payee	Description	TOTAL
C Hirst	Clerk Salary Sept 21	£351.92
HMRC	Tax Deductions Sept 21	£88.00
C Hirst	Expenses to Oct 11th	£26.50
Wyre Piddle PC	Shared Stationery	£55.78
RJC	PLO, mow play area repair exercise machine	£255.00
RJC	Berryfields GM	£298.80

<b>TOTALS</b>		<b>£1,076.00</b>
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<b>Total Cash at Bank at Oct 11 21</b>		
<b>Treasurers Account</b>		<b>£ 45,607.96</b>
<b>Treasurer's Account Berryfields</b>		<b>£10,267.42</b>
	<b>TOTAL</b>	<b>£55,875.38</b>
<b>Receipts:</b>		
MHDC	Precept Payment 2	<b>£9,100.00</b>
	<b>Total Receipts not previously reported</b>	<b>£9,100.00</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 1<sup>st</sup> October 2021.** The bank reconciliation was reviewed by Cllr. Guest and the Internal Auditor as reconciled. **Noted.**

**c) Budget update Report on 1<sup>st</sup> October 2021.** The Chair asked those present whether they had any questions. There were no questions. The Clerk reported that we would be looking to produce a draft budget and set the 2022/23 precept at the November meeting. **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. Application approved by MHDC.

**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.

**21/00588:** 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 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. Appeal turned down by the Inspector.

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

**21/00510: Redgables Court Lane Cotheridge** – Two storey side extensions and alterations to external appearance. Appeal submitted under fast-track Householder Appeal Service. No opportunity for the Parish

Council to make further representations although the Inspector will be given details of all representations made in respect of the original 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. The Parish Council has submitted a response objecting to the application as it is contrary to SWDP Policy 2 being in open countryside and not in a sustainable location.

**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 Officer's, 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.

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

Work progressing with Cotheridge/Church Lane (Cllr's Cullen and Burrows meeting with Open Reach surveyor to help identify some boundaries.

Little Green scheme is now moving into delivery and completion is expected in the next 12 months. The PC will receive regular updates and we will advise local residents

The 2 remaining schemes await further information from WCC Project team about terms of new government funding scheme.

#### **11. Parish Council website - update on progress.**

Final changes to the structure of the site and completion of content is underway. There is a meeting planned with the former Chair to discuss outstanding issues re the old site on the 22nd of October and it is hoped to go live shortly after this.

#### **12. Tendering of outsourced services - To discuss arrangements for securing services due to expire on 31.3.22. Clerk and Cllr Burrows.**

It was agreed that Cllr Guest and 2 other Councillors will review the current arrangements with a view to bringing back any proposals for the tendering exercise which needs to be started by December. It was agreed that this would include arrangements for Broad Green site of natural interest on a contingency forward planning basis. Cllr. Burrows asked for 2 volunteers to come forward. Cllr. Worrall volunteered. Another volunteer still required.

#### **13. Current vacancies – Parish Councillors x 2 and WCC Footpath Warden**

It was agreed to advertise re notice boards, website, and social media for the 2 vacancies and also to establish when WCC were recruiting to the footpath warden role and include this if possible. Councillors agreed to approach any individuals who they thought might be interested. A timeframe of end of December cut off for advertising and submission for applications for Co-option to the Parish Council to be approved at the January Parish Council meeting. The Clerk was asked to contact WCC to ascertain where we are at with recruitment of WCC Footpath Warden. The Clerk to find a previous advert and circulate.

#### **14. Regular Parish Council Reports**

A **Berryfields** - usage report –Football team has used 3 times and one recent private use for a family get together - usage continues to throw up issues about lack of amenities such as WC and the container remains a concern for at least one local resident. Hedge cutting has been confirmed but not completed - remedial work to play and activity equipment has been delayed due to no response from ROSPA inspector this is being chased. One item of faulty activity equipment has been repaired. Councillors discussed public toilets for Berryfields. A compostable WC or Portaloo was a suggestion for problems being experienced of individuals urinating against the container on the field. Councillors were asked to consider this for the next meeting along with long term aspirations for Berryfields. A member of the public also suggested that the PC could look at the future use and plans for the site, as this had been discussed in the past. Cllr Burrows agreed this was an important point and that he would encourage Councillors to address short term issues on the basis of its present policy to promote usage and then look in the longer term as to any options for how the site could be developed in the future. Councillors agreed to review and discuss options re improvement of facilities ready for next meeting to consider any proposals.

B. **Broad Green** - specification received from GW - noted that instructions and specification has been received.

**15. Village Hall update and Extension Project.** Report not received. Attention was brought to recent general email from Mr Brooks which provided news about re opening and planned events. Floor to be finished. Stage to be erected. Decorating to be done. Aspiration is to start next year. An event is being organized to celebrate the opening. 15<sup>th</sup> January 2022.

**16. Any Other Business – None.**

**Date of next meeting:**

**Ordinary Parish Council Meeting on Monday 8<sup>th</sup> November 2021 at 7.30pm via zoom.**

**The Meeting closed at 20.45pm**

Signed Chairman..... Date 8<sup>th</sup> November 2021

**APPENDIX 1 - PUBLIC QUESTIONS**

Gladwish/Track – Time factors are concerning. There are lots of comings and goings. The barrier has not been replaced on the last visit to the site. Vehicles are parked all along the track.