

Friday 14th June 2024.

Dear Members,

You are summoned to attend an ordinary meeting of Broadwas and Cotheridge Parish Council at Broadwas Village Hall, WR6 5NG, Wednesday 19th June 2024 at 7.00pm for the purpose of transacting the business identified on the Agenda below.

Yours sincerely,



Miss Lisa Law

Clerk to Broadwas and Cotheridge Parish Council.

Members: R Burrows (Chairman), M Cullen (Vice-Chair), J Guest, J Worrall and M Longley.

Members of the public and press are welcome to attend.

Agenda 24/17-24/30

AGENDA

24/17 Apologies for absence: To receive apologies and approve any for absence.

LGA 1972 S85(1)

Schedule 12 of the Local Government Act 1972 requires that a record be kept of the members present and that this record form part of the minutes of the meeting.

Members who cannot attend a meeting should tender apologies to the Clerk as it usual for the grounds upon which apologies are tendered also to be recorded.

24/18 Declarations of Interest and written requests for dispensation:

Local Authorities (Model Code of Conduct) Order 2007 SI No 1159
Localism Act 2011, Part 1, Chapter 7, Section 28 (2)

Members are invited to declare:

- (1) **Disclosable pecuniary interests (DPI)** and any
- (2) **Other registerable interests** in items on the agenda and their nature.
- (3) **To consider written requests for dispensations from Councillors.**

Requests for dispensation must be in writing addressed to the Clerk and received as soon as possible before the meeting.

24/19 To approve the minutes of the Parish Council.

LGA 1972 Sch 12 para 41(1)

To confirm as a correct record and sign the minutes of the council meeting held on 22nd May 2024.

24/20 District Councillor or County Councillor reports. To receive any reports from the District or County Councillors.

24/21 Chairmans Report. To receive a report from the chairman of the council.

24/22 Clerks Report. To receive a report from the clerk regarding matters that may not be included on the agenda.

24/23 Planning applications to be determined by Malvern Hills District Council:

For members to consider the following planning application:

M/24/00487/HP Walnut Cottage, Lower Lightwood Lane, Cotheridge, WR6 5LT.

Amendments to the previously approved planning application M/23/01454/HP to include additional skylight, removal of two windows, internal layout design and house extended by one metre. Consultation ends 28th June 2024.

24/24 Internal Audit Report. For members to receive the internal audit report for the financial year 2023-24 and discuss any actions needed.

24/25 Annual Governance and Accountability Return (AGAR) 2023-24.

1. To receive and note the Annual Audit Report.

2. To consider and approve Section 1 Annual Governance Statement 2023-24.

Members must complete section 1 by answering 'Yes' or 'No' to assertions 1-9. Following approval the Annual Governance Statement will be signed by the chair and the clerk.

3. To consider and approve Section 2 Accounting Statements 2023-24.

Following approval the Accounting Statements will be signed by the chair.

4. To consider and approve The Certificate of Exemption 2023-24 form 2.

Following approval, the Certificate of Exemption will be signed by the chair and the clerk.

5. To note the following key dates:

- Submission deadline for signed and approved AGAR and supporting documents is Monday 1st July 2024.
- Dates for the 30 working day period for the exercise of public rights will be from Monday 24th June 2024 to Friday 2nd August 2024, inclusive.

24/26 Finance.

1. For members to consider the below payments:

Payee	Supplied	Amount
J Moore	Lengthsman May	£288.00
L Law	Salary May	£677.20
Countrywide 573728	Grounds Maintenance May	£581.96
R Mullett	Internal Audit	£200.00
Parish Council Websites INV-2856	Website Hosting and 2-year domain renewal	£652.80

2. For members to note that invoice LCO00231 Clear Council invoice for £495.66 was paid between meetings to ensure insurance coverage. Minute ref 24/11.

3. For members to approve the bank reconciliation dated 12th June 2024.

24/27 Road Safety and Speeding. For members to consider a petition or any other actions regarding road safety and speeding in the parish. Cllr Burrows.

24/28 Broadwas and Cotheridge NDP review. To discuss a review of the Broadwas and Cotheridge NDP and consider any actions needed. Cllr Guest.

24/29 Berryfields.

1. For members to discuss the maintenance of Berryfields and consider any actions needed.

2. For members to consider a request from Broadwas School Parent Teacher and Friends Association for the use of Berryfields for a firework event later in the year.

24/30 Councillor's reports and items for future agenda:

Councillors are requested to use this opportunity to report minor matters of information or action not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.