

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

Held on Monday July 12th, 2021, via ZOOM 7.30pm

Present: Cllr. Burrows (Chairman), Cllr. Cullen, Cllr. Guest, Cllr. Pearce, + 2 vacancies.

**In Attendance:** Cllr. Chambers, Cllr. Walton, MHDC District Councillors. WCC County Councillor Scott Richardson-Brown (for part of the meeting). 3 who was the 3rd? Members of the public.

1. **Apologies:** Cllr. Longley gave her apologies to arrive late from a school governors meeting. She did not manage to gain access to the meeting.  
Cllr. Worrall and Cllr. Usman were absent.
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.
  - c) Councillors were asked to declare any **Other Disclosable Interests** in items on the agenda and their nature.  
Cllr. Guest declared an Other Disclosable Interest with planning application **20/01190: Little Lightwood Farm Cotheridge**
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. **County and District Councillors reports:**

**Cllr. Report(s) Cllr. Richardson-Brown; WCC.**

Church Lane, Broadwas- Hannah Davies met with the Drainage Engineer who has confirmed the system has been jetted, surveyed, and confirmed as clear. The Drainage Engineer met with Aaron Black of MHDC and agreed WCC would carry out a small scheme subject to the ditches been cleared by the riparian landowner and this would need to be addressed by Jack Adams from Malvern Hill Land Drainage. Cllr Walton updated the meeting on completion of inspection by MHLDP and understood that WCC would now be able to proceed.

Cllr. Burrows asked that a copy of the WCC plan be obtained and that it would be helpful to for the Parish Council to be informed of the planned dates for the works.

Cllr Richardson Brown has had a discussion with Alan Amos re speeding and a meeting is being set up with the Police and Crime Commissioner in a few months to discuss enforcement.

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

Full report available at <https://www.broadwas-cotheridge.com/parish-council>.

The Chair asked those present whether they had any questions. No questions.

Cllr Chambers endorsed Cllr Walton's report.

**5. Minutes of the Parish Council meeting held on 14<sup>th</sup> June 2021.**

These were considered and Cllr. Guest Proposed that they be accepted as a true record. Seconded by Cllr. Pearce. They were duly signed and dated as a true record by the Chairman Cllr. Burrows and will be forwarded to the Clerk following the meeting.

**6. Matters Arising not covered on the agenda:**

- Berryfields Barrier (hopefully being fitted w/c 12<sup>th</sup> July 2021)
- **Berryfields play equipment repairs following annual play inspection report. (Cllr. Burrows)**  
Vid Blakeney (local resident) who runs a specialist company providing outdoor activity equipment kindly met Cllr. Burrows and Cllr Pearce to review the equipment and look at the ROSPA reports. As a result, we asked him to provide an estimate and he has done so. Before finalising this he is contacting ROSPA to clarify several points in their reports, as the solutions to a number of the recommendations will involve the engagement of a metal worker/blacksmith. The majority of recommendations can be addressed simply and inexpensively. As the older equipment is sound and of high quality, albeit needing some maintenance and updating to meet present standards, Vid did not feel we needed to replace equipment. Once a final estimate is agreed and any associated costs are known we will be in a position to proceed.

NB in the course of the recent inspection it was noted that the substructure/foundation of the Adult Bench Press had worked loose. An out of order notice was placed on the item, and R Cole has been requested to provide an estimate for repair. We did consider contacting the installer/supplier as it is possible the initial installation did not provide an adequate base, but the time elapsed since installation and a difficulty in accessing records mean this was not practicable.

- **Update on discussions with Royal Mail on Post Box next to Bus Shelter (Cllr. Burrows).**

The Parish Council and the Clerk on its behalf responded promptly to concerns expressed by a number of parishioners when the box had to be removed as a result of a road traffic accident on the 3rd of June. The Clerk has made 2 online submissions and provided information as requested and despite an assurance that the relevant Collections Manager would respond this has not happened. Having waited for 10 working days the Chair submitted a formal complaint on the 6th of July, requesting that the information be provided by the 12th of July for the meeting of the Parish Council. Royal Mail is regulated by Ofcom and as such has a range of requirements to fulfil in providing a postal collection and posting service which includes consultation if it is decided to make changes to provision including post boxes. The Chair had circulated a response received from Royal Mail in regard to his complaint earlier in the day. This stated that the matter was being escalated and that a response would be provided within 10 working days. The Chair noted that Royal Mail had been slow to respond, and that Broadwas had now been without a post box for over 4 weeks and there was no idea of when or if it was going to be replaced.

