

**Minutes of the meeting of the Council held on 7<sup>th</sup> January 2026, held at St Leonard's Church, Cotheridge at 7pm.**

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

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

**Also present:** District Cllr Barbara Jones-Williams and seven members of the public.

**26/01 Apologies for absence:** To receive apologies and approve any for absence.

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. No apologies had been received. **Noted.**

**26/02 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)** None received **noted.** and any

**(2) Other registerable interests** in items on the agenda and their nature. Cllr Guest declared an interest in agenda item 26/12 Legacy Grant Scheme as a family member lived in Berryfields Close. **Noted.**

**(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 **noted.**

**26/03 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 part of agenda item 26/12 would be held in private session for discussion of quotations that held sensitive commercial information.

Proposed Cllr Guest seconded Cllr Cullen.

**26/04 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.

Members of the public raised questions regarding the proposed waterless toilet at Berryfields as part of the Legacy Grant. Issues raised included whether there was a demonstrated need for a toilet at the site and who it would serve, the ongoing maintenance costs, the asset implications of future capital replacement, potential use by non-playground users, and whether the facility might add to or encourage anti-social behaviour at the site. **Noted.**

**26/05 District Councillor or County Councillor reports.** To receive any reports from the District or County Councillors. Cllr Jones-Williams reported that Malvern Hills District Council's £831,000 allocation from the UK Shared Prosperity Fund for 2025 is supporting projects that benefit local residents and businesses, including Worcestershire Growth Hub support for 88 businesses and the creation of eight jobs, the Skills Boost programme enabling 156 people to access education and training, and the Malvern Hills Rural Fund, which combines £150,000 from the Rural England Prosperity Fund with £100,000 of MHDC funding to provide business

grants of up to £25,000. **Noted.**

**26/06 Chairman's Report.** To receive a report from the chairman of the council. The Chair reported on actions undertaken since the meeting on 5 November 2025, including liaison with the Clerk, meetings relating to the Neighbourhood Development Plan, discussions with District and County Councillors, responses to parishioner enquiries, and attendance at the CALC AGM and parish services. Councillors were reminded to consider the proposed budget and precept for 2026/27 and to review the ongoing strategy to reduce Council reserves.

An update was provided on continued engagement with the County Council regarding road safety and speeding on the A44, noting recent serious accidents.

The Chair thanked the Clerk, Councillors, and parish volunteers for their work and encouraged continued community involvement. **Noted.**

**26/07 Clerk's Report.** To receive a report from the clerk. The Clerk reported that all documentation for the MHDC Legacy Grant Scheme has been submitted and a decision is awaited.

December Lengthsman works were completed as scheduled. Issues relating to dog waste bins were addressed, and progress was reported on the installation of a new bin at St Leonard's Church. The Clerk also confirmed attendance at recent and forthcoming training sessions.

**Noted.**

**26/08 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 5<sup>th</sup> November, 2025. The minutes of the Meeting of the Council held on 5<sup>th</sup> November, 2025 were **approved** and the Chair signed a copy. Proposed Cllr Guest seconded Cllr Hensher.

**26/09 Planning.**

**1. Planning applications that have been determined by MHDC. For members to note the following planning applications that have been determined by MHDC:**

- (i) **M/25/01584/HP High Croft, Broad Green Broadwas, WR6 5NW.** Two storey rear extension, addition of porch and changes to external envelope. **Approved.**
- (ii) **M/25/01770/HP Wyneyard, Cotheridge. WR6 5LZ.** Renovation with single storey side extension and 2 storey garage with living accommodation above. **Approved.**
- (iii) **M/25/00216FUL Cedars Farm, Broadwas, WR6 5NE.** Erection of a two-storey dwelling and double garage. **Refused.**

**Planning applications determined by MHDC were noted by members.**

**2. Planning applications received between meetings:** Subject to Broadwas and Cotheridge Parish Council Scheme of Delegation 2a Planning applications received between meetings are delegated to the clerk, with consultation from members. For members to note the following planning applications and their decisions:

- (i) **M/25/01688/FUL Lower Lightwood Farm, Lightwood Lane, Cotheridge. WR6 5LT.** Re-use and extension of an existing building and erection of a new building for use as light industrial workshops Class E(g)(iii) with associated landscaping. **No comment. Undecided.**
- (ii) **M/25/01771/PIP Upper Howsen Farm, Howsen, Cotheridge. WR6 5LR.** Permission in principle for the erection of up to 5 dwellings. **Objection. Refused 11/12/25.**
- (iii) **M/25/01527/HP 2 Weston Hill Little Green Broadwas WR6 5NH.** Erection of a 2 bedroom cabin for ancillary use. **Objection. Refused 12/12/25**  
**Planning application received between meetings and delegated were noted by members.**

**26/10 Broadwas and Cotheridge NDP review.** To receive a report from the NDP

working group and consider any recommendations. Progress on the NDP review was reported, including ongoing meetings with the consultant, correspondence with local organisations, and preparation of consultation documentation. The consultant is finalising the remaining sections on Housing Needs and Good Design, with arrangements in place to

complete the review with the working group.

It is anticipated that a draft revised NDP will be presented to the Parish Council in February or March, with a view to approval for public consultation, after which it will be submitted to the Local Authority for the next stage of the process. **Noted.**

**26/11 Speeding on the A44 in Broadwas and Cotheridge.** To receive an update from Cllr Burrows and consider any actions. The Council received an update on ongoing engagement with Worcestershire County Council regarding speeding and road safety on the A44. It was noted that some works may be included in the County Council's 2026/27 programme, although details have not yet been provided and delivery is not guaranteed.

The County Council has agreed in principle to share its recent road study, subject to redaction, and concerns were expressed regarding the level of local detail this may provide. District and County Councillors and the MP continue to support the Parish Council's efforts, and a multi-agency meeting is being pursued to clarify intentions, share information, and agree a plan of action. **Noted.**

**26/12 Malvern Hills Legacy Grant Scheme.** To receive an update on the Council's application for the grant and consider any actions. The Council received an update on progress with the MHDC Legacy Grant Scheme. All compliance documentation has been submitted within the required timescale and a final decision is awaited. If confirmed, tenders and contracts will be issued, noting the requirement for works to commence before 31 March 2026.

A summary position statement outlining the application and proposals has been made available. Councillors were asked to consider and confirm details relating to the scope of works at Berryfields, including play equipment replacement, storage, car park resurfacing, fencing, seating, landscaping, signage, waste bins, and the proposed waterless WC.

It was noted that representations have been received from residents regarding the WC proposal and that planning advice has been sought. Councillors were reminded that any amendments to the project may require funder approval and could affect the status or value of the grant. Members **resolved to approve** the following works at Berryfields:

- The replacement of the rotating seesaw. Proposed Cllr Guest seconded Cllr Worrall.
- The removal of the container from the site and convert into a seating area. Proposed Cllr Worrall seconded Cllr Hensher.
- To seek replacement storage to be sited at Broadwas Village Hall. Proposed Cllr Guest seconded Cllr Cullen.
- The re-surfacing of the car park. Proposed Cllr Guest seconded Cllr Cullen.
- The replacement of fencing between the playground and car parking area. Proposed Cllr Guest seconded Cllr Cullen.
- The purchase of new noticeboards and waste bins. Proposed Cllr Worrall seconded Cllr Cullen.
- After considering the comments from members of the public in relation to the proposed waterless WC it was **approved** that it be withdrawn from the application. Proposed Cllr Guest seconded Cllr Cullen.

Cllr Jones-Williams left the meeting at 8pm.

**26/13 Berryfields Recreation Ground Annual ROSPA Report.** For members to receive the Annual ROSPA Report for Berryfields Recreation Ground. Members **resolved** to receive the Annual ROSPA Report for Berryfields Recreation Ground. Proposed Cllr Worrall seconded Cllr Hensher.

**26/14 Finance.**

**1. Payments received.** For members to note the receipt of:

- £560.00 from Worcestershire County Council for the lengthsman scheme.
- £600.00 MHDC from Cllr Jones-Williams for bench at Broad Green.
- £412.45 Rural Payments Agency for Broad Green SSSI site stewardship.

Payments were **noted**.

**2. For members to consider the below payments:**

Payee	Supplied	Amount
J Moore December	Lengthsman	£160.00
L Law December	Salary	As per contract
L Law Reimbursement	Anti-virus software for laptop	£39.99
St Leonard's Church	Room Hire	£25.00
A Pelligram SI-403	Consultancy NDP	£1,803.20
F White 0777	ROSPA Playground Report	£62.50

Members **approved** the above invoices for payment. Proposed Cllr Cullen seconded Cllr Hensher.

**3. For members to note the following payments made between meetings:**

- ICO ZA825748 £47.00
- Service charges £8.50
- PC World PC Laptop £723.97 Payments made between meetings were **noted**.

**4. For members to approve the bank reconciliation dated 24<sup>th</sup> December 2025.** See finance report. (Cashbook sent to the Finance Working Group for scrutiny). The bank reconciliation dated 24<sup>th</sup> December 2025 was **approved**. Proposed Cllr Guest seconded Cllr Hensher.

**26/15 Draft Budget 2026-27.** For members to consider and approve the budget for the financial year 2026-27. Members considered the draft budget for 2026-27 and it was **resolved** to approve a budget for 2026-27 of £24,610.00. Proposed Cllr Hensher seconded Cllr Worrall.

**26/16 Precept Request.** Following the approval of the budget for 2026-27. For members to consider and approve the Precept Request to Malvern Hills District Council for the financial year 2026-27. Members approved a precept request to MHDC for the financial year 2026-27 of £20,667.00. Proposed Cllr Burrows seconded Cllr Cullen.

**26/17 Council Policies. For members to consider the following policies:**

- **Grants Policy, application form and conditions.**
- **Complaints Procedure**

It was **resolved** to defer agenda item 26/17 Council Policies to the next meeting.

**26/18 New bench at Broad Green.** For members to receive an update on the new bench at Broad Green and consider any actions. £600.00 received from Cllr Jones-Williams for bench at Broad Green. Cllr Jones-Williams wanted to see that the funding she provided will go to Fund two benches. A second location for a further bench is being investigated. **Noted**.

**26/19 Police Parish Priorities.** For members to consider the parish priorities for January to March 2026. Previously 1. Speeding 2. Anti-social behaviour 3. Cybercrime. It was **resolved** to keep the Police Parish Priorities the same 1. Speeding 2. Antri-social behaviour 3. Cybercrime. Proposed Cllr Burrows seconded Cllr Cullen.

**26/20 Councillors reports and items for future agenda.** To receive any reports from councillors or items for future agenda. Items to consider for a future agenda:

- **Website Accessibility.**
- **Risk Management.**
- **Emergency Plan.**
- **Dogs on Berryfields.**

**The Council entered private session for agenda item:**

**26/12 Malvern Hills Legacy Grant Scheme.** To discuss the quotations received and choose preferences as requested by MHDC.

It was decided that for fencing and car park re-surfacing further quotations would need to be obtained.

The following quotes were accepted and chosen as preferences:  
Playpark Equipment quote from Wicksteed for £6,236.51  
Wheelchair Access Picnic table from MG Timber Products for £380.00  
Bin choice delegated to the Clerk.  
Proposed Cllr Burrows seconded Cllr Cullen.

Meeting ended 21.20pm

Signed.....

Dated.....

DRAFT