

**Minutes of the meeting of the Council held on 11<sup>th</sup> March 2026, 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:** Three members of the public. County Cllr Fordington.

**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.

Apologies for absence were received from District Councillor B Jones-Williams and Cllr Worrall for family reasons. **Noted.**

**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.

No declarations of interest were made or written requests for dispensation received by the Clerk. **Noted.**

**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. It was **resolved** that agenda item 26/55 Berryfields Car Park Agreement be held in private session due to the contractual nature of the agenda item. Proposed Cllr Hensher seconded Cllr Cullen.

**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. The Parish Council cannot pass a resolution on matters raised during public participation. A member of the public raised an issue of fly tipping at the layby near to Laylocks garden centre, the clerk to report to WCC. Cllr Burrows had reported that a member of the public had been in contact regarding signage for Church Lane to enable delivery drivers to effectively deliver parcels. Clerk to ask WCC. **Noted.**

**26/46 District Councillor or County Councillor reports.** To receive any reports from the District or County Councillors. Cllr Fordington reported to council on apprenticeship and work experience programmes to help to engage with children at events held at schools. Cllr Fordington highlighted that any issues for members of the public to forward to her so that she can assist. **Noted.**

**26/47 Chairman's Report.** To receive a report from the chairman of the council. The Chairman reported ongoing work relating to Berryfields, correspondence with parishioners, and

Neighbourhood Development Plan (NDP) matters.

Updates were noted on liaison with the Clerk, District and County Councillors, the Highways Liaison Officer, and meetings with the Diocese of Worcester and Broadwas Primary School. Matters raised by parishioners included a request for Church Lane signage (referred to the Clerk) and concerns regarding activity at Stoney Lee. **Noted.**

**26/48 Clerk's Report.** To receive a report from the clerk. The Clerk reported on routine administrative duties, asset inspections (including the defibrillator), and a site visit to Berryfields to check playground equipment and trees. Training had been attended in preparation for year end and AGAR.

The Lengthsman completed 16 hours of work in February, primarily focused on drainage clearance, vegetation works, and routine maintenance including the VAS sign.

An update was provided on litter picking in the parish, including volunteer involvement in the MHDC Adopt-a-Street scheme, with equipment now supplied.

It was noted that arrangements for a dog waste bin in Cotheridge are pending confirmation of a delivery address from WCC. **Noted.**

**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 25<sup>th</sup> February 2026. It was **resolved** that the minutes from the Meeting of the Council held on 11<sup>th</sup> February and the Extraordinary Meeting of the Council on the 25<sup>th</sup> February were correct records of the meetings and the Chairman duly signed copies. Proposed Cllr Hensher seconded Cllr Cullen.

**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. It was **resolved** to support the application.
- **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. It was **resolved** to oppose the application on grounds of access and boundary issues.

**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. Members **noted** the planning applications that have been determined by MHDC.

**3. Planning Enforcement matters.** For members to consider any enforcement matters conveyed by the Enforcement Officer. No enforcement matters to consider.

**26/51 Broadwas and Cotheridge NDP review.** To receive a report from the NDP working group and consider any recommendations. The Council noted progress on the NDP, including meetings with the consultant and AECOM, review of the draft document by the Working Group, and ongoing revisions.

It was reported that an updated draft is in preparation, with Design Guide amendments to be submitted for approval, and a timeline and next steps to follow. It was approved that the date

of 30<sup>th</sup> March for a public meeting be delayed until a draft document had formally been approved by the Council. MHDC confirmed that for 202627 that an NDP grant of up to £10,000 will be available and register of interest will be sent out shortly. **Noted.**

**26/52 Speeding on the A44 in Broadwas and Cotheridge.** To receive an update from Cllr Burrows and consider any actions. The Council noted ongoing liaison with Highways, the County Councillor and police regarding speeding concerns, including proposals for temporary speed monitoring and replacement VAS signage.

Updates were received on potential VAS options, locations, power sources and funding, with a contribution confirmed from the County Councillor. The Clerk had contacted the Police and Crime Commissioner for funding but there is none currently available. It was **resolved** that the Council would replace all three signs in Broadwas two mains and one solar from ElanCity at a cost of £6769.97 + VAT subject to any update of the quotation.

Proposed Cllr Guest seconded Cllr Cullen. To liaise with WCC for siting and installation.

**26/53 Malvern Hills Legacy Grant Scheme.** To receive an update on the Council's application for the grant and consider any actions. With the removal of the Eco WC from the grant item three will be designated for replacement fencing. MHDC have agreed all other items on the application and await costings for the fence and professional fees before releasing the funds. The contractor for the resurfacing works has been notified as well as the play equipment contractor who will be making a site visit prior to installation. The storage container has been sold, has been paid for and awaiting collection. **Noted.**

**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. **Noted.**

**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. Members **approved** the payment of all invoices except for Cheltenham Surfacing. It was **resolved** that Cheltenham Surfacing invoice will only be paid once the grant monies have been received by MHDC. Proposed Cllr Guest seconded Cllr Hensher.

**3. For members to approve the bank reconciliation dated 3<sup>rd</sup> March, 2026.** See finance report. (Cashbook sent to the Finance Working Group for scrutiny). The bank reconciliation dated 3<sup>rd</sup> March 2026 was **approved.**

**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. **Heard in Private Session at the end of the meeting see below.**

**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. With an addition of a sentence on Councillor Liability for using own hardware and software. **Approved.**
- **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 Item Deferred.

- **Asset Register.** Following the sale of the shipping container and the purchase of a new laptop, the asset register needs to be reviewed. It was **resolved** to remove asset 9 the storage container as it has been sold and to add asset 23 HP laptop for Clerk bought November 2025 at a cost of £724.00

**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. It was resolved to register an expression of interest in replacing the defibrillator in Broadwas and to add one to Cotheridge.

**26/58 Meeting dates 2026-27.** For members to consider the draft calendar for 2026-27 Members were asked to check availability for meeting dates and confirm with the Clerk. **Noted.**

**Agenda Item 26/55 was heard in Private Session due to contractual sensitivity and moved to the end of the meeting.**

**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. The Council received an update on ongoing discussions with the Diocese and School regarding a car park use agreement at Berryfields. It was noted that agreement in principle had been reached, with some matters remaining under discussion, including usage arrangements, maintenance responsibilities and legal costs. **Noted.**

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

**Meeting ended 21.00pm**