NB The damage to the bus shelter has been informally assessed and does not present an immediate hazard. However subject to the outcome of any insurance claims further professional assessment will be required as the structure is bent which will prevent re glazing. The Clerk can advise re notification to insurers and Councillors will want to have a clear view on what is the best course of action.

- **Update on Berryfields Container.**

Following a complaint from a local resident, a number of Councillors have undertaken a site visit (all were offered the opportunity).

There were a number of elements to the complaint, and these included

- children climbing on the container and therefore being at risk of falling (The location of the container adjacent to a fence appears to facilitate access to this kind of misuse. Although the container has been treated with anti-climb paint in the past it would appear this is no longer effective.
- reports that people use the container as a place to urinate presumably because it offers some cover, however the container is in close proximity to local housing.

There have been previous discussions at the Parish Council regarding the container and to some extent these have been linked to how the site is used and wider thoughts about the future.

The past 18 months have not been a typical period due to Covid 19 and restrictions.

The Parish Council is presently clear that it wants to promote the use of the site including for use by football or other group sports, and to this end ensures that the grass is cut on a fortnightly basis, has recently revised its terms of use, and letting agreement.

The main use in the past for the container was for storage of equipment and for changing. Containers are not an unusual solution to storage needs as they are secure and less costly than a permanent structure. Under certain circumstances they can require planning consent.

Presently, in part due to Covid and a limited demand for organised team sport usage, the container is not used extensively and currently is serving as store for overflow from the Village Hall fundraising efforts.

The options to consider are as follows

1. Dispose of the container on the basis that it is a) a realizable asset that presently would have a good value, b) that its use is limited and c) that it requires the parish council to address and manage any identified risks, as well as taking into account the views of some local residents.
2. Re-site it there are 2 options - it could be moved away from the fence as a part of the solution to address risk of children climbing, this would not address other forms of misuse. The other option subject to a more detailed assessment would be to move it to the bottom of the site behind the trees. This may require some minor earth works, and in any event, movement would bring with it some cost.
3. Do nothing and accept a) the risk and b) that some residents will be dissatisfied.

Councillors present discussed the options.

Cllr. Guest Proposed and Magda Seconded that the container be left where it is, and anti-vandal paint be put on top so that anyone climbing would get covered in paint. All in favour. Cllr Guest agreed to help source the paint and would then invite councillors to apply it. The Chair agreed to notify the complainants of the outcome.

- **Berryfields football pitch lettings** (Update and to agree revised letting policy (attached))

Councillors have contributed to the revised version, of the lettings agreement and this was agreed. It was noted that we currently have a number of bookings but that this has raised some other issues re

maintenance and administration which the Chair and the Clerk will advise Councillors of in due course

- **Re arranged dates for Dementia Friendly Community meeting and “Meet your Neighbour/Parish Plan.** The Chair confirmed that once the next step re Covid restrictions was confirmed it would be a priority to plan in dates for the above.
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- Update on registering the Parish Assets with the Land Registry. Cllr. Pearce has now located almost all the original deeds. We are now moving forward. Only missing deed is the village hall.

### **Public Participation: Please see Appendix 1**

7. **Correspondence – note**  
West Mercia Crime Newsletter. NALC document on rural housing had been circulated to Councillors.

