

**BROADWAS AND COTHERIDGE PARISH COUNCIL**  
**MINUTES of the ANNUAL GENERAL MEETING OF THE PARISH COUNCIL**

*Clerk: Carole Hirst, 1a Church Walk, Stourport on Severn, Worcestershire. DY13 0AL*

**Held on Monday 13<sup>th</sup> May 2019, at Broadwas Village Hall commencing at 7.45pm**

**Present:** Cllrs Dale, Guest, Burrows, Pearce,  
the Clerk Mrs Carole Hirst and 26 members of the public.

**In Attendance:** District Councillor David Chambers and District Councillor Daniel Walton.

**1.Election of Chairman:** Cllr Dale confirmed his willingness to continue as Chairman. No other nominations were received. Cllr. Burrows Proposed and Cllr. Guest Seconded that Cllr. Dale be elected as Chairman. Cllr. Dale was duly elected and signed the Acceptance of Office.

**2.Apologies:** Apologies received from retiring District Councillor Douglas Godwin.

**3. Election of Vice Chair:** As there were no nominations for Vice-Chairman, Cllr. Dale Proposed and Cllr. Pearce Seconded that if the Chairman was unavailable then one of the councillors would serve as vice chair for that meeting or activity. All in favour. Cllr. Burrows agreed to act as Chair for the June meeting.

**4. Declarations of Interest / Grant of Dispensation.** None received

**5. Co-option.** Cllr. Dale introduced Dr. Magda Cullen who was interested in being co-opted onto the Parish Council. Cllr. Burrows Proposed and Cllr Pearce Seconded, all in favour, that Magda be co-opted onto the Parish Council. She signed the Acceptance of Office and joined the Parish Council at the table. Cllr. Dale also introduced Jacqueline Worrall who was interested in co-option. The paperwork for Jacqueline will be circulated after the meeting and the co-option will be put on the agenda for the June Parish Council meeting.

**6: To note Standing orders, Financial Regulations, Risk Assessment and Asset Register and consider any review.** All policies were circulated prior to the meeting for consideration. No reviews necessary. Noted.

**7. To note Code of Conduct and consider any review.** All policies were circulated prior to the meeting for consideration. No review required. Noted.

**8. Minutes of the Annual meeting held on May 14<sup>th</sup>, 2018 and the Ordinary Parish Council Meeting of the 8<sup>th</sup> April 2019:** They were nominated by Cllr. Guest and Seconded by Cllr. Burrows as a true record of the meetings. All in favour. They were duly signed.

**9. Matters Arising from the Minutes of the 8<sup>th</sup> April 2019.**

Grit Bin request for Berryfields Close, Broadwas.- Clerk to request WCC Highways to undertake the assessment with particular attention to the width of the footpath. Actioned but no response received as yet from WCC Highways.

New information Board for Berryfields at a net cost of £174.29. Cllr. Downes is leading on dealing with the Information Board and wording etc required and has agreed to follow this up. Actioned.

Problems with Berryfields Play area and equipment. Cllr. Dale agreed to take photos and prepare wording for Clerk to write to the contractors. Cllr. Dale has sent the Clerk photos.

19/00164: Tack Farm (rear of Stone Farm) Broadwas – Retrospective change of use from equine stables to dog breeding unit. New application to be discussed at PC meeting on 08.04.2019. Cllr. Pearce to draft a letter of objection once the relevant facts and planning policies have been clarified. The Clerk to submit this on behalf of the Parish

Council. Cllr. Pearce to contact Worcester Regulatory Services. The Clerk to contact West Mercia Police to advise them. Actioned.

Village Hall Wi-Fi- Cllr. Burrows prepared and submitted an article for the Footprints Magazine and for the website. It was also agreed to place the order with BT Open Reach for connection of the village hall, pending a final decision re quotation and grant application through the Gigabyte scheme.

**10. To consider the council's scheme of Delegation and to appoint members of the following:**

**i. Planning Committee;** Cllr. Guest Proposed and Cllr. Dale Seconded Cllr. Pearce as Chairman and all other members of the Parish Council where necessary.

**ii. Berryfield Committee:** Cllr. Guest Proposed and Cllr. Burrows Seconded that Cllr. Dale Chairman of this committee with all other Councillors on the committee.

**iii. Public Land Officer:** was deferred for further discussion to the June Parish Council meeting. (re agreed discussion about looking at the way we do things with a view to looking potential efficiencies).

**iv. Village Hall Representative:** was deferred for further discussion to the June Parish Council meeting.

**v. Lengthsman:** was deferred for further discussion to the June Parish Council meeting.

**vi. Council's Financial Regulations and On-line Banking:** Cllr. Pearce Proposed and Cllr. Burrows Seconded that existing arrangements were noted.

**vii. Website Management:** Cllr. Burrows Proposed and Cllr. Guest Seconded that Cllr. Dale continue with Website Management having done such a great job. Cllr. Dale agreed to continue his role on Website management. He commented that to date the Parish Council had not incurred any cost but from August 2019 there would be costs of approximately £5.80 per month which is the subscription to WIX for website hosting costs.

**11. Finance.**

- a. **To Consider the Audited Accounts & Annual Return: 1 April 2018 to 31<sup>st</sup> March 2019.** Cllr. Pearce Proposed and Cllr. Guest Seconded that these be accepted as a true record. All in favour. The accounts for 2018/19 were signed by the Chairman.
- b. **To consider Section 1: Annual Governance Statement for 2018/19.** Cllr. Pearce Proposed and Cllr. Guest Seconded that these be accepted as a true record. All in favour. The Annual Governance Statement Section 1 for 2018/19 was signed by the Chairman and the Clerk.
- c. **To consider Section 2: Accounting Statements for 2018/19.** Cllr. Pearce Proposed and Cllr. Guest Seconded that these be accepted as a true record. All in favour. The Annual Accounting Statement Section 2 for 2018/19 was signed by the Chairman and the Clerk.
- d. **To Consider Internal Auditor's Report & Recommendations.** Noted.
- e. **To Approve attached list of due payments and receipts from 8th Apr to 13<sup>th</sup> May 19.**

Payee	Description	TOTAL
C Hirst	Clerk Salary April 19	£311.36
HMRC	Tax Deductions April 19	£77.60
Carole Hirst	Expenses from 8th April to May 13th	£51.05

Worcestershire CALC	Subscription 2019/20	£406.88
D M Payroll Services Ltd	Internal Audit 2018.19	£110.00
RJC Landscaping	Berryfieds	£231.00
Wyre Pidde PC	Shared laser jet paper	£2.80
C Hirst	AGM Catering supplies	£15.67
<b>TOTALS</b>		<b>£1,206.36</b>

Cllr. Guest Proposed and Cllr. Pearce Seconded that the above payments be approved be approved. All in favour.

#### f. Finance and Clerk's Report.

<b>Total Cash at Bank at 5th May 2019</b>		
---	--	--

Treasurers Account	£21,415.87
Treasurer's Account Berryfields	£3,906.92
N.S. & I	£38,867.43
<b>TOTAL</b>	<b>£64,190.22</b>

#### Receipts:

29/04/2019	MHDC	£10,000.00
17/04/2019	Lengthsman WCC	£292.50
	<b>Total Receipts not previously reported</b>	<b>£10,292.50</b>

The Clerk instructed RJC Landscaping to commence the grounds maintenance contract for 2019/20.

The Clerk has submitted the VAT Return to y/e 31<sup>st</sup> March 2019 which is £7160.25 which is due for payment any day.

The Clerk has completed the Internal Audit with no problems outlined from them.

#### **Noted.**

- g. **To Consider the dates for the "Exercise of Public Rights" these dates being 17<sup>th</sup> June to 26<sup>th</sup> July 2019.** Noted. The Certificate of Exercise of Public Rights will be added to the website as required by law.

#### **12. Correspondence.**

- Email 17<sup>th</sup> April- Environmental issues/fires from site in Cotheridge. The complainant copied in all the necessary agencies to ensure that this complaint was heard and dealt with. This was an issue that the Parish Council had previous involvement with, and the email was connected with all the relevant agencies who all responded to the complainant. The Parish Council will now monitor this whilst the relevant agencies and officers take whatever action is necessary.
- Letter from Rural Payments Agency re Stewardship Scheme 2019-20- Forms for payments all completed and now submitted. **Noted.**

#### **13. Planning.**

Below is a summary of current outstanding applications:-

**18/01282:** Upper Howsen Farm Cotheridge – Proposed demolition of existing farm buildings and use of site for 8 caravans/log cabins. Response submitted on behalf of the Parish Council raising no objections subject to appropriate conditions regarding road access, landscaping, drainage etc and on assumption that the application is for log cabins and not caravans. No further news.

**18/00184 (plus 16/00335 & 16/00353):** Little Lightwood Farm Cotheridge – Three outstanding planning applications. Informal opinion received from Stuart Castle (MHDC Planning officer) regarding merits of the applications. The Parish Council's views have subsequently been reiterated to our District Councillors for them to consider when deciding whether the applications can be delegated to officers for decision or brought to the Planning Committee. No further news.

**19/00104:** Royal Oak Broadwas – Installation of new children's play equipment. Approved by MHDC.

**19/00164:** Tack Farm (rear of Stone Farm) Broadwas – Retrospective change of use from equine stables to dog breeding unit. Response submitted by the Parish Council recommending refusal.

**19/00467:** Round Hill Cottage Little Green Broadwas – Extension to house and new double garage. Parish Council responded stating no objections.

**19/00525:** Laylocks Nurseries Cotheridge – Demolition and reconstructions of parts of Garden Centre. The Parish Council resolved to make no objections to this application.

**19/00583:** Church Lane Broadwas – Construction of 13 affordable dwellings. The Parish Council agreed to seek specialist advice in relation to this planning application and the Housing Needs Survey which forms part of the documentation. The application to be discussed again at the June 2019 meeting (or at a special meeting of the Planning Committee if an extension of time cannot be agreed with MHDC).

**14. Schedule of meetings for 2019/20: 10<sup>th</sup> June, 8<sup>th</sup> July, 9<sup>th</sup> September, 14<sup>th</sup> October, 11<sup>th</sup> November (2019). 13<sup>th</sup> January, 10<sup>th</sup> February, 9<sup>th</sup> March, 13<sup>th</sup> April and 11<sup>th</sup> May (2020). All booked.**

**15. Date of next meeting 10<sup>th</sup> June 7.30pm at Broadwas Village Hall.**

**The meeting closed at 9.12pm**

Signed Chairman..... date.....