

Thursday 30<sup>th</sup> April, 2026.

Dear Members,

You are summoned to attend the Annual Meeting of Broadwas and Cotheridge Parish Council at Broadwas Village Hall, Broadwas on Wednesday 6<sup>th</sup> May 2026 following the Annual Parish Meeting 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 26/74-26/89

## AGENDA

**26/74 Election of Chairman of Broadwas and Cotheridge Parish Council for the year 2026-27.**

**26/75 Declaration of Acceptance of office. For the newly elected Chairman of the Council to sign the Declaration of Acceptance of Office.**

**26/76 Election of the Vice-Chairman of Broadwas and Cotheridge Parish Council for the year 2026-27.**

**26/77 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.

**26/78 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.

- 26/79 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.
- 26/80 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.
- 26/81 District Councillor or County Councillor reports.** To receive any reports from the District or County Councillors.
- 26/82 Clerk's Report.** To receive a report from the clerk.
- 26/83 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 15<sup>th</sup> April 2026.
- 26/84 Planning.**
- 1. Planning applications that have been determined by MHDC. For members to note the following planning applications determined by MHDC:**
    - **M/26/00104/FUL Little Lightwood Farm, Lightwood Lane, Cotheridge WR6 5LT.** Extension of an existing commercial building for commercial use Class E (g)(iii) **Approved.**
  - 2. Planning Enforcement matters.** For members to consider any enforcement matters conveyed by the Enforcement Officer.
- 26/85 Broadwas and Cotheridge NDP review.** To receive and approve the final draft of the reviewed Broadwas and Cotheridge NDP.
- 26/86 Internal Audit 2025-26.** For members to receive the Internal Auditor's report for 2025-26 and consider any actions.
- 26/87 Annual Governance and Accountability Return 2025-26 (AGAR)**
- 1. To receive and note the Annual Internal Audit Report.**
  - 2. To consider and approve Section 1 Annual Governance Statement 2025-26.** Members must complete Section 1 by answering "Yes" or "No" to assertions 1-10. Following approval, the Annual Governance Statement will be signed by the Chairman and the Clerk.
  - 3. To consider and approve Section 2 Accounting Statements 2025-26.** Following approval the Accounting statements will be signed by the Chairman.
  - 4. To note the following key dates:**
    - Submission deadline for the signed and approved AGAR and supporting documents is Wednesday 1<sup>st</sup> July 2026.
    - Dates for the 30-working day period for the exercise of public rights-

Wednesday 3<sup>rd</sup> June- Tuesday 14<sup>th</sup> July 2026.

- Statutory deadline by which the AGAR part 3 (sections 1&2), the signed external auditor certificate and notice of the conclusion of the audit must be published is 30<sup>th</sup> September 2026.

**26/88 Finance.**

- 1. Payments received.** For members to note the receipt of:
  - Payment of the Legacy grant from MHDC of £46,396.01
  - VAT126 refund of £3,239.28
- 2. Payments made between meetings.** For members to note the payments made between meetings:
  - Cheltenham Surfacing 21754 £12,710.25 +VAT
  - HMRC PAYE £639.61
- 3. For members to consider the renewal of Worcestershire CALC subscription for 2026-27 of £444.66 +VAT.**
- 4. For members to consider the below payments:**
  - Lengthsman April £352.00
  - Clerk Salary April as per contract
  - Broadwas Village Hall 1480 £38.50
  - Internal Audit R Mullett £200.00
  - Wicksteed 831295 £6,236.51 +VATHard copies of the invoices will be available for scrutiny at the meeting.
- 5. For members to approve the bank reconciliation dated 28<sup>th</sup> April, 2026.**  
See finance report. (Cashbook sent to the Finance Working Group for scrutiny).

**26/89 Insurance 2026-27.** For members to consider the renewal quote received from Clear Councils of £533.27 for insurance for 2026-27. Insurance renewal date 1<sup>st</sup> June.

**Date of the next meeting will be on Wednesday 10<sup>th</sup> June at 7pm at St Leonard's Church, Cotheridge.**