

Minutes of the meeting of the Council held on 5th November 2025, held at Broadwas Village Hall, Broadwas at 7pm.

Members Present: Cllrs Burrows (Chair), Cullen (Vice Chair), Guest and Hensher.

Officers Present: L Law, Clerk.

Also present: District Cllr Barbara Jones-Williams, County Cllr Mel Fordington and three members of the public.

25/231 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 is usual for the grounds upon which apologies are tendered also to be recorded.

Apologies were received from Cllr Worrall as she was on holiday. **Noted.**

25/232 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.

There were no declarations of interest or written requests for dispensation received. **Noted.**

25/233 Exclusion of members of the Public and Press:

LGA 1972 ss101,102

To agree any items to be dealt with after the public (including the Press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted. It was **resolved** that agenda item 25/248 **Review of Car Parking Agreement between Worcestershire County Council and Broadwas and Cotheridge Parish Council** be moved into private session as it would contain information regarding a contract that had not yet been finalised.

25/234 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 Itself and the Parish Council cannot pass a resolution on matters raised during public participation.

25/235 District Councillor or County Councillor reports. To receive any reports from the District or County Councillors. Cllr Williams-Jones reported that she was funding a bench at Broad Green. Also, there was to be a recommendation to MHDC to find funding for NDP grants for parish councils and a recommendation for a north and south unitary council following the Local Government Review. Cllr Fordington reported that she would continue to progress the A44 speeding issues with the local MP and support from interested residents. Cllr Fordington further reported that there was a significant lack of secondary schools in Worcestershire compared to primary education provision and the budget setting for all Public sectors are facing significant budgetary constraints. **Noted.**

Cllr Fordington left the meeting at 7.20pm

25/236 Chairmans Report. To receive a report from the chairman of the council. A summary as The Chair updated the Council on actions since the last meeting, including liaison with the Clerk, councillors, and parishioners. Discussions took place with Broad Green residents regarding a potential bench replacement, with local fundraising being explored. Updates were noted on the Legacy Grant, A44 issues, and the NDP review. Contact has been made with parents organising a petition. A post-fireworks inspection at Berryfields highlighted leftover equipment, scorching to the ground/hedge, and damage to fencing and goalposts; clarification from the school has been requested. **Noted.**

25/237 Clerk's Report. To receive a report from the clerk. Clerk reported on the Lengthsman's duties for the previous month and that we were awaiting the notice period before progressing with the dog waste bin at St Leonard's Church. **Noted.**

25/238 To approve the minutes of the Parish Council. LGA 1972 Sch 12 para 41(1)
To confirm as a correct record and sign the council meeting minutes of the Meeting of the Council held on 8th October, 2025. The minutes of the meeting held on 8th October, 2025 were **approved** and the Chairman signed copy.
Proposed Cllr Cullen, seconded Cllr Hensher.

25/239 Planning.

1. **Planning applications to be determined by MHDC. For members to consider the following planning applications:**
 - (i) **M/25/01584/HP** High Croft, Broad Green Broadwas, WR6 5NW. Two storey rear extension, addition of porch and changes to external envelope. Valid. Comments by 7th November. Members considered the application and **resolved** not to comment on the application.
 - (ii) **M/25/01507/FUL** Whitcott, Little Green, WR6 5NH. Subdivision of existing detached bungalow, including replacement raised roof with dormer windows. First floor accommodation to form two self build semi detached dwellings and creation of new access to serve plot A. Valid. Comments by 13th November. Members considered the application and it was **resolved** to support the application.

Three members of the public left the meeting at 7.30pm

2. **Planning applications that have been determined by MHDC. For members to note the following planning applications that have been determined by MHDC:**
 - (i) **M/25/01479/PIP Vine House**, Ankerdine Road, Cotheridge. Permission in principle for the erection of one building. **Refused. Noted.**
 - (ii) **M/25/01336/HP Wyneyard, Cotheridge. WR6 5LZ.** Erection of single storey side extension and two storey garage with living accommodation above. **Refused. Noted.**
3. **Planning Appeals that have been determined by the Planning Inspectorate.**
 - (i) Inspector's Decision Notice for **M/24/01439/PIP** Appeal Ref: APP/J1860/W/25/3365077 Land at SO 76286 55166, Adj to Brook Farm, Broadwas, Worcester WR6 5NE. **Appeal dismissed. Noted.**

25/240 Broadwas and Cotheridge NDP review. To receive a report from the NDP working group and consider any recommendations. A summary of the report:
The working group held a meeting with the consultant, Lee Searles, to agree the final approach to the NDP rewrite and prepare material for the redraft. The process and MHDC's role following completion of the revised draft have been confirmed. Contact has been made with the District Councillor regarding potential MHDC funding, and discussions with the Clerk have addressed process and budgeting for 2026/27.

A first draft of the revised NDP and supporting documents is expected within the next few weeks and will be circulated to Councillors for comment before further revisions. Website updates will be provided. A public meeting is planned for January 2026 to present the draft, after which the plan will come to the Parish Council for adoption and then be submitted to MHDC for review. **Noted.**

25/241 Speeding on the A44 in Broadwas and Cotheridge. To receive an update from Cllr Burrows and consider any actions. Update report summarised as follows: Council noted ongoing safety concerns on the A44, the lack of detail from Highways on 26/27 works, and agreed to refine and share proposals with relevant authorities. **Noted.**

25/242 Malvern Hills Legacy Grant Scheme. To receive an update on the Council's application and consider any actions. Update report summarised as follows: Progress made on legal checks, Eco WC research, quotes, and compliance review; further technical advice and project decisions required to meet grant deadlines. **Noted.**

Cllr Barbara Williams-Jones left the meeting at 8pm.

25/243 Grant Application. For members to consider a grant application from St Leonard's Church. Amount requested £250.00 Members discussed the grant application and it was **resolved** to approve the application for the £250.00 requested. Proposed Cllr Cullen seconded Cllr Burrows.

25/244 Finance.

- 1. Payments received.** For members to note the receipt of:
 - £320.00 from Worcestershire County Council for the lengthsman scheme. **Noted.**
- 2. For members to consider the below payments:**

Payee	Supplied	Amount
Countrywide October 658949	Grass Contractor	£599.36
J Moore October	Lengthsman	£320.00
L Law October	Salary	As per contract
St Leonard's Church	Room Hire	£25.00
Worc CALC	Training	£42.00

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

- 3. For members to approve the bank reconciliation dated 29th October, 2025.** See finance report. (Cashbook sent to the Finance Working Group for scrutiny). The bank reconciliation dated 29th October, 2025 was **approved**.
- 4. Broadwas Village Hall.** To consider a request from the Village Hall to fund a children's activity at the upcoming Christmas Event. Amount requested £200.00. Members considered the request and it was **resolved** that the council would not support the request.
- 5. Berryfields Bank Account.** For members to consider the closing of the Berryfields bank account in favour of adding to the main account whilst a savings account is researched. Members **approved** the closing of the Berryfields bank account. Proposed Cllr Cullen seconded Cllr Guest.
- 6. Draft Budget 2026-27.** For members to consider the draft budget for the financial year 2026-27. Members further considered the draft budget for 2026-27 and it was **resolved** that members would set the budget for 2026-27 and the precept request at the January meeting of the council.

25/245 Council computer hardware and software. For members to consider the purchase of:

1. a laptop for the clerk, including budget.

2. of software Microsoft business 365.

3. of anti-virus software.

Members discussed the purchase of a laptop for the clerk and it was **resolved** that a laptop would be purchased with a budget of £800.00 and that Microsoft 365 business and anti-virus software also be purchased.

25/246 IT & Digital Governance Policy. For members to consider and adopt the draft IT & Digital Governance Policy. Members **resolved** to adopt IT & Digital Governance Policy.

25/247 Consultation on Revised Draft Licensing Policy – Licensing Act 2003. For Members to consider the Parish Council's formal ratification of the response submitted to Worcestershire Regulatory Services in relation to the consultation on the draft Licensing Policy. To meet the consultation deadline, 31st October a response was prepared and submitted on behalf of the Parish Council, following consultation with the Chair and members via email. Members formally **ratified** the response submitted to Worcestershire Regulatory Services in relation to the consultation on the draft Licensing Policy. Proposed Cllr Cullen seconded Cllr Guest.

The Council entered into private session for the following agenda item 25/248:

25/248 Review of Car Parking Agreement between Worcestershire County Council and Broadwas and Cotheridge Parish Council. For members to review and consider any clauses requiring clarification or amendment before further consideration. Members reviewed the agreement and it was **resolved** to contact WCC to consider the amendments of the agreement discussed by members.

25/249 Councillor's reports and items for future agenda. To receive any reports from councillors or items for future agenda. No reports received from members. **Noted.**

Meeting ended 22.00pm

Signed.....

Dated.....