

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

Held on Monday January 10th, 2022, in Broadwas Village Hall.

Present: Cllr. Burrows (Chair), Cllr. Cullen, Cllr. Pearce, Cllr. Usman, Cllr. Worrall, Cllr. Longley, Cllr. Guest, + 2 vacancies.

In Attendance: 2 Members of the public.

1. **Apologies:** MHDC Cllr. David Chambers, Cllr. Daniel Walton MHDC District Councillors, Scott Richardson-Brown WCC County Councillor. Cllr Burrows formally welcomed those present to the first face to face meeting for sometime. He advised and reminded all present of the safety measures that were in operation. As an introduction to item 2 Cllr Burrows summarised the reasons why it was necessary to take and record acceptances of offices. This was as a result of the PC continuing to meet virtually from May 2021, and the fact that the Government did not extend the legislation that enabled this. The PC had sought and been provided with advice and had thought it was fully compliant however in December the Clerk was made aware that as a result of a technicality (which had not been in the advice provided) there was a need for the MHDC Monitoring Officer to restate the PC by requesting the Secretary of State to order this. This has duly been addressed the support of the District Councillors and the Monitoring Officer.
2. **To Formally record Acceptance of Office for all Councillors.** Cllrs Burrows, Cullen, Guest, Longley, Usman, Pearce, Worrall all signed Acceptance of Office Forms for the Parish Council. Cllr. Burrows also signed Acceptance of Office as Chair of the Council. These were countersigned by the Clerk as the Proper Officer of the Council.
3. **Election of Chair and Vice Chair. Cllr. Guest Proposed that Cllr. Burrows be elected as Chair. Seconded by Cllr. Longley. All in favour.**
Cllr. Pearce Proposed that Cllr. Cullen be elected as Vice-Chair. Seconded by Cllr. Longley. All in favour. Cllr. Burrows signed the Acceptance of Office as Chair.
4. **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. Cllr. Pearce disclosed a disclosable non-pecuniary interest in item 8 (e) Grounds Maintenance Contractor works in a private capacity for Cllr. Pearce.
5. **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.
6. **To formally approve the Notes of the Informal Parish Council meetings held on June 14th, July 12th, September 13th, October 11th, 8th November 2021.**
Cllr. Worrall Proposed and Cllr. Usman Seconded that the Notes of the Informal Meetings of June 14th, July 12th, September 13th, October 11th, 8th November 2021 All in favour.

7. County and District Councillors reports:

Cllr. Richardson-Brown; WCC Report.

Cllr. Richardson Brown submitted his apologies for the meeting and there is therefore no update.

Cllr. Walton- District Council Report. I think rather than cut and paste insert a link and cover with the following - The meeting noted and thanks Cllr Walton for his report (in his absence due to sickness).

Very little happens in December every year with most monthly meetings not happening. Obviously, things are also much quieter for half of the month over Christmas.

With that I have some important news for businesses in the area:

The Government has announced new funding to support businesses affected by the Omicron variant of Covid-19.

This support includes:

- One-off grants of up to £6,000 for qualifying businesses in the hospitality and leisure sectors.

- New Additional Restrictions Grant (ARG) funding for other businesses impacted by Omicron – such as those who supply the hospitality and leisure sectors. It will be up to our discretion to allocate this funding to businesses most in need but as with previous ARG funding allocations, it is unlikely to be enough to support all businesses affected.

We have yet to receive detailed guidance from the Government about how these two support funds are to be administered or what our allocation of the money available will be.

Once we have this information, it is likely there will have to be an application process. We hope to be able to make a further announcement about this during this month.

Businesses are also being encouraged to take part in a survey to find out what their skills and training needs are.

The survey is being run by Malvern Hills and Wychavon District Councils with telemarketing agency, Team Telemarketing, and will end on 31 January 2022.

They will be contacted via phone call to take part in the survey but it can also be done online. All entrants will be entered into a prize draw to win a £1,000 cash prize.

The results will help guide the councils in providing targeted support to businesses including future subsidised courses to meet their needs, help with recruitment and to fill the skills gap.

The survey is being run as part of the Malvern Hills and Wychavon Upskilling Project which has received funding of £283,050 from the UK Government Renewal Fund.

[Read more about the survey and how to take part.](#)

And for local causes our Space hive match funding programme is the place to start raising money.

<https://www.spacehive.com/profile/malvernhillsdistrictcouncil>

Otherwise, I've been involved in setting up and running a number of projects through Economic Development. The first is our Future Work Force Initiative – where we've already put 15 apprentices into jobs locally – and this was before our CRF funding which we're now using to ensure more potential apprentices and potential businesses match up. This was won by our Economic Development team to support our skills agenda.

