

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

Held on Monday 20th April 2020, via ZOOM 7.30pm

Present: Cllrs. Dale – (Chair), Burrows, Pearce, Guest, Brooks, Burrows, Worrall, and Cullen.

In Attendance: Cllr. Chambers, Cllr. Walton (Malvern Hills DC)

3 Member of the public.

1. Apologies: None received.

2. Declarations of personal or prejudicial interest and update Register of Interest Forms. Cllr. Pearce declared a Disclosable non-pecuniary interest in Minute 5 Cotheridge Church as a Church Warden.

Public Participation: **Please see Appendix 1**

3. County and District Councillors reports:

Cllr. Walton- District Council Report.

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

Cllr. Grove Report WCC.

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

4. Minutes of the Annual Parish Council meeting held on 9th March 2020.

These were considered and Cllr. Pearce Proposed that they be accepted as a true record. Seconded by Cllr. Guest. All in favour They were duly signed and dated as a true record by the Chairman (Cllr. Burrows).

5. Matters Arising:

- **Cotheridge Church hardcore on area of land next to the church for parking-** Cllr. Dale to progress on behalf of the Parish Council to investigate to ascertain ownership and permissions etc. *Email back from Hannah Davies on 19th March stating that they would not be in agreement with this being changed as a verge and would be more likely to support Verge masters being installed to protect the verge.* **Cllr. Dale asked for this item to be deferred to the next Ordinary Parish Council meeting on the 11th May.**
- Summer Walks within the Parish- It was suggested that suggestions of where walks may be, be requested through an article in the Footprints Magazine. Cllr. Dale to speak to the Parish Footpaths Officer. Cllr. Walton agreed to speak to Martley PC about their village walks and Cllr. Brooks agreed to talk to Cradley Walking Group. It was agreed this was a good idea. **Now on hold due to COVID 19 Pandemic.**

6. Correspondence

MHDC- 19TH March- Volunteering Round Up regarding help and support for local residents during the COVID Pandemic. Uploaded to the Parish Council Website. **Noted.**

7. Planning.

Cllr. Pearce produced a comprehensive Planning update report which can be found on the Parish Council website link:https://b17872d1-2239-40eb-8225-1aef556523af.filesusr.com/ugd/a2d19a_14bee4340bab4197abcf4d71653dc79f.pdf

17/00169: Zourka Church Lane Broadwas – erection of 3 dwellings. Construction proceeding on site. MHDC dealing with outstanding conditions. MHDC Enforcement Team dealing with possible breaches of planning consent. Representative of Enforcement Team to be invited to attend further update meeting to be held on 4 May 2020.

19/00583: Church Lane Broadwas – erection of 13 affordable dwellings. Application refused by MHDC. Appeal submitted. Informal hearing due to take place at MHDC Council House on 29.04.2020 cancelled due to Coronavirus. Planning Inspectorate proposing to proceed by way of expanded written representations. Parish Council resolved to write requesting that the appeal be held in abeyance until such time as a hearing can take place. MHDC Councillors also agreed to write to the Inspectorate. The Chair was authorised to agree fees with Louise Morton of Quadrant Planning, to advise and act for the PC, as appropriate.

19/00532: 1 Cotheridge Court Cotheridge – Conversion of outbuildings into ancillary living accommodation. The Parish Council has supported this application. No change.

19/00957: Stone Farm Broadwas – Conversion of former barn to dwelling. Response submitted indicating that the Parish Council has no objections to this application. No change.

19/01812: Ivy House Farm Broadwas – Replacement of windows in Listed Building. The Parish Council resolved to make no comments regarding this application. No change.

19/01832: Tack Farm Broadwas – Erection of outdoor arena. Parish Council resolved to raise concerns regarding vehicular access and drainage and to support neighbours’ comments regarding loudspeakers, flood lights and hours of use. (Note – New vehicular access understood to be subject of separate planning application currently being verified by MHDC.) Discussion took place as to the order of submission of applications and reports (confirmed on social media and photos of cleared approach from A44) that work was underway and the new facility was being advertised as ready in May.

20/00030: Ivy Barn Broadwas – Single storey extension to Listed Building. The Parish Council requested Malvern Hills District Council to ensure that the application meets the conservation requirements. Approved by MHDC.

20/00039: Teme Spinney Hill Top Cotheridge – Replacement of garage/store destroyed in fire. The Parish Council resolved to object to this application as it considers that further development in this sensitive location within open countryside is undesirable. Approved by MHDC

20/00310: Cedars Farm Broadwas – Erection of hay barn. Location is not immediately adjacent to any residential properties. Approved by MHDC.

