

Minutes of the meeting held on 6th March 2024

Members Present: Cllrs Burrows (Chair), Cullen (Vice-Chair), Worrall, Longley and Guest.

Officers Present: L Law Clerk.

Also present: One member of the public, Cllr Barbara Jones-Williams and Cllr Richardson Brown.

23/82 Apologies: All members of the council in attendance.

23/83 Declarations of interest and written requests for dispensation:

(1) **Disclosable pecuniary interests.** None received.

(2) **Other registrable interests.** Cllr Burrows declared a non-registerable interest on agenda item 23/80 as he knew one of the contractors who had provided a quote.

(3) **To consider written requests for dispensations.** A dispensation was granted to Cllr Burrows for agenda item 23/80.

23/84 To approve the minutes of the Council meetings:

(1) It was **resolved** to confirm as a correct record and sign the minutes for the meeting held on 7th February 2024. Proposed by Cllr Cullen seconded by Cllr Worall. Chair then signed the minutes.

23/85 District or County Councillor reports.

Cllr Richardson Brown (WCC). A44 asked for WCC to investigate anti-skid surfaces on the hairpin bends. VAS flashing chicane warning signs - if the parish council would agree to maintain the signage then Cllr Richardson Brown would provide funding for them. Disappointed on the appeal decision APP/J1806/W/3316818. Cllr Guest asked about consultation by planning officers considering the nature of the application before a decision. Cllr Worall also raised the issue of enforcement that for this application is ongoing. Cllr Cullen asked about the enforcement process and how they receive the information of enforcement? Cllr Richardson Brown to arrange a meeting with a senior officer from Highways and the parish council regarding the A44 for flooding and speeding.

Cllr Jones-Williams (MHDC). Written report had been circulated. SWDP review is ongoing and that there is a reallocation of HS2 funding from a new transport fund of £2.2 billion for the Midlands to improve local transport connections. **Noted.** Cllr Jones-Williams also discussed the appeal decision APP/J1806/W/3316818 and to bring up concerns of the parish council to the planning department, especially regarding determination dates of planning applications by MHDC.

Cllr Richardson brown left the meeting at 7.30pm.

23/86 Public Participation:

The member of the public commented on APP/J1806/W/3316818 and that there had been four caravans on the site and then two now four again. Also enquired about the mirror at the end of the lane for the village hall, that has disappeared. Cllr Burrows answered that we could not find any information that the mirror had been erected legally, it is not for the parish council to erect any mirror in that location. We would not get the support of Worcestershire County Council to erect a mirror and Highways are very reluctant to erect such an item. We are not aware of the location of the original mirror. Cllr Burrows will ask Cllr Richardson Brown again on the subject.

23/87 Chairs Report: Chair gave a brief outline of supplied written report. **Noted.**

23/88 Clerk's Report: Clerk gave a short verbal report on recent training undertaken by the clerk. That the new Lengthsman dashboard for clerks will go live on Monday 8th April. **Noted.**

23/89 Exclusion of members of the public and Press: It was **resolved** that agenda items 23/94 and 23/95 would be held in private session. Proposed by Cllr Worall, seconded by Cllr Cullen.

The Member of the public left the meeting at 8.05pm.

23/90 Planning:

1. To note the following planning appeal decisions that have been determined by The Planning Inspectorate.

APP/J1860/W/23/3315225. Upper Howsen Farm, Howsen, Cotheridge, WR6 5LR.

Appeal Dismissed 07/02/24.

APP/J1860/Y/23/3315226. Upper Howsen Farm, Howsen, Cotheridge WR6 5LR.

Appeal dismissed 07/02/24.

APP/J1860/W/22/331980. Upper Howsen Farm, Howsen, Cotheridge, WR6 5LR.

Appeal Dismissed. 15/02/24.

APP/J1806/W/23/3316818. Land At (Os 7644 5529) Broadwas. **Appeal approved and planning permission granted. 14/02/24. Noted.**

Cllr Burrows to write to senior officers at Malvern Hills District Council to gain reassurance from the planning authority, if there are any lessons to be learned and what they propose to do in the future. MHDC have a responsibility as the planning authority to ensure that processes are done in accordance with statutory guidelines and timelines.

2. To note the following planning applications that have been determined by Malvern Hills District Council:

M/2300905/HP 4 Bromyard Road, Cotheridge, WR6 5LP. Two storey extension. Approved 09/02/24.

M/23/01454/HP Walnut Cottage, Lower Lightwood Lane, Cotheridge, WR6 5LT. Demolition of garage, WC and porch structures. Erection of extension. Approved 20/02/24. **Noted.**

Cllr Guest asked Cllr Jones-Williams about the situation of planning at MHDC and the publication of figures relating to planning applications Cllr Jones-Williams has asked in the past for planning figures but had no reply, there has just been appointed a new senior planning officer for MHDC, Cllr Jones-Williams will ask for them again.

Cllr Jones-Williams left the meeting at 8.15pm.

23/91 Berryfields. For members to discuss any recommendations from the working group.

Draft specification for works drawn up, clerk to draw up a works schedule.

Propose for the working group to continue meeting to discuss address longer term matters and developments of Berryfields.

Cllr Burrows **resolved** that from 1st April 2024 that Broadwas and Cotheridge Parish Council would not enter into any rental agreement for the use of the main football pitch, which was seconded by Cllr Cullen.

23/92 Internal Audit Arrangements.

For members to consider an internal auditor for the year finances 2023/24. Clerk to arrange internal auditors. **Noted.**

23/93 Finance:

1. To receive the Finance Report and approve the invoices for payment. Cllr Guest proposed seconded by Cllr Cullen that all invoices were **approved** for payment.

2. To receive the Bank Reconciliation Statements for February 2024. Approved.

Items 23/96 Policies and 23/98 Councillor's reports and items for future agenda were moved up the agenda after 23/93.

Agenda items 23/94 and 23/95 were heard in private session.

23/94 Website Copyright issue.

For members to consider action to received correspondence on copyright issue. After discussion on the subject it was **resolved** that the council would consider to make a counter offer, after discussion between the clerk and the Chair.

23/95 To consider any quotations received by the clerk for the Maintenance contract for 2024/27 for Berryfields.

After considering the quotations received, members **resolved** to award the Maintenance contract 2024-2027 to Country Wide Grounds Maintenance. Proposed by Cllr Burrows, seconded by Cllr Worall.

23/96 Policies. For members to consider adopting the following policies:

- 1. Publication Scheme.**
- 2. Data Protection Policy.**
- 3. Privacy Notice.**
- 4. Subject Access Policy.**
- 5. Retention Disposal Policy.**
- 6. Parish Council Information Guide.**
- 7. Subject Data Request.**
- 8. Data Breach Form.**

All policies had been reviewed by members and it was **resolved** that the council would adopt all policies as detailed above.

23/97 A report from the council representative for Broadwas Village Hall Committee, if available.

Verbal report- there was a successful quiz night held recently and very well attended with a pizza van attending outside. Future planned events include a pop-up pub to include traditional pub games with another food van outside, a soft play event in the Easter holidays for the children and a summer fayre.

23/98 Councillor's reports and items for future agenda:

Cllr Guest mentioned that the council spend with the clerk's salary and Berryfields takes up to 60%-70% of the council budget.

We need to concentrate on what our plans for expenditure especially regarding Berryfields. Monthly budget against spend.

Risk Schedule, Asset register, Scheme of delegation.

Meeting ended at 8.59pm

Signed:

Date: