

Minutes of the Meeting of the Council held on 8th July 2026, held at Broadwas Village Hall, Broadwas at 7pm.

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

Officers Present: L Law, Clerk.

Also present: Ward Councillor Barbara Jones-Williams. There were three members of the public.

26/106 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. No apologies had been received. **Noted.**

26/107 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. Cllr Guest declared an other registerable interest in agenda item 26/119.1 as a relative lived in Berryifields Close and he would not vote on any resolutions for that agenda item.

26/108 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 the press and public be excluded from consideration of Agenda Item 26/119 under the **Public Bodies (Admission to Meetings) Act 1960**, as the item concerned confidential matters relating to land ownership, boundary issues, legal advice, and ongoing enquiries, where public disclosure could prejudice the Council's interests. Also that the agenda item would be moved to the last item on the agenda for discussion. Proposed Cllr Cullen seconded Cllr Hensher.

26/109 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 commented that recent reports of drainage issues to Worcestershire County Council had been responded to promptly. **Noted.**

26/110 District Councillor or County Councillor reports. To receive any reports from the District or County Councillors. **County Councillor Mel Fordington** Members noted revised

guidance for reporting highways matters, requiring all enquiries to be raised through the Parish Council Chair and Clerk to ensure transparency and proper record keeping. The importance of providing photographs and clear descriptions when reporting highways issues was highlighted. Cllr Fordington advised that she continues to pursue highways matters, including potholes and drainage issues, across the division. Members also noted that division funding remains available for playground improvement projects and that Cllr Fordington would be on annual leave during August, although emails and enquiries would continue to be monitored where possible.

District Councillor Barbara Jones-Williams' Report (July 2026)

District Councillor Jones-Williams submitted a written report. Members noted concerns regarding proposed changes to the planning system and their potential impact on local decision-making for major developments. The report also highlighted a new free meal planning initiative available to Malvern Hills residents to help reduce food waste and household costs ahead of the introduction of weekly food waste collections in October 2026. Members further noted the launch of the WasteGuard scheme, which enables residents to identify licensed waste carriers and supports efforts to reduce fly-tipping through responsible waste disposal.

- 26/111 Chairman's Report.** To receive a report from the chairman of the council. Councillors were thanked for their continued commitment and voluntary work on behalf of the Parish Council, together with the Clerk for her ongoing support and work. An update was provided on progress with the Berryfields Legacy Grant project, the shared use agreement with the school, discussions regarding the Berryfields boundary, planned maintenance of Broad Green, work relating to parish verges and hedges, emergency planning, road safety initiatives, and the Broadwas Village Hall AGM. Members were also informed of developments regarding full fibre broadband availability within the parish. The Chairman advised that the Council would review its priorities and objectives at the September meeting in light of current resources and the four councillor vacancies. **Noted.**
- 26/112 Clerk's Report.** To receive a report from the clerk. Members were updated on the Berryfields Recreation Ground car park resurfacing project and thanked Cllr Guest for his significant contribution and on-site support throughout the works. The report also outlined ongoing administrative duties, responses to the External Auditor's AGAR enquiries, routine inspections of the play area and defibrillator, arrangements for the replacement VAS signs, preparations for a new car park agreement with Broadwas CE Primary School, and the Lengthsman's routine highway maintenance carried out across the parish during June. The Clerk's report was received and **noted.**
- 26/113 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 10th June, 2026. The minutes of the Annual Meeting of the Council held on 10th June were approved as a correct record and the Chairman signed a copy. Proposed Cllr Guest seconded Cllr Hensher
- 26/114 Planning.**
- 1. Planning Appeals.** For members to note the following Appeals to the Planning Inspectorate;
 - M/26/00133/PIP appeal number 6006301 Land At (Os 8027 5578) Upper Lightwood Farm Broadheath Common Lower Broadheath. Permission in

Principle for the erection of between 5 and 7 dwellings. Hearing to be held on Tuesday 18th August 2026 at 10am.

- M/25/00216/FUL appeal number 6010973 Cedars Farm Broadwas. Erection of a detached two storey dwelling and double garage. Comments by 14th July 2026. Both the appeals were **noted** and it was approved that no further comments be made.

26/115 Speeding on the A44 in Broadwas and Cotheridge. To receive any update from Cllr Burrows and consider any actions.

It was noted that work has commenced on the replacement highway signage following the 2024 Road Study, discussions continue with Worcestershire County Council regarding reduced speed limits through Cotheridge and Broadwas, and progress is being made towards a meeting with senior Police officers to discuss traffic enforcement. Members also received an update on the replacement VAS signs, noted the recent traffic collision in Broadwas, the continued monitoring of traffic speeds, and that there had been no further progress regarding drainage improvements at Upper Howson's Farm. The report was **noted**.

26/116 Malvern Hills Legacy Grant Scheme. To receive an update on Legacy Grant works and consider any actions.

It was noted that the car park resurfacing is nearing completion, with only the final topsoil works, line marking and sign-off remaining. Members also noted the outstanding elements of the wider project, including replacement boundary fencing, additional benches and litter bins, a wheelchair-accessible picnic table, new signage and information board, and the appointment of a landscaping consultant to prepare a planting scheme for the site. Clerk to acquire quotations for landscaping works. **Noted**.

26/117 Broadwas and Cotheridge NDP update. To receive an update and consider any actions.

The draft Plan has been submitted to Malvern Hills District Council and initial feedback has been received. A meeting with the Council's planning consultant has been arranged to consider the comments received and determine whether any amendments are required. Members also noted that the draft Plan has been circulated to the statutory consultees and that discussions continue regarding whether a referendum will be required. The report was **noted**, with members agreeing to continue monitoring progress and promoting the Plan as it moves through the next stage of the process.