20/00313: Upper Howsen Farm Cotheridge – Development to facilitate change of use from agriculture to visitor accommodation. Parish Council responded indicating no comments.

20/00332: 2 Eversfield Cottages Stoney Ley Broadwas – Two storey extension and detached garage. The Parish Council resolved to make no comments regarding this application, after some discussion.

Revision to SWDP: Joint representation with other parish councils submitted expressing concern regarding change in methodology for assessing Category 2 settlements. Briefings at Guild Hall cancelled.

8. To note the Standing Orders, Financial Regulations, Risk Assessment, Code of Conduct and Asset Register and to consider their review-

Councillors had considered all policies in order to ensure compliance, there were no amendments. Cllr. Worrall Proposed that they all be adopted Cllr. Brooks Seconded. All in favour.

9. Finance.

a. To Approve the Audited Accounts & Annual Return: 31st March 2020: Cllr. Guest Proposed and Cllr. Cullen Seconded that these be accepted as a true record. All in favour.

b. Proposal to consider Section 1: Annual governance statement: Cllr. Pearce Proposed and Cllr. Guest Seconded that these be accepted as a true record. All in favour. The Annual Governance Statement Section 1 for 2019/20 was signed by the Chairman and the Clerk.

c. Proposal to consider Section 2: Accounting statements- Accounts & Audit regulations 2015: Cllr. Brooks Proposed and Cllr. Worrall Seconded that these be accepted as a true record. All in favour. The Annual Accounting Statement Section 2 for 2019/20 was signed by the Chairman and the Clerk.

d. Consider Internal Auditor’s report & recommendations. **NOTED.** All recommendations implemented. Cllr. Guest thanked the Clerk for all her hard work.

e. Bank Reconciliation to 15th April 2020- The Bank Reconciliation to 15th April was circulated to Councillors and agreed that the accounts were reconciled. *Action: Cllr. Dale asked the Clerk to chase Mrs Downes to change over the N.S.&I contact details to the existing clerk.*

f. Approve attached list of due payments and receipts to 20th April 2020. Cllr. Burrows Proposed and Cllr. Brooks Seconded that the Payments below be approved, and the Receipts be noted. All in favour.

April 20th, 2020 Payments List		
Payee	Description	TOTAL
C. Hirst	Clerk Salary Mar 20	£ 311.16
HMRC	Tax Deductions Mar 20	£ 77.80
C Hirst	Clerk expenses to April 10th 20	£ 25.70
Wyre Piddle Parish Council	File dividers	£ 3.99
D M Payroll	Internal Audit	£ 110.00
Worcestershire CALC	2020/21 Subscriptions	£ 434.45
RJC Landscaping	Public Open Space inspections	£ 30.00
RJC Landscaping	Grass Cutting Berryfields	£ 194.00
Daniel Walker	Rabbit Culling Berryfields	£ 150.00
Adrian Bullock	March Lengthsman	£ 396.00
TOTALS		£ 1,733.10

Total Cash at Bank at 15th April 2020		
Treasurers Account		£ 15,162.78
Treasurer's Account Berryfields		£ 10,267.42
N.S. & I		£ 39,178.37
	TOTAL	£ 64,608.57
Receipts:		
N S & I	Interest- accounted in 2019/20 accounts	£ 310.94
	Total Receipts not previously reported	£ 310.94

g. Monthly Budget Monitoring Review – April 2020- **Noted. Cllr. Guest asked that consideration be given to look at a budget review for 2020/21 in light of the budgeted outlay for the Village Hall extension etc. Discussions to take place before the next Ordinary Parish Council meeting and a Budget Review to be ratified at the next Ordinary Parish Council Meeting.**

h. To consider the dates for the period for the Exercise of Public Rights for 2019/20 the dates from 21st April to 2nd June 2020. Cllr. Burrows Proposed and Cllr. Worrall Seconded that these dates be approved. The clerk will post on the website.

10. Zourka Housing Development Issues.

Cllr. Brooks produced an update report which is on the Parish Council website. https://b17872d1-2239-40eb-8225-1aef556523af.filesusr.com/ugd/a2d19a_5c31370696144d86a8626b064b0b265d.pdf This matter had been discussed earlier in the meeting (Public Participation) and no further actions over and above those identified were felt necessary.

11. Gigabyte/Fibre connection for Broadwas and Cotheridge project: Report from Cllrs. Burrows, Cullen and Dale.

An update report was produced by Cllr. Burrows which has been uploaded to the Parish Council website. https://b17872d1-2239-40eb-8225-1aef556523af.filesusr.com/ugd/a2d19a_3adbba26f20f4ce88e2a868b642dec09.pdf

Report was considered and discussed. The Parish Council agreed to undertake a second exercise to achieve higher level of take up, which would enable the parish to benefit from £240k inward investment. Cllr Burrows agreed to draft proposals and circulate for comment and agreement.

12. Progress Reports:

a) Clerk's Report.

The Clerk's Report was circulated prior the meeting and noted at the meeting. Details are found on the following link. https://b17872d1-2239-40eb-8225-1aef556523af.filesusr.com/ugd/a2d19a_c7bb91df2b2840c4b137df59093625ce.pdf The following points were noted and discussed.

b) April 2nd. 2020, the Broadwas & Cotheridge Parish Council unanimously voted by email to increase the Clerk's salary from NEW SCP 12 (£11.22 per hour) to NEW SCP 15 (£11.91 per hour) effective from 1st April 2020. Cllr. Cullen Proposed and Cllr. Pearce Seconded that this be ratified. All in favour.

c). RJC Report to 20th April 20. **Noted.** The question of PPE for employee was raised. The Clerk was asked to make contact and confirm the situation. A further point was raised concerning the taping off of the play and exercise equipment as advised by government. Clerk to contact RJC to arrange tape. Chairman agreed to put up appropriate 'plasticised' notices about not using the equipment.

13. Village Hall Redevelopment update.

Cllr. Brooks produced an update report which is on the Parish Council website. <https://www.broadwas-cotheridge.com/village-hall>

14. **Date of next meetings: Planning Meeting Monday 4th May 2020 at 3pm via Zoom
Ordinary Meeting Monday 11th May, 2020 at 7.30pm via Zoom**

The Public Meeting closed at 9.10 pm

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

APPENDIX 1- Public Participation.

A local resident raised the issue of **19/00583: Church Lane Broadwas** – erection of 13 affordable dwellings. They commented that an informal hearing due to take place at MHDC Council House on 29.04.2020 cancelled due to Coronavirus and the Planning Inspectorate proposing to proceed by way of expanded written representations was not a satisfactory way to deal with the appeal.

Cllr. Walton suggested writing to the Planning Inspectorate to ask for a Public Meeting.

It was decided that Cllr. Walton, Cllr. Dale (Chairman of PC) and Louise Morton the Planning Consultant from Quadrant Town Planning working for the Parish Council all write to the Planning Inspectorate to request a Public Hearing.

A member of the Public also raised the issues surrounding the Zourka Site. Cllr. Walton summed up that he felt that the Enforcement Officer at MHDC is doing as thorough job as he can be. The Parish Council decided to review the situation in 2 weeks by calling a Parish Council Planning Meeting.

The local resident commented that the drainage system for the site was inadequate and despite planners having received a revised drainage scheme it was still insufficient.

Cllr. Guest asked Cllr. Chambers whether any prospective buyers applying to MHDC to see if everything was above board would be informed of all the issues surrounding the Zourka Site. Cllr. Chambers confirmed that MHDC would inform any prospective buyers if they were asked.

The chair noted the understandable concerns and frustrations of some members of the public, and it was agreed to allow MHDC officers to progress matters for a period of 2 weeks, when the PC would re convene to assess the situation.

Gladwish Site.

A resident reported that there were 20 plots for sale on the internet on the Gladwish Site. A tent arrived on Good Friday and photos are available as evidence. Cllr. Dale suggested the photos could be sent to Aaron Black of Planning Enforcement as evidence.

The resident raised concerns that the persons on the site were travelling distances under lockdown conditions and that there was no running water or sanitation on the site. It was further reported by Cllr. Brooks that the Police had attended the site and intervened between the Farmer and Mr. Ali. Concerns were discussed that Police are seeming to respond regarding Assault issues but not regarding Stay At Home issues. A member of the public raised a concern that the Police response threshold appeared to be inconsistent in respect of alleged assault and alleged infringement of planning and use permissions.

Cllr. Brooks reported that Aaron Black, Enforcement Officer for MHDC is aware and investigating.

Cllr. Walton reported that MHDC has issued an Enforcement Notice in relation to Plot 85 Hillside, Broadwas, Worcester. The Notice will take effect on 5th May 2020 unless an appeal is made to the Planning Inspectorate.