8. **Finance:**

a) **Treasurers Report (Payments and Receipts up to July 12th, 2021)**

Payee	Description	TOTAL
C Hirst	Clerk Salary June 21	£351.92
HMRC	Tax Deductions June 21	£88.00
C Hirst	Expenses to July 12th	£26.50
RJC	PLO, COVID mow play area	£102.00
RJC	Berryfields GM	£210.00
BWP Creative Ltd	Website Deposit Invoice	£233.64
<b>TOTALS</b>		<b>£1,012.06</b>

<b>Total Cash at Bank on 12th July</b>		
<b>Treasurers Account</b>		44427.82
<b>Treasurer's Account Berryfields</b>		£10,267.42
<b>Adjustment for underpayment on clerk expenses April</b>		-0.35
	<b>TOTAL</b>	<b>£54,694.89</b>
<b><u>Receipts:</u></b>		
MHDC	Precept 1 payment	9100.00
MHDC	Lengthsman Nov 20	217.50
	<b>Total Receipts not previously reported</b>	<b>£9,317.50</b>

Cllr. Guest Proposed and Cllr. Cullen Seconded that these be approved. All in favour.

**b) Bank Reconciliation as of 1<sup>st</sup> July 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> July 2021.** The Chair asked those present whether they had any questions There were no questions.  
**Noted.**

**d)To note the 7 bookings Worcester United and Coppertops - £20 x 7= £140 for the Berryfields Football Pitch.**

The Chair asked those present whether they had any questions  
There were no questions.  
**Noted.**

#### **9. Planning Report – Cllr. Pearce.**

**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.

**21/01000:** Ridgeacre Farm Broad Green Broadwas – Development of Live/Work Unit. This is a revised application following the rejection of the appeal for the original application for the same site (20/01111). The Parish Council has repeated its previous concerns relating to the location of the development.

**21/00916:** Stone Farm Broadwas – Listed Building application was internal repairs etc. The Parish Council agreed to support this application.

**21/00546:** Oaklands Broadwas – erection of agricultural barn (retrospective). Response submitted requesting conditions regarding noise, external lighting etc. Approved by MHDC subject to conditions which reflect the Parish Council's comments.

**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.

**21/00213:** Zourka Church Lane Broadwas – Creation of second floor accommodation within roof space. The Parish Council has submitted an objection as the proposals are a material change from the plans approved on appeal by the Planning Inspector and are not in accordance with the Neighbourhood Development Plan. Approved by MHDC. Note – the Planning Officer's report recommending approval addresses the specific issues raised by the Parish Council.

**17/00169:** Zourka Church Lane Broadwas – Erection of 3 dwellings. Outstanding landscaping and drainage 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. No change in formal position but the applicants have indicated that they will not hold events at the arena and therefore no public address system is required.

**21/00510:** Redgables Cotheridge – Erection of side and rear extensions, raising of roof line to allow second floor accommodation and revised external finishes. A “No comments” response submitted to MHDC. Application refused by MHDC due to scale of the proposed extensions.

**20/01190:** Little Lightwood Farm Cotheridge – Extension to existing caravan storage facility. Application refused by MHDC. Appeal submitted. Cllr. Pearce to circulate to the other parish councillors for comment the draft submission to the Inspector.

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

**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 Officers but the matter remains unresolved. There was some discussion as to whether or not the Parish Council should consider changing its position on this matter. It was noted and agreed that the objection to the way in which MHDC appeared to have applied the changes to the classification remained. Cllr Pearce noted that he had raised this a number of times and with other Parish Councils who are in a similar position. The matter could be raised within the context of the SWDP process, but this may undermine the integrity of the plan as a whole. Cllr Walton reported the information he had recently received from an officer. It was not felt that this wholly addressed the basis of the Parish Council's concerns. It

was agreed to maintain the current position objecting to the present classification and further consider the options open to the Parish Council once the SWDP process moved into the next stage.

#### **10. New Website Development update – (Cllr. Burrows)**

Further to the decision of the last meeting to commission a new website and provider, the Clerk has commented the commissioning process a preview of the new site in semi developed form has been circulated for comment and contribution.

