

**BROADWAS AND COTHERIDGE PARISH COUNCIL**  
**MINUTES of the ANNUAL GENERAL MEETING OF THE PARISH COUNCIL 2021**

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

**Held on Sunday 2<sup>nd</sup> May 2021 commencing immediately following the Annual Parish Meeting.**

**Present:** Cllrs Burrows, Dale, Guest, Pearce, Worrall.

The Clerk Mrs Carole Hirst and District Councillor. Daniel Walton 2 members of the public.

**In Attendance:** District Councillor Daniel Walton.

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

**2.Apologies:** Cllr. Cullen; MHDC Cllr. Chambers;

**3. Election of Vice Chair:** Cllr. Cullen Confirmed her willingness to stand and Cllr Cullen was nominated as Vice-Chair, Cllr. Guest Proposed and Cllr. Pearce Seconded that Cllr. Cullen be elected as Vice-Chair. All in favour.

**4. To consider co-options as Parish Councillors.** Applications were received from Monica Longley and Daniel Usman for co-option to the Parish Council. Cllr. Pearce Proposed and Cllr. Dale Seconded that Monica Longley be co-opted onto the parish council. All in favour.

Cllr. Dale Nominated Daniel Usman be co-opted onto the Parish Council and Cllr. Worrall Seconded. All in favour.

**5. Declarations of Interest / Grant of Dispensation.** Cllr. Dale and Cllr. Worrall declared a Disclosable Pecuniary Interest in Item 13 the Broadband item on the agenda.

**6. 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. No reviews necessary. Noted.

**7. Minutes of the Ordinary Parish Council Meeting of the 12<sup>th</sup> April 2021:** Cllr. Worrall Proposed that the Minutes of 12<sup>th</sup> April 2021 be approved as a true record. Seconded by Cllr. Guest. All in favour. They were duly signed.

**8. Matters Arising from the Minutes of the 12<sup>th</sup> April 2021 not covered anywhere else on the agenda.**

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

**i. Planning Sub-group; Deferred to June meeting pending clarification of decision making**

**ii. Finance Sub-group:** Cllr. Pearce Proposed and Cllr. Dale Seconded that Cllr. Guest Chairman of this sub-group with all other Councillors on the committee.

**iii. Village Hall Representative:** Cllr. Dale Proposed and Cllr. Guest Seconded that Cllr. Worrall Be elected as the Village Hall Representative. All in favour.

**10. Finance.**

- a. **To Approve attached list of due payments and receipts from 12th Apr to 2<sup>nd</sup> May 2021.**

Payee	Description	TOTAL
C Hirst	Clerk Salary Apr 21	£352.12
HMRC	Tax Deductions April 21	£87.80
C Hirst	Clerk expenses to 2nd May 21	£29.38
<b>BHIB</b>	<b>Insurance</b>	<b>£342.59</b>
Dean Holland	Scrap metal Berryfields	£100.00
<b>TOTALS</b>		<b>£911.89</b>

<b>Total Cash at Bank at 30/4/21</b>		
<b>Treasurers Account</b>		44,427.82
<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>Receipts:</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. Worrall Seconded that the above payments be approved. All in favour.

- b. Budget Report for 2021/22 to 24<sup>th</sup> April 2021. Budget report circulated and noted.
- c. Bank Reconciliation on 23<sup>rd</sup> April 2021. The bank reconciliation as at 21st April was sent to Cllr. Guest with the cashbook for reconciliation. Cllr. Guest confirmed the accounts were reconciled.

**11 Correspondence.** None

**12 Planning.**

**21/00726:** 2 Eversfield Cottages Broadwas – Repositioning of proposed garage. Non-material amendment application so Parish Council not formally consulted. No documents yet available on MHDC website but unlikely that the Parish Council will wish to comment unless concerns raised by neighbours. Cllr. Pearce to draft response once full details available.

**21/00546:** Oaklands Broadwas – erection of agricultural barn (retrospective). The Parish Council agreed to respond requesting conditions regarding noise, external lighting etc. Concerns also expressed about any future application for conversion to residential use.

**17/00169:** Zourka Church Lane Broadwas – Erection of 3 dwellings. Outstanding landscaping and drainage issues continued to be monitored. MHDC still pressing County Highways for meeting regarding drainage issues.

