

Clerk's Report – July 2026 26/112

June has been another busy month, with a considerable amount of time dedicated to the Berryfields Recreation Ground car park resurfacing project. Throughout the works, ongoing liaison was maintained between the appointed contractor, the project manager and Broadwas CE Primary School to ensure the project progressed smoothly and that all parties were kept informed of the programme and any changes. The Clerk would also like to thank Cllr Guest for his considerable time, expertise and guidance throughout the Berryfields car park resurfacing project. His regular attendance on site, working alongside the project manager during the construction works, was invaluable, ensuring the project was completed to a high standard. His practical knowledge and support throughout the scheme are greatly appreciated.

Alongside this project, the usual day-to-day administrative duties of the Parish Council have continued. These have included responding to correspondence and residents' enquiries, preparing meeting documentation, liaising with councillors, contractors and partner organisations, and progressing a number of ongoing Council projects.

The Clerk also responded to enquiries from the Council's External Auditor regarding the 2025/26 Annual Governance and Accountability Return (AGAR), providing the requested information and supporting documentation to assist with the external audit process.

Routine site inspections have been undertaken at Berryfields Recreation Ground, including the regular inspection of the play equipment and the community defibrillator to ensure they remain in good working order and that any issues are identified promptly.

The new dog waste bin at St Leonard's Churchyard was reported as requiring emptying. Malvern Hills District Council was contacted and has since attended the site and emptied the bin.

Discussions have continued with Worcestershire County Council regarding the installation of the replacement Vehicle Activated Signs (VAS). The Clerk is continuing to liaise with the County Council to establish the arrangements for installing the new like-for-like replacement signs.

Preparations have also begun for discussions regarding a new Car Park Agreement between the Parish Council and Broadwas CE Primary School. A meeting is currently being arranged with representatives of the School and the Governing Body to discuss the proposed agreement and future management arrangements.

Overall, June has seen continued progress on several significant projects whilst ensuring the routine administration and day-to-day business of the Council has continued efficiently.

Lengthsman Report

The Lengthsman completed a total of **8 hours** of work throughout the parish during June, carrying out routine highway maintenance at a number of locations.

The work undertaken included:

- Clearing gully grates on **Bromyard Road, Stoney Ley Lane** and **Butts Bank** to assist with highway drainage.
- Removing vegetation obstructing highway signs on **Bromyard Road, Stoney Ley Lane, Butts Bank, Berryfields Close** and **Church Lane**.
- Cutting back vegetation at junction visibility splays on **Bromyard Road** to improve visibility for road users.
- Siding out footways on **Bromyard Road** to help restore the full width of the footpath for pedestrians.
- Liaising with frontagers regarding vegetation overhanging the highway at **Berryfields Close** and **Church Lane**.

Lisa Law

Clerk