

Minutes of the Meeting of the Council held on 10th June 2026, held at St Leonard's Church, Cotheridge at 7pm.

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

Officers Present: L Law, Clerk.

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

26/90 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 Cllr Cullen. **Noted.**

26/91 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 or written requests for dispensation had been received. **Noted.**

26/92 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 **approved** that agenda items 26/101.2 & 26/101.4 be held in private session due to the discussion of confidential information.

26/93 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. Members noted the success of the recent Cotheridge garden fete that was well attended.

26/94 District Councillor or County Councillor reports. To receive any reports from the District or County Councillors.

Ward Cllr Jones-Williams reported that, following the Annual Meeting of Herefordshire Council, she had been appointed Chairman of Licensing and Appeals, Chairman of the Environment Policy Development Panel, Vice Chairman of the North Area Planning Committee and Vice Chairman of the Overview and Scrutiny Committee, in addition to serving on a number of other panels and committees.

Members were advised that cases of measles are increasing across the area. Residents were

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encouraged to familiarise themselves with the symptoms of measles and to seek advice from their GP surgery or NHS 111 if they suspect they or a family member may have contracted the virus. It was noted that vaccination with the MMR/MMRV vaccine remains the most effective protection against measles, and residents were encouraged to check their vaccination status with their GP surgery.

Cllr Fordington reported on the recent appointments to Worcestershire County Council's Cabinet and outlined her ongoing roles as Vice-Chair of the Planning and Regulatory Committee and member of several scrutiny and governance committees. Her key priority for 2026 is the improvement of footways and pathways across the division, and parish councils were encouraged to identify locations requiring attention. She advised that regular meetings with Highways officers would continue and site visits could be arranged to discuss local highways issues, flooding and drainage concerns. Updates were provided on the rollout of improved broadband infrastructure, ongoing road safety initiatives including the installation of VAS signs and speed safety measures, and the use of divisional funding to support local community projects, schools and playground improvements. Cllr Fordington also reaffirmed her commitment to supporting local businesses, schools and apprenticeship opportunities across the division. **Noted.**

26/95 Chairman's Report. To receive a report from the chairman of the council.

The Chairman reported that he had continued to liaise regularly with the Clerk, District and County Councillors, fellow Parish Councillors and parishioners, and had followed up actions arising from previous meetings. He expressed his appreciation for being re-elected as Chairman and thanked Cllr Cullen for continuing in the role of Vice-Chair.

The Chairman noted that the Annual Parish Meeting had been well attended and showcased the wide range of activities and community initiatives taking place within the parish. He advised that the Neighbourhood Development Plan had been approved by the Parish Council and would shortly be submitted to Malvern Hills District Council, with further consultation stages to follow. Once adopted, the Plan will provide an up-to-date framework to help guide future development within the parish.

The Chairman further reported that work continues on the delivery of projects funded through the MHDC Legacy Grant at Berryfields and noted recent changes in the leadership of Worcestershire County Council, together with the anticipated announcement from central government regarding future local government reorganisation and unitary authority arrangements. **Noted.**

26/96 Clerk's Report. To receive a report from the clerk.

June had been a particularly busy month, with significant time dedicated to coordinating the Berryfields Recreation Ground car park resurfacing project. This included liaison with contractors, the school, councillors, residents and other stakeholders, preparation of resident communications and website updates, and ensuring that the necessary project documentation, health and safety requirements and arrangements were in place ahead of the commencement of works. The Clerk also met with the Chairman to review the Council agenda, discuss ongoing projects and outstanding matters, and continued to deal with routine administrative duties and Parish Council business.

Works undertaken by the Lengthsman for May included gully and drainage maintenance, vegetation clearance, sign visibility improvements and general highway maintenance at various locations throughout the parish, helping to improve drainage, road safety and the overall appearance of the highway network. **Noted.**

26/97 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 Annual Meeting of the Council held on 6th May, 2026. The minutes of the Annual Meeting of the Council, held on 6th May 2026 were **approved** as a correct record and the Chairman signed

a copy. Proposed Cllr Hensher seconded Cllr Guest.

26/98 Planning.

- 1. Planning applications received between meetings:** Subject to Broadwas and Cotheridge Parish Council Scheme of Delegation 2a Planning applications received between meetings are delegated to the clerk, with consultation from members. For members to note the following planning applications and their decisions:
 - **M/26/00623/HP** Hardimas, Little Green, Broadwas, WR6 5NH.
Proposed replacement aluminium windows, front door and timber porch, together with new vehicular entrance gates with piers, pedestrian gate and new front wall and installation of rainwater harvesting tank. No comment. **Noted.**
- 2. Planning Enforcement matters.** For members to consider any enforcement matters. There were no enforcement matters for members to consider. **Noted.**
- 3. Planning Appeals.** For members to note the following Appeal Decision from the Planning Inspectorate;
 - M/25/01771/PIP appeal number 6003838 Upper Howsen Farm, Howsen, Cotheridge, WR6 5LR. Permission in principle for the erection of up to five dwellings. Appeal is dismissed. **Noted.**

26/99 Speeding on the A44 in Broadwas and Cotheridge. To receive any update from Cllr Burrows and consider any actions.

The Chairman reported that the Parish Council continues to press for improvements to road safety on the A44 following recent fatal accidents. Media coverage had helped raise awareness of the issue and support the Council's efforts to encourage Worcestershire County Council to implement further safety measures.

