

Minutes of the Parish Council meeting held on 19th June 2024

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

Officers Present: L Law, Clerk.

Also present: Cllr Jones-Williams MHDC.

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. **All members in attendance.**

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. **None Declared.**

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. The minutes were **approved**, proposed by Cllr Cullen seconded by Cllr Guest and the chairman signed the minutes.

24/20 District Councillor or County Councillor reports. To receive any reports from the District or County Councillors. Cllr Jones-Williams gave her support to the proposition of a petition regarding speeding and road safety and wanted to be kept informed of developments.

24/21 Chairmans Report. To receive a report from the chairman of the council. Cllr Burrows highlighted the situation of the **Noted.**

24/22 Clerks Report. To receive a report from the clerk regarding matters that may not be included on the agenda. To further report that planning application M/23/01065/CU has gone to appeal and the consultation closing date is 17/07/24. It was discussed that the council will formulate a response to the Planning Inspector because of this application. **Noted.**

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. Members discussed the application and it was **approved** that no comment on the application would be made by the council.

Cllr Jones-Williams left the meeting at 7.35pm.

24/24 Internal Audit Report. For members to receive the internal audit report for the financial year 2023-24 and discuss any actions needed. Members discussed the internal audit report and its findings. It was **resolved** to accept the Internal Audit Report and its recommendations will be implemented by the council.

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

1. To receive and note the Annual Audit Report. The Annual Audit Report was received and **noted.**

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. Members considered Section 1 Annual Governance Statement 2023-24 and answered 'Yes' to assertions 1-9. Members then **approved** the Annual Governance Statement 2023-24 and it was 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. Members considered and **approved** Section 2 Accounting Statements 2023-24 and it was 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. Members considered then **approved** the Certificate of Exemption 2023-24 form 2.

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. **Noted.**

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

Members considered the above payments and they were **approved** for payment. Proposed Cllr Worrall and seconded by Cllr Guest.

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. Noted.

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

The bank reconciliation dated 12th June 2024 was **approved**. Proposed Cllr Guest and seconded by Cllr Longley.

For members to note that the clerk will send the cashbook and bank statements to Cllr Guest of the Finance Working Group for scrutiny before future meetings for verification.

24/27 Road Safety and Speeding. For members to consider a petition or any other actions regarding road safety and speeding in the parish. This item was discussed and it was **resolved** that we would proceed with a petition and raise our concerns with an official letter to the relevant organisations to advise them of the council's intent.

24/28 Broadwas and Cotheridge NDP review. To discuss a review of the Broadwas and Cotheridge NDP and consider any actions needed. Broadwas and Cotheridge NDP expires in September. The SWDPR is still in consultation and is not expected to be completed until mid 2025. After discussion regarding housing needs and the NDP and possible development in Broadwas and Cotheridge it was **resolved** that the council would review the Broadwas and Cotheridge NDP. Cllr Guest has a meeting with Andrew Ford from MHDC to discuss the NDP review and a Housing Needs Assessment for Broadwas and Cotheridge. Proposed Cllr Worrall seconded by Cllr Longley. A statement of intent from Broadwas and Cotheridge Parish Council concerning the NDP review will be published shortly.

24/29 Berryfields.

1. For members to discuss the maintenance of Berryfields and consider any actions needed. This item was discussed by members and it was **approved** that we would ask the contractor for a cut and collect on Berryfields and that Cllr Burrows with the clerk would monitor the situation and report back to members at a future meeting.

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. Members discussed this item and it was **approved** that the council would grant the use of Berryfields for a firework event, provided all required paperwork for the event will be forwarded to the council. Proposed by Cllr Cullen seconded by Cllr Longley.

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

Cllr Worrall wanted an item to consider allowing dogs on Berryfields on a future agenda.

Meeting Ended at 9.30pm

Signed:

Date: