

Friday 6th March, 2026.

Dear Members,

You are summoned to attend a Meeting of Broadwas and Cotheridge Parish Council at Broadwas Village Hall on Wednesday 11th March, 2026 at 7pm to transact the business identified on the Agenda below.

Yours sincerely,



Lisa Law, Clerk.

Broadwas and Cotheridge Parish Council.

Members: Cllrs R Burrows (Chairman), M Cullen (Vice-Chair), J Guest, J Worrall and S Hensher.

Members of the public and press are welcome to attend.

Agenda 26/42-26/58

AGENDA

26/42 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.

26/43 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.

26/44 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.

26/45 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.

26/46 District Councillor or County Councillor reports. To receive any reports from the District or County Councillors.

- 26/47 Chairman's Report.** To receive a report from the chairman of the council.
- 26/48 Clerk's Report.** To receive a report from the clerk.
- 26/49 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 11th February and the Extraordinary Meeting of the Council held on 25th February 2026.
- 26/50 Planning.**
- 1. Planning applications to be determined by MHDC. For members to consider comments on the following planning applications:**
 - **M/26/00104/FUL** Little Lightwood Farm, Lightwood Lane, Cotheridge. Extension of an existing commercial building for commercial use Class E (g) (iii). Comments by 26/03/26.
 - **M/26/00123/FUL** Land at (OS 7635 5524) Use of land as a caravan site for gypsy/ travellers for the stationing of two static caravans, with hard standing parking access and drainage system. Comments by 23/03/26.
 - 2. Planning applications that have been determined by MHDC. For members to note planning applications determined by MHDC.**
 - **M/25/01975/HP** Old Hopyard Farmhouse, Church Lane, Broadwas. Erection of proposed office outbuilding. Approved.
 - **M/25/01903/FUL** Land at (OS7892 5628) Ankerdine Road, Cotheridge. Proposed earth banked slurry lagoon with stock proof fencing and access track. Approved.
 - **M/26/00133/PIP** Upper Lightwood Farm Broadheath Common, Lower Broadheath. Permission in principle for the erection of between 5 and 7 dwellings. Refused.
 - 3. Planning Enforcement matters.** For members to consider any enforcement matters conveyed by the Enforcement Officer.
- 26/51 Broadwas and Cotheridge NDP review.** To receive a report from the NDP working group and consider any recommendations.
- 26/52 Speeding on the A44 in Broadwas and Cotheridge.** To receive an update from Cllr Burrows and consider any actions.
- 26/53 Malvern Hills Legacy Grant Scheme.** To receive an update on the Council's application for the grant and consider any actions.
- 26/54 Finance.**
- 1. Payments received.** For members to note the receipt of:
 - £560.00 from Worcestershire County Council for the lengthsman scheme.
 - £1,000.00 from Worcester Containers for the sale of the container.
 - 2. For members to consider the below payments:**
 - Lengthsman February £320.00
 - Clerk Salary/ February £569.32
 - Broadwas Village Hall 1458 £16.00
 - Cheltenham Surfacing 21754 £12,710.25 (35% deposit for resurfacing works to Berryfields Car Park)Hard copies of the invoices will be available for scrutiny at the meeting.
 - 3. For members to approve the bank reconciliation dated 3rd March, 2026.** See finance report. (Cashbook sent to the Finance Working Group for scrutiny).
- 26/55 Berryfields Car Park Agreement.** For members to receive an update on the discussions (if available) between the Diocese, Broadwas Primary School and the

Parish Council and consider any actions needed.

26/56 Council Policies and Governance. In preparation for the internal audit for members to consider the review and adoption of the following:

- **IT Policy.** This is a new policy and comes under the new Assertion 10 for the Annual Governance and Accountability Return (AGAR) and has been reviewed by the Clerk and Cllr Hensher.
- **Accessibility Statement.** To review an updated accessibility statement to comply with new The Web Content Accessibility Guidelines (known as WCAG) that are an internationally recognised set of recommendations for improving web accessibility. The Parish Council website template is being updated to partially meet the requirements of WCAG 2.2 AA
- **Asset Register.** Following the sale of the shipping container and the purchase of a new laptop, the asset register needs to be reviewed.

26/57 Defibrillators. Malvern Hills District Council have set aside a fund to help supply a number of defibrillators and cabinets to Parish Councils within the Malvern Hills District Council area. Defibrillators and cabinets will be allocated to Parish Councils who are perceived to have the greatest need. Members to consider registering an expression of interest.

26/58 Meeting dates 2026-27. For members to consider the draft calendar for 2026-27

Date of the next meeting will be on Wednesday 15th April at 7pm at St Leonard's Church, Cotheridge.