Three new Vehicle Activated Signs had been purchased to replace existing units in Broadwas and were awaiting installation guidance from the County Council. The Council continues to seek improvements to road markings, signage and speed management measures, including a reduction in the speed limit through Cotheridge and the introduction of speed reduction buffer zones around Broadwas. It was also noted that West Mercia Police continue to undertake speed enforcement activities and have introduced new technology to support enforcement. **Noted.**

26/100 Malvern Hills Legacy Grant Scheme. To receive an update on Legacy Grant works and consider any actions. The Chairman reported that the Berryfields Legacy Grant project continues to progress well. The new play equipment has been installed and resurfacing works to the car park are scheduled to commence during the week beginning 15 June, with arrangements in place to minimise disruption to users and neighbouring residents. Members noted that letters had been issued to residents and information published on the Parish Council website.

Following completion of the car park works, attention will turn to the replacement fencing, development of a new seating and landscaping area, installation of a new noticeboard and review of site signage. Members were also advised that decisions would be required regarding the final car park layout, including the provision of disabled parking spaces, and that a final financial update on the grant project would be provided in due course. **Noted.**

26/101 Berryfields. For members to consider the following.

1. A request from the Broadwas Primary School PTA for use of Berryfields for a Bonfire Night Event on Saturday 7th November, 2026. It was **approved**

that the Broadwas Primary School PTA may use Berryfields for a bonfire night event on the 7th November 2026, subject to the bonfire being smaller than previous years and that any skips be sited on the school car park and not on the recreation ground or council car park. Proposed Cllr Guest seconded Cllr Worrall.

3. Height Barrier at the entrance to Berryfields Recreation Ground. For members to consider the replacement of the height barrier. It was **approved** to defer this item as it was part of the Car Park Agreement.

26/102 Broadwas Village Hall Committee. For members to consider the Council Representative for the Broadwas Village Hall Committee for 2026-27, currently Cllr Worrall. Cllr Worrall has stepped down from the role and will attend the AGM on 30th June as her final official act in the role of Council Representative. Currently due to a shortage of members a replacement for Cllr Worrall was not found. Cllr Burrows to contact the Chairman at the Village Hall to explore possibilities going forward to ensure The Council's responsibilities as a custodian trustee. Cllr Guest thanked Cllr Worrall for her time and effort she had committed to the role over the years. **Noted.**

26/103 Finance.

1. **Payments received.** For members to note the receipt of:

- £352.00 from Worcester County Council for the Lengthsman Scheme.
- £10,333.50 from MHDC first payment of the precept. Payments received were **Noted.**

2. **Payments made between meetings.** For members to note the payments made between meetings:

- Countrywide 688424 £617.18
- Handyman Services HS1706 £30.00
- Service Charges £4.25 Payments made between meetings were **noted.**

3. **For members to consider the below payments:**

- Lengthsman May £176.00
- Clerk Salary May £586.73
- Countrywide 693307 £617.18
- Andrea Pelligram SI454 £3,978.00
- St Leonard's PCC Hall Hire June £25.00

Hard copies of the invoices will be available for scrutiny at the meeting. All invoices were approved for payment. Proposed Cllr Worrall seconded Cllr Hensher

4. **For members to approve the bank reconciliation dated 3rd June, 2026.** See finance report. (Cashbook sent to the Finance Working Group for scrutiny). The bank reconciliation dated 3rd June 2026 was approved. Proposed Cllr Guest seconded Cllr Hensher.

5. **For members to receive and note the year-to-date expenditure.** See finance report. The year-to-date expenditure was received and **noted.**

6. **For members to receive and approve the Year End Finance Report 2025-26** and consider any actions. The year end finance report 2025-26 was **approved** along with the with the following actions:

- The movement of £1,000 into the Earmarked reserves for Berryfields to increase to £12,233.42
- The movement of £4,069.97 from the Cil Earmarked reserves into general reserves to pay for VAS signage to leave £3,632.11. Proposed Cllr Guest seconded Cllr Hensher.

26/104 Policies. For members to review and approve the following policies:

- (a) Financial Regulations (no change from last year)
- (b) Standing Orders (one addition)
- (c) Code of Conduct (no change from last year)
- (d) Grant Application Form
- (e) Grant Policy

Members reviewed and **approved** the policies. Proposed Cllr Guest seconded Cllr Worrall

26/105 Meeting Dates 2026-27. For members to approve the meeting dates of Broadwas and Cotheridge Parish Council for the year 2026-27 Members **approved** the Meeting dates for 2026-27. Proposed Cllr Burrows seconded Cllr Hensher.

The meeting then went into private session for the following items:

26/101 Berryfields. For members to consider the following:

2. To receive an update on the Car Park Agreement between the Parish Council and the Diocese of Worcester. The Council received a confidential update regarding the Car Park Agreement between the Parish Council and the Diocese of Worcester. Members noted that discussions are ongoing regarding an agreement, with proposed changes from the Primary School Governing Body, potentially requiring the drafting of a new agreement. The update was noted.
4. Contact from Berryfields Management Company regarding the boundary fence at the rear of Berryfields Close. To consider the following requests:
 - If the Parish Council would like to be involved in the choice of replacement fencing. The Parish Council **resolved** that they would welcome being included in the participation in the design of the replacement fencing.
 - If the Parish Council would consider a 50% cost contribution to the replacement fencing. The Parish Council **resolved** that it was unable to consider a 50% cost contribution as it felt that it was not an appropriate use of public funds.

Meeting ended at 9.00pm

Signed:

Dated: