

## Minutes of the Annual Council meeting held on 22<sup>nd</sup> May 2024

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

**Officers Present:** L Law, Clerk.

**Also present:** One public member in attendance and Ward Cllr Jones-Williams.

### **24/01 Election of chairman and signing the declaration of office.**

Cllr Cullen proposed the re-election of Cllr Burrows as chair for 2024-25, seconded by Cllr Guest. It was **resolved** that Cllr Burrows be re-elected chair of Broadwas and Cotheridge Parish Council for 2024-25.

### **24/02 Election of vice chair.**

Cllr Burrows proposed that Cllr Cullen be re-elected as Vice-Chair, seconded by Cllr Guest. It was **resolved** that Cllr Cullen be re-elected Vice-Chair of Broadwas and Cotheridge Parish Council for 2024-25.

### **24/03 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. **None received.** County Councillor Richardson-Brown was not in attendance.

### **24/04 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. **None declared.**

**(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. **None received.**

### **24/05 Public participation:**

Residents are invited to give their views and raise questions to the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Individual members of the public are permitted to speak for no more than 3 minutes. Members of the public may not take part in any other part of the Parish Council Meeting. The Parish Council cannot pass a resolution on matters raised during public participation.

A member of the public had stated that there was grass left on the pavement after the lengthsman had visited and strimmed on the 18<sup>th</sup> of May. They were concerned that with wet weather the pavement would be hazardous for pedestrians. The clerk to contact the lengthsman.

There has been a blockage problem with the pumping station in Broadwas maintained by Severn Trent. No communication from Severn Trent to residents for works being carried out. Cllr Burrows suggested a formal letter to Severn Trent to ask for them to inform residents and the parish council of any works that are to be carried out in the parish.

### **24/06 District Councillor or County Councillor reports.** To receive any reports from either the district or county councillors.

**Broadwas and Cotheridge  
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Cllr Jones-Williams stated how important for members of the public to attend parish council meetings so that they can find out information about what is happening in the parish but also to converse with the ward councillor with any issues or apply for grants. She also thanked the chair for attending her recent civic service at St Mary Magdalene Church in Broadwas.

**24/07 Chairman's Report:** To receive a report from the Chairman of the Council. **Noted.**

**24/08 To approve the minutes of the Parish Council.** LGA 1972 Sch 12 para 41(1)

(1) To confirm as a correct record and sign the minutes of the council meeting held on 6<sup>th</sup> March 2024. The minutes were **approved** as a correct record of the meeting on the 6<sup>th</sup> March 2024, proposed by Cllr Guest seconded by Cllr Longley and signed by the chair. Cllr Burrows wanted to record that there was a meeting due to be held on 10<sup>th</sup> April but was not held as it was inquorate. Cllr Jones-Williams attended. Cllr Burrows asked Cllr Jones-Williams regarding receiving regular reports on planning activity. Cllr Jones-Williams had emailed and is still awaiting an answer, will continue to persue this.

**24/09 Planning applications determined by Malvern Hills District Council. To note:**

a. **M/23/01699/FUL Tack Farm Broadwas Worcester WR6 5NE.** Provision of a new entrance and access track. **Refused 15/03/24. Noted.**

b. **M/23/01541/FUL Spring Meadow, Broadwas, WR6 5NE.** Demolition of existing garage and construction of new garage with annexe above. **Approved 15/05/24. Noted.**

**24/10 Broadwas and Cotheridge NDP Review.** To receive information from Malvern Hills District Council regarding the parish council NDP review. The council **resolved** that Cllr Guest would lead a working group for the NDP review and all members will be members of the group.

Cllr Jones-Williams and the member of the public left the meeting at 8.41pm.

**24/11 Review of Council Insurance.** For members to review and consider quotes the annual insurance for the council.

Members reviewed the quotes and cover of insurance for the council and it was **resolved** council would approve the quote by Clear Councils for £495.66 for the insurance for the council for 2024-25.

**24/12 Review of the following council documents.**

a. **Scheme of Delegation.** For members to review Committees, working groups, terms of reference, and appointment of councillors. Members discussed the scheme of delegation document and **resolved** that the clerk will draft a revised policy for consideration at a future meeting.

b. **Asset Register.** For members to review the asset register for 2024-25. After members reviewed the asset register it was **resolved** to remove the laptop/ printer, £610.00 that had previously been gifted to a previous clerk and the addition of the following items purchased recently; VAS battery and charger with a total of £180.00. The new final total value of the asset register is now £47,856.00. Clerk to enquire with CALC about adding insurance values to the asset register.

c. **Risk Assessment.** For members to review and approve the risk assessment For 2024-25. Members considered the risk assessment and it was **approved.**

**24/13 Berryfields Playground Equipment Repairs.** To consider any quotations received for works needed on play equipment. After members discussed all the quotes and options for the equipment repairs it was **resolved** that they would accept the quote from RPM for £5,675.00 on the agreement of acquiring details of the rubber mulch to be used from the contractor and agreement from members once reviewed.

**24/14 Berryfields Playground Inspection.** For members to consider quotations for the annual playground inspection. Members discussed the quotes received for the playground inspection and **resolved** that they would accept the quote from Fran White for £62.50.

**24/15 Finance:**

**1. To receive the Finance Report and approve the invoices for payment.** Members received the finance report and **approved** all invoices listed below for payment.

1. List of payments made between meetings agreed by the clerk and chair as per financial regulations:

Broadwas Sports S137 Grant	£250.00
Broadwas Village Hall 1155	£31.00
J Moore Lengthsman	£256.00
L Law Salary March	£450.20
Visual Rights Group	£215.00
HMRC	£341.86
L Law Salary April	£561.32

2. List of payments for scrutiny and approval for payment:

3.

Worcestershire CALC Subs	9419	£485.64
Lengthsman	April	£288.00
Village Hall Hire	INV- 1158	£46.00
Countrywide	568977	£581.96

**2. To receive the Bank Reconciliation Statements for May 2024.** Members approved the bank reconciliation statement for May 2024.

Broadwas and Cotheridge Parish Council

Bank Reconciliation

16th May

				£
Date	Trans Desc	Debit	Credit	Balance
	Balance Bought Forward			52,286.13
02/04/2024	Worc CC		£ 256.00	£ 52,542.13
11/04/2024	BROADWAS SPORTS	£ 250.00		£ 52,292.13
12/04/2024	BRADWAS VH 1155	£ 31.00		£ 52,261.13
12/04/2024	J MOORE	£ 256.00		£ 52,005.13
18/04/2024	L LAW	£ 450.20		£ 51,554.93
18/04/2024	MHDC CREDIT		£7,702.08	£ 59,257.01
24/04/2024	VRG	£ 215.00		£ 59,042.01
25/04/2024	HMRC	£ 341.86		£ 58,700.15
30/04/2024	MHDC CREDIT		£9,373.00	£ 68,073.15
01/05/2024	Worc CC		£ 288.00	£ 68,361.15
07/05/2024	L LAW	£ 561.32		£ 67,799.83
13/05/2024	HMRC VTR		£1,507.21	£ 69,307.04
	Treasurers Account	£69,307.04		
	Berryfields	£10,267.42		
	<b>Total in accounts 16/04/24</b>	<b>£79,574.46</b>		

**Upcoming payments**

**Broadwas and Cotheridge  
Parish Council**

Lengthsman	£	288.00
Worcestershire CALC	£	485.64
V Hall Hire	£	46.00
Countrywide	£	581.96
	£	1,401.60
<b>Cashbook Total</b>		<b>£78,172.86</b>

**3. To receive the year-end report and consider any recommendations.** It was resolved to accept the year-end report and that the unused £1000.00 from the Berryfield budget line for 2023-24 be placed into earmarked reserves (see attached for yearend report).

**4. To note that the first payment of the precept has been paid by MHDC.** Noted that the first payment of the precept of £9,373.00 had been paid by MHDC.

**5. To note the receipt of CiL monies of £7,702.08.** It was resolved that this money be placed into ear-marked reserves.

**24/16 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.

**Meeting Ended at 9.45pm**

**Signed:**

**Date:**