

Minutes of the Annual Meeting of the Council held on 6th May 2026, held at Broadwas Village Hall at 7pm.

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

Officers Present: L Law, Clerk.

Also present: Ward Councillor Barbara Jones-Williams. There was one member of the public.

26/74 Election of Chairman of Broadwas and Cotheridge Parish Council for the year 2026-27. It was **approved** that Cllr Burrows be elected as Chairman of Broadwas and Cotheridge Parish Council for the year 2026-27. Proposed Cllr Cullen seconded Cllr Worrall.

26/75 Declaration of Acceptance of office. For the newly elected Chairman of the Council to sign the Declaration of Acceptance of Office. Cllr Burrows duly signed the declaration of Acceptance of Office witnessed by the Clerk.

26/76 Election of the Vice-Chairman of Broadwas and Cotheridge Parish Council for the year 2026-27. It was **approved** that Cllr Cullen be elected as Vice-Chairman of Broadwas and Cotheridge Parish Council for the Year 2026-27. Proposed Cllr Burrows seconded Cllr Worrall.

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. Apologies for absence had been received from County Cllr Fordington and Cllr Guest who was on holiday.
Noted.

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

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. There were no items to go into private session. **Noted.**

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 itself and the Parish Council cannot pass a resolution on matters raised during public participation. No matters were raised. **Noted.**

26/81 District Councillor or County Councillor reports. To receive any reports from the District or County Councillors. No reports as they were given in the Annual Parish Meeting. Cllr Jones-Williams highlighted the meeting held with WCC Highways in regard to safety on the A44. **Noted.**

26/82 Clerk's Report. To receive a report from the clerk. Clerk reported the completion of the installation of the first item funded by the Legacy grant, the swing seesaw. Also MHDC has awarded the Parish Council £5,328.44 for the NDP Grant. **Noted.**

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 15th April 2026. The minutes of the meeting held on 15th April 2026 were confirmed as a correct record and signed by the Chairman. Proposed Cllr Hensher seconded Cllr Cullen.

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

26/85 Broadwas and Cotheridge NDP review. To receive and approve the final draft of the reviewed Broadwas and Cotheridge NDP. Members received and **approved** the final draft of the reviewed Broadwas and Cotheridge NDP. Proposed Cllr Burrows seconded Cllr Worrall.

26/86 Internal Audit 2025-26. For members to receive the Internal Auditor's report for 2025-26 and consider any actions. Members received the Internal Auditor's report 2025-26 With no actions to consider. Proposed Cllr Worrall seconded Cllr Cullen.

26/87 Annual Governance and Accountability Return 2025-26 (AGAR)

1. **To receive and note the Annual Internal Audit Report.** The Annual Internal Audit Report was received and **noted.** Proposed Cllr Cullen seconded Cllr Worrall.
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. Members completed and **approved** the Annual Governance Statement 2025-26 and it was duly signed by the Chairman and the Clerk. Proposed Cllr Worrall seconded Cllr Hensher
3. **To consider and approve Section 2 Accounting Statements 2025-26.** Following approval the Accounting statements will be signed by the Chairman. The

Accounting Statements 2025-26 were **approved** and duly signed by the Chirman. Proposed Cllr Hensher seconded Cllr Cullen.

4. To note the following key dates:

- Submission deadline for the signed and approved AGAR and supporting documents is Wednesday 1st July 2026.
- Dates for the 30-working day period for the exercise of public rights- Wednesday 3rd June- Tuesday 14th 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 30th September 2026. **Noted.**

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 Payments received were **noted.**

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 Payments made between meetings were **noted.**

3. For members to consider the renewal of Worcestershire CALC subscription for 2026-27 of £444.66 +VAT. Members **approved** the renewal of Worcestershire CALC subscription for 2026-27 at a cost of £444.66 +VAT. Proposed Cllr Worrall seconded Cllr Cullen.

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 +VAT

Hard copies of the invoices will be available for scrutiny at the meeting.

All the payments were **approved** for payment. Proposed Cllr Worrall seconded Cllr Hensher.

5. For members to approve the bank reconciliation dated 28th April, 2026. See finance report. (Cashbook sent to the Finance Working Group for scrutiny). The bank reconciliation dated 28th April 2026 was **approved**. Proposed Cllr Cullen seconded Cllr Worrall.

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 1st June. Members considered and **approved** the renewal quote and insurance cover from Clear Councils for 2026-27. Proposed Cllr Worrall seconded Cllr Cullen.

Meeting ended at 9.10pm

Signed:

Dated: