

BROADWAS AND COTHERIDGE PARISH COUNCIL
DRAFT MINUTES of the ANNUAL GENERAL MEETING OF THE PARISH
COUNCIL 2022

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

Held on Monday 9th May 2022 commencing immediately following the Annual Parish Meeting.

Present: Cllrs Burrows, Usman, Clark, Longley, Guest, Worrall, Cullen, and members of the public.

In Attendance: District Councillor Daniel Walton and WCC Cllr. Richardson Brown.
Apologies: MHDC Cllr. Chambers & Cllr Walton

Report from District Councillor Walton had been received and circulated (also attached)

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

2. Election of Vice Chair: Cllr. Cullen Confirmed her willingness to stand and Cllr Cullen was nominated as Vice-Chair, Cllr. Guest Proposed Cllr Worrall seconded that Cllr. Cullen be elected as Vice-Chair. All in favour. Cllr Cullen was duly elected as vice chair.

4. Declarations of Interest / Grant of Dispensation. None were declared

5. To note Standing orders, Financial Regulations, Code of Conduct, Risk Assessment, Safeguarding Policies, Parish Council Insurance Policy and Asset Register and consider any review. All policies were circulated prior to the meeting for consideration. Cllr's agreed that policies and documents circulated were current and compliant. Cllr's noted the recent review of the Safeguarding Policy and thanked Cllr Usman.

The following actions were identified for the Clerk:

The draft Complaints Policy needed to be circulated and brought forward to the next meeting for formal adoption.

The Assets and Risk register should be subject to a 6 month review and brought forward to the November meeting.

Cllr's noted the insurance policy renewal and it was agreed to allow Cllr's further time to review and submit either any comments and or their agreement to the Clerk and Cllr Guest. (NB specific checks required re levels of cover and employers liability). Action Cllr's to respond within 5 working days of receipt of these minutes.

6. Minutes of the Ordinary Parish Council Meeting of the 11th April 2022 and the Annual Parish Meeting Minutes of 2nd May 2021 :

Cllr Guest proposed that the minutes of the Annual Parish meeting held on the 2nd May 2021 be approved and Cllr Worrall seconded this. All in favour.

Cllr Guest proposed that the Minutes of 11th April 2022 be approved as a true record. Seconded by Cllr Worrall. All in favour. They were duly signed.

7. Matters Arising from the Minutes of the 11th April 2022 not covered anywhere else on the agenda.

- Post Box: Royal Mail inform that the replacement Post Box has been assigned to an engineer so it should be installed within the next 6 weeks. Questions were raised as to location and this was understood to be on the green area adjacent to Taberness Close. Action Picture from Royal Mail to be circulated by the Clerk
- Bank Mandate update – This is being actioned by the Clerk and Cllr Burrows.
- Cllr Burrows asked is there were any further matters arising that were not covered on the agenda, none were raised.. .

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

- i. Planning Sub-group; Cllr. Cullen proposed and Cllr. Worrall seconded that Cllr. Guest, Cllr. Longley, Cllr. Burrows be appointed. All in favour.
- ii. Finance Sub-group: Cllr. Cullen proposed and Cllr. Guest seconded that Cllr. Guest, Cllr. Cullen, Cllr Burrows, Cllr. Worrall be appointed. All in favour.
- iii. Village Hall Representative: Cllr. Cullen proposed and Cllr. Usman seconded that Cllr. Worrall Be elected as the Village Hall Representative. All in favour.

9. Finance.

- a. To Approve below list of due payments and receipts from 11th Apr to 9th May 2022.

May 9th 2022 Payments List

Payee	Description	TOTAL
Worcestershire CALC	Annual Subs CALC and NALC	557.92
Broadwas Village Hall	April Meeting	30.00
C Hirst	Clerk Salary April 22	£359.33
HMRC	Tax Deductions April 22	£89.60
RJC Landscaping	April GM	£309.60
C Hirst	May pay to 23rd May	£271.47
HMRC	Tax to 23rd May	£68.00
C Hirst	Expenses May 23rd 22 (expected)	£39.75
TOTALS		£1,725.67

Total Cash at Bank at 28 April 22		
Treasurers Account		£ 50,770.31
Treasurer's Account Berryfields		£10,267.42
	TOTAL	£61,037.73
Receipts:		
MHDC	Precept	9100.00
	Total Receipts not previously reported	£9,100.00

Commented [1]:

- a. **Cllr. Guest proposed and Cllr. Usman seconded that the** above payments be approved be approved. All in favour.

- b. Bank Reconciliation on 26th April 2022. The bank reconciliation as at 26th April was sent to Cllr. Guest with the cashbook for reconciliation. Cllr. Guest confirmed the accounts were reconciled.
- c. To consider application for a grant from Broadwas Village Hall for £370 towards the Queens Platinum Jubilee Celebrations. Cllr. Burrows Proposed that the Parish Council make a grant to cover the cost of the bouncy castle, decorations and children's prizes i.e £210.00. The rationale being that the Parish Council have a limited budget for the year (which has only just started) and the money would translate into direct benefits for those taking part. Proposed Cllr RB **Seconded by Cllr. JG , all in favour, Action Clerk to make payment**
- D** To discuss recovery of hire fees (Berryfields) from Worcester United 1st Team Coppertops Summer 2021 (hundred pounds total) agreed to pursue further. Cllr Burrows shared recent communications which indicate that the field was used 4 times and this was confirmed by the signature of the agreement. Going forward agreed to review the recovery of fees and to ensure that there were appropriate arrangements for booking and recording of invoices etc. Action Clerk to note.