Our Town Transformation consultation has come to an end and the report should be out in March/ April of this year showing a new future for our town centres. We've also paid our 8 grants to support local businesses improving shop fronts or launching websites to support their bricks and mortar business.

Our Sustainable Tourism forum went well and we're now actively working with several tourism businesses to support with green accreditation which includes things like putting in electric charging points which we can support with through grants.

And finally, we have started work with the local growth hub to visit businesses, starting with more rural business, to see how else we can support them.

Coming to our two planning issues. It is my fault that I didn't chase up on these through December but I have done at the back end of last week and will update you during this week.

The Track – Waiting on EA visit still, which we will be attending as a District Council.

Gladwish – Letter still to go out. Will make sure this happens this week and the Parish Council receive a copy.

8. Matters Arising not covered on the agenda:

- Cllr. Burrows has received a response on the 10th January 2022, from the Office of the Royal Mail CEO. Previous updates had indicated that the box should have been replaced by now. It transpires that Royal Mail understands that WCC Highways has raised a concern re it being re sighted in the previous location. It is not fully clear where this new development is at and Rpyal Mail have agreed to make further enquiries and it is intended that the PC will enquire of WCC its understanding. Rpyal Mail cannot therefore offer an exact timescale of the replacement as they are awaiting the County Council to come back to them. Cllr Burrows noted how disappointing this was, and that as a result residents had now been without a post box for 6 months. The Parish Council continues to receive regular enquiries and expressions of concern from the public.
- Cllr Pearce reminded the council of the query raised at the last meeting about the land in front of A44/Taberness Close is currently maintained by the residents. A discussion took place as to what would be the best option. It was not clear as to whether or not the land was registered and that in the case of land that was not the Parish Council could seek to register it. This would incur some ongoing interest and liability. A range of options was discussed from leaving matters as they were through to the Parish Council taking a greater responsibility for this parcel of land. Cllr. Pearce advised that the land was named a green space under the Neighbourhood Plan. Cllr. Burrows Proposed that Cllr.

Pearce ascertain who owns the land through a check with the land registry, as this would then inform a further discussion at a future meeting which should include consultation of the nearby residents. Cllr. Cullen Seconded. (It was noted that on balance councillors felt it would be in the public interest to address this matter on a proactive basis).

- Cllr. Worrall reported that the Village Hall Management Committee (VHMC) are requesting a new sign for the Village Hall from the A44 in Broadwas. WCC Highways have to give permission for this. VHMC are asking if the Parish Council would approach WCC Highways on their behalf as their own attempts have been unsuccessful. Cllr. Guest suggested as an alternative if necessary that the VHMC purchase a sandwich board to be placed out when an event takes place. Cllr. Burrows agreed to contact Hannah Davies WCC to indicate and support the VHMC's request.

9 Finance:

a) Treasurers Report (Payments and Receipts up to January 10th 2022)

Payee	Description	TOTAL
RBL Knightwick	Poppy wreath	17.00
Groundwork UK	Repay grant unspent	27.37
C Hirst	Clerk Salary Nov 21	£351.92
HMRC	Tax Deductions Nov 21	£88.00
C Hirst	Clerk Salary Dec 21	£351.92
HMRC	Tax Deductions Dec 21	£88.00
C Hirst	Expenses to Jan 10th (2 months)	£68.25
ICO	ICO Certificate GDPR	£35.00
RJC	Berryfields GM	£78.00
TOTALS		£948.09

Total Cash at Bank at Jan 7th 22		
Treasurers Account		£ 43,870.47
Treasurer's Account Berryfields		£10,267.42
	TOTAL	£54,137.89
Receipts:		
	Total Receipts not previously reported	£0.00

Cllr. Guest Proposed and Cllr. Pearce Seconded that all payments be approved.

b) Bank Reconciliation as of December 22nd 2021. The bank reconciliation was reviewed by Cllr. Guest reconciled. **Noted.**

c) Budget update Report on December 22nd 2021. The Chair asked those present whether they had any questions. There were no questions. **Noted.**

d) To formally Approve the Budget and Precept for 2022/23.

A budget 10year projection was circulated prior to the informal meeting on November 8th 2021 and recommendation from Cllr. Guest to leave the precept at zero increase for 2022/23 £18,200 was proposed due to high reserves. This represented a decrease on Council Tax Band D from £61.05 in 2021/22 to £60.69 in 2022/23. Cllr. Guest Propose and Cllr. Cullen Seconded that the 2022/23 budget and Precept be Approved. All in favour.

Cllr. Burrows reported that the Parish Council are doing their best to ensure that parishioners continue to benefit from the PC whilst taking a sensible long-term approach to help parishioners with inflationary pressures.

e) Issuing of Tender Notice for Lengthsman Contract for 2022/23 and Grounds Maintenance Contract from April 1st 2022

Documents were circulated to Councillors prior to the meeting identifying the role and a draft advert for information and discussion at this meeting.