**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.

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

**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.

**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.

**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.

**Revision to SWDP:** No progress regarding our objection to Broadwas being a Category 2 settlement. A decision will be needed in due course as to whether to raise this matter at the public examination.

### **13 Community Fibre Partnership – To consider the contract for the Cotheridge Scheme.**

The Parish Council as the legal entity (Community Fibre Partnership), before we sign the contract for Cotheridge/Church Lane (and subsequently other schemes we have supported) it is important that we all scrutinise it before formally resolving (or not).

We have sought advice from CALC and Robert Stepinewski (Worcestershire County Council)

Our present understanding is that there is not immediate liability as the cost of the installation is covered by government vouchers and WCC. Councillors will see however that there is a potential financial liability in the event that from the point of completion, any of those who signed up do not fulfil their contractual obligation with Openreach (ref take up of the full fibre service through a supplier of their choice for 12 months). This may therefore mean that we could be liable for the average installation cost as outlined in the contract.

However, the advice we have been provided with suggests this is a) unlikely as it has not happened in other schemes and b) could be mitigated by finding another person to take over the commitment which as more properties will be connected than there were sign ups/vouchers for, is possible as these may want to utilise their new fibre connections.

The other area was whether or not in relation to the specific conditions attached to SME's? A view could be taken that this is probably not necessary.

We do have the option of taking legal advice which would need to be from a lawyer with experience of contract law, but we may also wish to attach some weight to the advice provided by WCC and CALC?

Councillors are asked to consider the contract with a view to agreeing it.

A number of points were raised re concerns as to extent of liability. Cllr Walton advised that MHDC were in the process of identifying contingency funding to help mitigate any liability of parish councils should these arise.

Cllr. Burrows Proposed and Cllr. Guest Seconded that this be approved, noting the advice received from CLAC and Worcestershire County Council and the steps being taken by MHDC.

### **14. Post Pandemic Arrangements for Parish Council Meetings.**

The Chair explained that the current emergency legislation that allowed for public body (i.e parish council) meetings to meet virtually has not been extended. This means that any council meetings on or after the 7th May

should be held as normal but will need to take into account the social distancing guidance and or requirements that may remain in place.

This has resulted in a level of confusion and a number of local authorities have sought judicial review, the outcome of this was recently announced with the court stating this was not a matter they felt they could rule on.

Accordingly, the Clerk has taken advice from CALC, and whilst there is a requirement for the Parish Council to meet physically after May the 7th it would be limited as to whether any and if so how many people could attend or be in attendance. There is therefore a requirement from government that any such meeting should be live streamed to enable the public to take part. This results in a number of practical and technological obstacles to overcome.

An alternative course of action is to continue to hold the meetings until such a time as the Covid restrictions are fully lifted, would be to formally delegate to the Clerk for a temporary period authority to act on behalf of the Parish Council.

This would mean that the PC meeting would be an open meeting (to the public as required by law) who can attend as now as the meeting would be virtual, but that the meeting would be conducted on the basis that it was consultative and was not able to make decisions. It would however be minuted and the Clerk would then collate and formulate with the Chair any necessary decisions which she would then circulate for comment before enacting these.

Cllr. Guest Proposed and Cllr. Worrall Seconded that the above delegated powers be approved for the June 14<sup>th</sup> 2021 meeting. All in favour.

**15. Schedule of Meetings for 2021/22:**

**2021: Mondays 14<sup>th</sup> June 2021; 12<sup>th</sup> July; 13<sup>th</sup> September; 11<sup>th</sup> October; 8<sup>th</sup> November (Precept Setting);  
2022: Mondays 10<sup>th</sup> January; February 14<sup>th</sup>; March 14<sup>th</sup>; April 11<sup>th</sup>; May 9<sup>th</sup> (AGM)**

**16. Any Other Business.**

Cllr. Guest asked Cllr. Dale if this would be his last meeting as he had recently sent in a resignation letter to finish at the end of May. Cllr. Dale confirmed that this was his last meeting. Cllr. Guest asked that a record of thanks be noted for the hard work that Cllr. Dale had put into the Parish Council. All Councillors agreed.

**17. Date of next meeting 14<sup>th</sup> June 2021 7.30pm via zoom.**

**The meeting closed at 5.30 pm**

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