10 Correspondence. Covered on agenda

11 Planning.

REPORT FROM CLLR. GUEST. On behalf of the Planning sub group

Cllr Guest apologised for the later submission - Action report to be posted

New consultations

M/22/00545/FUL

Agricultural building. Appears well secluded and not overlooked Consultation end date 19/5/22 Recommendation is no comment Action Cllr's to review and confirm within 5 working days of receipt of minutes

M/22/00514/HP

Location : Brook Farm, Broadwas, Worcester, WR6 5NE Proposal : Erection of porch extension to front elevation Date Valid : 03/05/2022 - action all Cllr's to review and comment to Cllr Guest within 5 working days from receipt of minutes

Pending applications

22/00222/FUL: Field Ridge Bromyard Road Cotheridge - Notification received that appeal has been turned down.

21/02321/FUL: Land at A44 Broadwas

Cllr Guest summarised present position and steps taken by the Parish Council to progress determination. Cllr Richardson Brown informed the meeting that he had again chased WCC Highways to respond and Cllr Guest informed the meeting that District Councillor Walton had been addressing this from the MHDC perspective. There were a number of contributions from the public present which mirrored the frustration felt by all concerned. It was agreed that further representations should be made by all present and that the Parish Council would continue to press for a determination and refusal.

Cllr Guest indicated that a representative from MHDC/Wychavon planning department had been invited to the meeting but no response had been received. It was agreed to formally write to the Senior Officer to request either their attendance at a parish council meeting or a meeting with the Chair, as it was felt to be important that parishioners had the opportunity for MHDC to give an account of its actions and the delay.

SWDP - It was noted that this process has been further delayed and it was agreed to seek a fuller explanation for why this is the case. The significance and potential impact of the review process was discussed and it was agreed that the next Planning sub group would address this further.

12. Date of next meeting 6th June 2022 7.30pm at St Leonards. Cotheridge. Cllr Cullen submitted her apologies as she will be on holiday.

13. Any Other Business None was declared

14. It was **resolved** to exclude the public and press to discuss confidential staff matters.

15. It was **resolved** to regrade the clerk's role to LC2 Substantive pay scale 24-28.

15. It was **resolved** to backdate the revised pay scale for the previous clerk from April 1st 2022 until their end date.

16. It was **resolved** that the revised grade/payscale will be applied to new appointments commencing at scale 24 with annual increments applied based on annual appraisal.

17. It was **noted** that the clerk had submitted their resignation on April 23rd with an end date of May 23rd.

18. It was noted that a clerk from another parish would be available from May 23rd to provide locum support.

19. It was noted that contingency arrangements should be put in place if the locum arrangement doesn't work.

20. It was noted that Cllr Clark had circulated a report.

21. Other actions were agreed regarding the report.ⁱ

22. It was noted that a revised version of the website would be circulated.

The meeting opened at 2010 , closed at 2045 pm

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

DISTRICT COUNCILLOR: Cllr. Daniel Walton

As you'll be aware there had been a delay to the SWDP publication. Originally intended to be delivered in July due to more time being required to finalise the Infrastructure Delivery Plan. A new timetable is currently being set up for councillors to consider and I'll keep you updated. It isn't looking to be too long.

The delay doesn't have any direct outcome on Broadwas or Cotheridge as it stands.

Also, in planning we have a new Head of Development Management across both Councils. Ciaran Power will officially take on the role from 1 June but he is currently in the role as an interim. Ciaran has been with us a long time and we've been working with him following Duncan's departure on Worcester West, which is the Grove Farm development.

The Spring and Summer round of Spacehive projects will be launched soon and at least six community projects from around the district will be included. There has also been a lot of Jubilee community events funded through the Spacehive platform. I would re-iterate that any local community projects should look to Spacehive funding to support.

<https://www.spacehive.com/movement/worcs>

Of course, we're coming into the tourism season and just to give you a taste of how the Malvern Hills area has become below are the hits to our VIST THE MALVERNNS website – www.visitthemaalverns.org.

January – 36,010 (+80.19% compared to 2019)
February – 33,107 (+58.19% compared to 2019)
March – 39,846 (+ 76.60% compared to 2019)

Across all of the district we're seeing more people visiting. This includes Tenbury, the Teme Valley and Upton as well as Malvern. The recent completion of Priory Park has certainly helped footfall figures in Great Malvern.

The completion of our Town Centre Plans will go to our Exec committee later this month and give us a number of projects – large and small – to complete to improve our high streets.

Since our last meeting there has been some movement within the Council but in effect little has changed other than Leadership. The previous leader of the Council left the administration, and I took over as Group Leader. The Greens now sit as their own party but still working with us – which actually works better for everyone. On the 10th May at our Annual General Council we'll be putting Tom Wells forward as leader of the Council.

ⁱ The actions relating to this report weren't formally on an agenda so are not yet legal actions agreed by the council. They will need to be discussed again by council as part of a formal agenda.