Specifically, the following has been agreed

- Councillors to be issued with a parish council specific e mail address
- Councillors will provide a recent photo go themselves and agreed persons contact information
- the former website will cease to be supported and the domain name(s) will be transferred (subject to confirmation this is possible) as this will minimise loss of traffic. If this is not possible then a link will be placed on the new site and the PC will make efforts to promote the new address and access arrangements.
- much of the structure and content is standard and reflects the core requirements of the Parish Council, however decisions need to be made regarding organisation and use of headings, so that content is as easy to find as possible.
- A draft narrative for the site has been circulated for comment and now needs to be agreed.
- As the new site can provide weekly updates for those signed up, this now needs to be promoted so as to get maximum sign up from parishioners. This can also be used for parishioner to promote local events.
- A deadline needs to be set for going live and launch.
- Councillors were asked to endorse and contribute to the above, and the Clerk and the Chair would determine a go live date as soon as possible. It was noted that it was possible to transfer and take on the present domain and that ex Cllr Dale had kindly agreed to host the present arrangement until the move was ready.
- There was discussion as to how we could make people aware of the new site and the option to sign up, it was agreed to place notices on the notice boards, an item for Footprints and current website. It was also agreed to do a leaflet drop and all councillors agreed to help with this.
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#### **11. Gigabyte/Fibre connection for Broadwas and Cotheridge project:**

Cllr. Burrows has contacted Openreach and the WCC project team to see if there are any further developments. He understands that there are none at present so the report would be the same as the one to the June meeting which is contained in the June Minutes.

#### **12. Regular Parish Council Reports**

##### **a) Covid Report for June 21.**

<https://www.broadwas-cotheridge.com/parish-council> .

#### **13. Village Hall Extension Project –**

The extension project can be regarded as complete, and the builder's final account has been paid. Just the sanding and re finishing of the floor remains which is dependent on the availability of the flooring contractor. Final fitting of the stage and floor covering in the meeting room will wait until after the main floor is completed. Actual expenditure stands at just £100 below the original projected figure of £82,868.00 which means that a little over an additional £4000 will be contributed to the project from Village Hall funds.

It is still on our "work to do list" to have broadband installed, relay a patio using the paving slabs previously lifted and to refurbish the kitchen and toilets.

Subject to any change of Government guidance the hall will open again from the 19<sup>th</sup> of July.

#### **14. Any Other Business –**

**Cllr.** Guest raised the issue of the WCC Councillor attending the meeting. If he is not able to attend for any reason, then a report should be provided. Cllr. Burrows noted that when he met with Cllr Richardson Brown, he had raised this and it had been agreed that once he had settled in there would be discussion to agree what would be the most workable solution for all concerned. Cllr Burrows agreed to speak with him before the next meeting in September and noted the views raised in the discussion.

**Cllr.** Cullen asked how the next PC meeting would take place and whether this was a live meeting and if a live meeting would masks be worn by everyone. There followed a discussion. Cllr. Burrows agreed to investigate this and report back.

**Date of next meeting:**

**Ordinary Parish Council Meeting on Monday 13<sup>th</sup> September 2021 at 7.30pm . Venue to be notified .**

**The Meeting closed at 21.16 pm**

Signed Chairman..... Date 13<sup>th</sup> September 2021

**APPENDIX 1- Public Participation.**

A staff member from Broadwas Primary School who organizes fundraising for the school was welcomed to the meeting. She outlined the intention to fund raise for the school by holding a bonfire night event on Berryfields. These have been run before and have been successful, however she was concerned that initial enquires with the insurers previously used were that cover for cancellation re Covid may be problematic and or prohibitively expensive. There was discussion and the Parish Council agreed to support the event and gave permission for the use of Berryfields. The personal risk to the staff member and her partner undertook in organising this event was noted and it was agreed to work together if there were issues around insurance. Cllr Walton agreed to direct any queries to the relevant officers in MHDC who may be able to assist.

A member of the public raised Gladwish Field- it was originally understood that the Tent set up on the hedgerow plot had been removed... but is now apparent that this not the case and he has merely moved it further down into the field on his section of land (along with a bench or something similar?). As this is totally contrary to the site's legal usage conditions etc., is it being actively pursued by the Enforcement Authorities – Enforcement have agreed to revisit this.

Re Hilltop Track: i.e., has all the stuff (Caravan/Vehicles etc.) been removed from both the track and the fields below? Who is will be charged for sorting all this out? Cllr. Pearce has looked but could not see anything present although it is difficult to see through the foliage. Enforcement is involved and the Environment Agency are involved. Cllr. Burrows asked if we could get up to speed for the next meeting in September.