

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

Held on Monday 12<sup>th</sup> October 2020, via ZOOM 7.30pm

Present: Cllrs. Dale – (Chair), Cllr. Pearce (arrived at 7.40pm through zoom issues), Cllr. Guest, Cllr. Brooks, Cllr. Burrows (arrived at 7.43pm due to zoom registration issues), Cllr. Worrall, and Cllr. Cullen.

**In Attendance:** Cllr. Chambers (MHDC) 2 Members of the public.

**1. Apologies:** Cllr. Walton MHDC District Councillor.

No apologies received from WCC Cllr Grove

**2. Declarations of personal or prejudicial interest and update Register of Interest Forms.** Cllr. Dale declared a Disclosable Non-Pecuniary Interest under matters relating to the Broadwas Village Hall. Mrs Dale is a representative for the WI on the Village Hall Management Committee.

**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.

Cllr. Chambers commented that further to his update at the last meeting informing the Parish Council that he had requested that the CEO of MHDC reintroduces the regular statistic reports for Planning and Enforcement. He can now inform the Council that the first of these updates has been issued which reads very impressive. However, the results show that the successes are achieved after extensions and co-operation from Planning Officers etc are implemented which he feels very disappointed about.

**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 September 23<sup>rd</sup>, 2020.**

These were considered and Cllr. Guest Proposed that they be accepted as a true record. Seconded by Cllr. Burrows. 6 in favour and 1 abstained. 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. Grant request for repairs to Broadwas Parish Church Tower. Unfortunately, legislation prevents the Parish Council making grants to Churches to local church buildings. The PCC have been informed that their request on this occasion cannot be supported. **Noted.**
- b. WCC Highways- 19/8/20- Grit Bins Winter newsletter for info. Cllr. Dale Proposed and Cllr. Pearce Seconded that the Clerk orders a bag of Grit from WCC for the Lengthsman at a cost of £103.93 + VAT. Now on Order. **Noted.**
- c. South Worcestershire Development Plan Review - Parish and Town Council Newsletter August 2020. **Noted.**
- d. 28/8/20- Briefing Note on the Planning Reforms Consultations. Cllr. Dale reported that this was now available on the Parish Council website. **Noted.**
- e. 17/9/20- Information on Grant Funding as Part of the Public-Sector Energy Efficiency Programme Worcestershire County Council. Cllr. Dale reported that this was now available on the Parish Council website. **Noted.**
- f. 17/9/20- Worcestershire County Council and Police and Crime Commissioner elections on 6 May 2021 stakeholder enquiry. **Noted.**
- g. 28/9/20- MHDC- Response to the Standard Housing Methodology Consultation- The consultation on the White Paper closes on 29<sup>th</sup> October 2020 and more information will be provide on this at the online parish and town council briefing covering the SWDP Review on 7<sup>th</sup> October 2020. **Noted.**
- h. 28/9/20- West Mercia PNN- Autumn Newsletter. **Noted.**
- i. 7/10/20- Police and Crime Commissioner Survey- [www.surveygizmo.eu/s3/90277140/your-voice](http://www.surveygizmo.eu/s3/90277140/your-voice)

**8. Planning Report – Cllr. Pearce.**

A Planning Report prepared by Cllr. Pearce had been circulated prior to the meeting. There was only one new application (No 20/01179). All agreed that a “No Comments” response should be submitted to MHDC. It was agreed not to take any further action regarding identifying a site for affordable housing pending further progress in respect of the revised SWDP.”

Full Planning Report here: [https://b17872d1-2239-40eb-8225-1aef556523af.filesusr.com/ugd/a2d19a\\_88b1537a83894d748931c5dcec86aab6.pdf](https://b17872d1-2239-40eb-8225-1aef556523af.filesusr.com/ugd/a2d19a_88b1537a83894d748931c5dcec86aab6.pdf)

**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)

Cllr Burrows updated the meeting from his report link He also thanked WCC for setting up the Top Up Fund It was agreed Cllr Burrows will update the website once he has completed the last data entry for Broadwas village and advise Cllr’s as to further actions that may be required.

**10. Hilltop Bend A44 usage of private track.**

Cllr. Brooks chased Aaron Black on the 7<sup>th</sup> September regarding whether he has written to the owner and if so whether a response has been received. An update was received which was circulated to Councillors prior to the meeting for discussion at the meeting.

Response from Aaron Black as follows:

a further letter has been sent this week asking them to contact Planning Enforcement within 7 days and stating that it is urgent. If a response is not received by the end of next week MHDC may need to serve a formal notice requesting information or indeed it may be possible to visit the property if all the above fails.

**11. Progress Reports:**

**a) Treasurers Report (Payments and Receipts up to 12<sup>th</sup> October 2020).**

| <b>October 12th, 2020 Payments List</b> |                                       |              |
|---|---------------------------------------|--------------|
| <b>Payee</b>                            | <b>Description</b>                    | <b>TOTAL</b> |
| C Hirst                                 | Clerk Salary July 20                  | £ 330.28     |
| HMRC                                    | Tax Deductions July 20                | £ 82.60      |
| C Hirst                                 | Clerk expenses to August 1st 2020     | £ 20.40      |
| RJC Landscaping                         | Berryfields July                      | £300.25      |
| RJC Landscaping                         | Mow play area July                    | £30.00       |
| RJC Landscaping                         | PLO report and clean bus shelter July | £50.00       |
| Eric Dale                               | Re-imbusement for gift                | £18.58       |
| PKF Littlejohn                          | External Audit 2019/20                | £240.00      |
| G Winkworth                             | Broad Green                           | £200.00      |
| Adrian Bullock                          | June Lengthsman                       | £ 252.00     |
| Adrian Bullock                          | July Lengthsman                       | £ 180.00     |
| C Hirst                                 | Clerk Salary Aug 20                   | £ 330.28     |
| HMRC                                    | Tax Deductions Aug 20                 | £ 82.60      |
| C Hirst                                 | Clerk expenses to 10th Sept 2020      | £ 20.40      |

|   |   |                  |
|---|---|------------------|
| RJC Landscaping   | Berryfields Aug   | £ 266.10         |
| RJC Landscaping   | PLO Report, COVID, Mowing Play Area and clean bus shelter Aug | £ 156.00         |
| K Brooks  | Expenses for repairs to notice board                          | £ 245.68         |
| C Hirst   | Clerk Salary Sept 20  | £ 378.60         |
| HMRC  | Tax Deductions Sept 20  | £ 94.60          |
| C Hirst   | Clerk expenses to Oct 12th 2020                               | £ 20.40          |
| <b>ALL THE ABOVE INCLUDED IN THE ACCOUNTS AT THE TIME OF RECONCILIATION</b> |   |                  |
| Broadwas Village Hall   | Grant   | £10,000.00       |
| RJC Landscaping   | Strim Broad Green Common                                      | £ 109.20         |
| RJC Landscaping   | Berryfields GM  | £ 255.00         |
| RJC Landscaping   | PLO, Covid and play equipment strim                           | £ 162.00         |
| Quality Solicitors Parkinson Wright   | Right of Way, The Sling                                       | £ 244.80         |
| <b>TOTALS</b>   |   | <b>14,069.77</b> |

|   |   |                   |
|---|---|-------------------|
| <b>Total Cash at Bank on 1st October 2020</b> |   |                   |
| Treasurers Account                            |   | <b>68,297.58</b>  |
| Treasurer's Account Berryfields               |   | <b>£10,267.42</b> |
| <b>Less payments not yet left the bank</b>    |   | <b>-£493.60</b>   |
|   | <b>TOTAL</b>                                  | <b>£78,071.40</b> |
| <b>Receipts:</b>                              |   |                   |
| <b>WCC</b>                                    | Lengthsman June                               | £ 210.00          |
| MHDC  | Precept 2                                     | £10,400.00        |
|   | <b>Total Receipts not previously reported</b> | <b>£10,610.00</b> |

**Cllr. Guest Proposed and Cllr. Cullen Seconded that all payments be approved. All in favour.**

- b) **Budget Review Report on 13<sup>th</sup> September 2020. Noted.**
- c) **The NALC Annual Pay Awards for 2020/21** – The Clerk's hourly rate on SCP 15 under the NALC 2020/21 pay awards is rising from £11.91 to £12.20 per hour making a difference of £120.16 per year. This is backdated to April 1<sup>st</sup>, 2020. This is within budget. **Noted.**
- d) **Bank Reconciliation as of 1<sup>st</sup> October 2020.** The bank reconciliation was checked by Cllr. Guest as reconciled and noted.
- e) **Update regarding NSI** (Bank Account now closed, and all funds transferred to the Parish Council account with Lloyds Bank). **Noted.**

- f) **External Audit by PKF Littlejohn and Annual Governance and Accountability Return 2019/20 now completed.** All documents now available on the website. There were no matters noted by PKF. **Noted.**
- g) **RJC Update Reports September 2020.** Noted and on the Parish Council website for information.
- h) **Village Hall Extension Project – Update** (Report by Cllr. Brooks available on Parish Council website).

The Clerk reported that on the 23<sup>rd</sup> September 2020 Broadwas & Cotheridge Parish Council agreed to make a grant of £30k in respect of the proposed VH extension and wrote to the Chairman of the VHMC to request that the following criteria be approved having been satisfied that the application fell within the statutory and discretionary remit of the Parish Council responsibilities and was in the interests of the parish.

The Grant Conditions were:

**In accepting this grant the VHMC agrees to the following**

**To provide on request and upon completion of the project an account of how all funds were used, this should include a financial statement.**

**To identify and submit proposals for the return of any under spend.**

**We are advised that it would be normal practice to make the grant available on receipt of invoices. On this occasion the Parish Council is able to make part of the grant (one third) available up front and will transfer the residue in two phased payments; the second tranche – £10k will be at the completion to roof level, and the final tranche - £10k will be at completion.**

**In the event of any unforeseen development that may indicate the project is at risk the Parish Council requires the VHMC to make them aware of this without delay.**

**The Parish Council would expect to receive full acknowledgement of the grant in terms of any publicity and or publication (including any notices or plaques erected to mark the extension).**

The first payment of £10k was transferred on the 6<sup>th</sup> October, ahead of the commencement of work.