Cllr. Burrows outlined as below.

- Both roles for Tender involve the advertising of and a request for people to come forward to provide services for the PC

- The Lengthsman - is an annual appointment which we would advertise this year on the basis that
a) we have made some changes and
b) we are advised that ongoing annual extension is not always best practice.

Cllr. Worrall Proposed that the Lengthsman Contract be extended a further year whilst changes to the Parish Council's procedures are further developed. Seconded by Cllr. Pearce. All in favour.

Cllr. Worrall suggested a map of the Parish Council's gullies and ditches could be developed.

Cllr. Burrows agreed to contact the Lengthsman once the Parish Council have agreed the process.

- General Maintenance Services - This is a 3-year contract which expires 31st March 2022 - At present the documentation and the specification is a) old and b) minimal, and although it was agreed that a sub group would look at this, this appears not to have happened. The PC will need to make a decision to either extend or renew and if they renew could make some amendments/improvements to the tender specification if this was done quickly. Councillors need to be reminded that they agreed this course of action some time ago. As with (1) this does not prevent the current contract holder from applying. In response to a point raised by a member of the public, Cllr Burrows stressed that the re tendering and extension processes were not a reflection of any view of or dissatisfaction with the current contractor and roe holders, whose work for the Parish was appreciated.

Cllr. Burrows Proposed to extend the contract for a further year. Seconded Cllr. Guest. Cllr. Pearce did not take part in the vote declaring a disclosable non-pecuniary interest.

- f) Broadwas Village Hall hire charges. The VHMC have requested that hire charges of £30 per meeting be levied going forward. Cllr Burrows explained that he felt this was a decision that was in the best interests of the Parish Council and the Village Hall Management Committee. Discussion took place where a number of different and opposing views were shared. Cllr. Burrows Proposed and Cllr. Pearce Seconded that the £30 hall hire charge per meeting be agreed. Councillors voted, 5 For, 1 against and 1 abstained. The motion was carried.

10 Correspondence. None discussed other than covered on the agenda.

11 Planning Report – Cllr. Pearce.

21/02012: Weston Hill House Little Green Broadwas – First Floor Extension. The Parish Council submitted a “No comments” response. Approved by MHDC

21/01924: Taberness Broadwas – Two Storey Rear Extension. Substantial two-storey extension. The Parish Council requested MHDC to seek clarification as to the vehicular access to the extended property. Approved by MHDC.

21/01187: Old Willow Barn Broadwas – Erection of potting shed (retrospective). Planning consent required as within curtilage of a Listed Building. The Parish Council submitted a “No comments” response. 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. Approved by MHDC,

21/01000: Ridgeacre Farm Broad Green Broadwas – Development of Live/Work unit. Appeal submitted by applicant following refusal of application by MHDC. The Parish Council has reiterated to the Inspector its concerns regarding this application.

21/00457: Ivy House Farm Broadwas – Internal alterations to Listed Building. The Parish Council agreed to make a “No Comments” response.

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. The Parish Council agreed to write to the Planning officer reiterating its concerns regarding the vehicular access in the light of the Planning Inspector’s decision on Application No 19/01832.

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. Drainage works in Church Lane undertaken by Worcestershire CC. Application to be removed from the monthly Planning Report pending any further issues.

21/02237: Laylocks Nurseries Cotheridge – Shop extension and associated works. The Parish Council agreed to support this application.

21/02018: Little Acres Cotheridge – Demolition of garage block and construction of single storey extension. The Parish Council considered this application to be beneficial and agreed to support it.

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. Note – No details of the appeal have appeared on the MHDC website.

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.

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

Revision to SWDP No further progress regarding the classification of Broadwas as a Category 2 Settlement but correspondence circulated by the Parish Clerk indicating that the timetable for the Revision to the SWDP has been delayed (again).

- 12 **Any Other Business** – Filling of Parish Councillor vacancies - Cllr Cullen asked for an update. The Clerk explained a member of the public who was in attendance had submitted a co-option form and it was intended to formally enact this at the next meeting. Cllr Burrows advised that a view was required as to which process Cllr’s would prefer to follow as it applicable in the Councils’ Co-option Policy

Date of next meeting:

Ordinary Parish Council Meeting on Monday 14th February 2022 at 7.30pm

The Meeting closed at 21:00 pm

Signed Chairman..... Date 14th February 2022

APPENDIX 1 - PUBLIC QUESTIONS

Post box. This is taking a ridiculous amount of time. The Post Box, which was also an NHS Priority box needs replacing. Cllr. Burrows chased Royal Mail again on 4th Jan 22.

A member of public had submitted a number of points in advance and he noted that these were to be addressed for and or between the next meeting.