Cllr. Burrows apologised for being late (zoom issues) and if his question had already been addressed. He asked if the VHMC had agreed the conditions of the grant? Cllr Brooks indicated he was not aware of these. Cllr Dale advised he had sent these to the VHMC chair. The Clerk read this out. Further discussion took place. Cllr Burrows thanked those concerned and noted that it appears that the VHMC have yet to accept the conditions and he hoped that they would as soon as possible,, as he was concerned if that this was not the case, then the PC may not be able to proceed with further payments. It was noted that the conditions of the grant were compiled on the basis of advice provided by CALC. Cllr Dale stated that he hoped a line could be drawn under this matter soon.

#### **Cllr. Brooks Update**

I am pleased to report that at long last (GW) Geoff Winkworth (VHMC Chairman), (SD) Sharon Downes (Secretary) and myself (KJB. Committee Member) met at our V/Hall with Mr Carl Gibbs (Builder) and the formal contract for all the Proposed Extension Work and Planning Registration etc was duly examined and accepted and formally signed for by GW and KJB and witnessed by SD. Work is due to commence at the end of October and estimated completion (weather permitting etc) will be circa late January 2021. The Hall will reopen for limited community usage (within Covid 19 Guidelines and Regulations) later in October.

- i) **Budget Preparation and Precept Setting 2021/22.** The Clerk has commenced the 2020/21 Budget review and projection to year end 31<sup>st</sup> March 2021. A draft has also been sketched for 2021/22 which the Clerk would like to discuss with the finance sub-group in readiness for agreeing the precept at November Parish Council's meeting. Cllr. Dale and Cllr. Guest agreed to meet with the Clerk to discuss the draft budget.

- 12. **Berryfields. Use of pitch for Adult Football matches.** Cllr. Dale reported that he had been in contact with the football team but had no response. Therefore, the football pitches are no longer required at this time.

- 13. **Date of next meetings: Ordinary Meeting Monday 9<sup>th</sup> November 2020 at 7.30pm via Zoom**

**The Open Meeting closed at 8.35 pm**

Signed Chairman..... Date 9<sup>th</sup> November 2020

#### **APPENDIX 1- Public Participation.**

Geoff Winkworth (GW), Chairman of the Village Hall Management Committee (VHMC) spoke of his concerns over the matter of phased payment.

Cllr. Dale commented that he felt that the payment condition of "phased payment" should be kept as it is. Cllr. Brooks disagreed as the representative on the VHMC, but all other Councillors agreed with Cllr. Dale. GW stated that if the payment terms stay as given that he would consider making a formal complaint.

Cllr. Cullen explained that she was anxious about paying out a large amount of money in one sum under the current COVID climate.

GW was asked why it was so crucial to have all the funding in one payment upfront and Cllr. Dale reported that GW had in an earlier email agreed to receive the funding in 3 phased payments. GW replied that since his initial email and acceptance of the 3 phases he has re-thought his initial decision through and having now signed a contract he feels vulnerable.

Cllr. Dale re-iterated that the 3 phased payment condition will stand.

A parishioner wrote into the Parish Council asking if the following statement could be read out as he was unable to attend the meeting. The following statement was read out by the Clerk.

"This summit meeting on Thursday is the belated result of all the pressure that the residents of Broadwas have had to put on all levels of local politics due to the flagrant breaches of the developer at Zourka. We have been fighting the onslaught of applications in our end of the village for nearly 10 years, ever since we were duped into accepting the wholly inappropriate Berryfields houses by the then PC. If we had not stood our ground and used a brilliant surveyor (and then pushed the PC to use her as well) we would now be surrounded by houses of a similar ilk from the school along the A44 and down the lane to the church. We deserve, as residents and council taxpayers, a seat at this meeting and Adrian is the best informed as to all that has gone on there. The Zourka experience brought everything to a head and should be a template for the meeting by highlighting all that has gone wrong and asking who should have done what and when at all levels. David was not even aware that the meeting was taking place, said that Daniel had convened it and could decide who attends, then Cllr. Dale pops up with a flat "No" and no explanation. I have used the phrase "pass the parcel" so often over what has gone on since the first spade was dug and it is still happening! Please ensure that the right thing is done now even though it is far too late to stop all the appalling breaches that the broken planning and enforcement system have allowed. Is anybody who is due to attend and knows less than Adrian about the sequence of events at Zourka willing to forego a place at the meeting to allow the residents to be represented?"

Cllr. Chambers commented that he would just like to correct the above in saying that he had said that he "presumed" Daniel had convened the meeting and not that Daniel had called the meeting.

The statement was duly noted.