26/118 Verges and Footpaths. For members to discuss the condition of verges and footpaths in the parish and consider any actions.

Members received a report on ongoing concerns regarding the maintenance of verges, footpaths, drainage and overgrowth within the parish. The Council discussed the respective responsibilities of Worcestershire County Council, the Parish Council, landowners and utility companies, together with the limitations of the Lengthsman Scheme. Members noted the need for improved communication with responsible bodies, continued reporting of issues, and consideration of measures to improve the appearance and maintenance of verges, footpaths and public rights of way across the parish. The Parish Council agreed to further work to confirm respective roles and responsibilities with a view to identifying actions for improvement. **Noted**.

26/120 Broadwas Village Hall Management Committee. To consider correspondence

received from the Broadwas Village Hall Management Committee regarding the appointment of a Parish Council representative and to determine future arrangements for liaison with the Village Hall Management Committee and its role as Custodian Trustee.

The correspondence from the Broadwas Village Hall Management Committee be received and **noted**. The Council acknowledged that, due to its current level of membership, it was unable to appoint a representative to the Village Hall Management Committee at this time. The position and future liaison arrangements will be reviewed when councillor numbers allow. Cllr Hensher to draft a response to reflect the discussion.

- 26/121 Broadwas and Cotheridge Parish Council Emergency Plan.** For members to consider the development and adoption of an Emergency Plan for the Parish Council. Members **approved** the further development of an Emergency Plan for Broadwas and Cotheridge Parish Council, with a draft to be presented to a future meeting for consideration and adoption. Proposed Cllr Cullen seconded Cllr Worrall.

26/122 Finance.

- 1. Payments received.** For members to note the receipt of:
 - £352.00 from Worcester County Council for the Lengthsman Scheme.
 - £3315.00 from MHDC first payment of NDP Grant. **Noted**.
- 2. Payments made between meetings.** For members to note the payments made between meetings:
 - Service Charges £4.25 **Noted**.
- 3. For members to consider the below payments:**
 - Lengthsman June £176.00
 - Clerk Salary June £616.75
 - Countrywide June £617.18
 - BVH 1501 Hall Hire July £31.00
 - Hugh Davis 0046 £650.00
 - SLCC Membership MEM259628-5 £50.00

Hard copies of the invoices will be available for scrutiny at the meeting.
Invoices were **approved** for payment. Proposed Cllr Cullen seconded Cllr Hensher.
- 4. Payment of Cheltenham Surfacing Ltd Invoice (Minute Ref. 26/41).** To consider authorising the Clerk, in consultation with the Chairman, to arrange payment of the final invoice from Cheltenham Surfacing Ltd between scheduled meetings, following satisfactory completion and sign-off of the Berryfields Recreation Ground car park resurfacing works. This authority is sought in accordance with the Council's resolution of 25 February 2026 (Minute Ref. 26/41), as the next scheduled meeting of the Council is not until 9th September 2026. It was **approved** to arrange payment to Cheltenham Surfacing Ltd as described above. Proposed Cllr Cullen seconded Cllr Guest.
- 5. For members to approve the bank reconciliation dated 30th June, 2026.** See finance report. (Cashbook sent to the Finance Working Group for scrutiny).
The bank reconciliation dated 30th June 2026 was **approved**. Proposed Cllr Guest seconded Cllr Cullen.
- 6. For members to receive and note the year-to-date expenditure.** See finance report.
The year-to-date expenditure was **noted**.

26/123 Policies. For members to review and approve the following policies:

- 1. Complaints Procedure Policy.** Members reviewed the Complaints Policy and it was **resolved** that it be further reviewed and brought back to a future meeting.
- 2. Disciplinary Policy.** The disciplinary policy was reviewed and **adopted**.
Proposed Cllr Worrall seconded Cllr Hensher.

26/124 Parish Priorities July-December 2026. For members to consider the three parish priorities for six months July-December 2026.

It was **resolved** that the parish priorities for July-December 2026 would be:

1. Speeding on the A44
2. Burglary.

26/125 Clerk Annual Leave. For members to note annual leave of the Clerk for two weeks in August, dates to be confirmed. **Noted.**

The following item was held in private session:

26/119 Berryfields. For members to discuss the following and consider any actions.

- 1. The boundary fence at the rear of Berryfields Close.** The Council received an update regarding the boundary between Berryfields Recreation Ground and the adjoining residential properties. Members noted that differing views had been expressed regarding the ownership and location of the boundary.
Cllr Guest left the meeting to recluse himself from any decision making.
It was **resolved** that the Council continue its investigations, seek appropriate legal advice and await the outcome of the Land Registry application before determining any further action. The Council also agreed to continue corresponding with the interested parties.
- 2. The height barrier at entrance of the School car park as part of the ongoing Car Park agreement.**
The Council received an update on discussions with the School and the Diocese regarding a new Shared Use Agreement for the Berryfields car park. Members agreed that a formal legal agreement should now be put in place to clarify responsibilities for the use, maintenance, insurance and management of the facilities. The Council noted progress on the temporary repair of the car park barrier and agreed that its future operation and maintenance should form part of the new agreement. Members also discussed the principle of apportioning future maintenance and legal costs between the parties and agreed that the Parish Council should meet its own legal costs.
The Chairman and the Clerk are to arrange a meeting with the Headteacher and Governors at the school to progress a new agreement.

Meeting ended at 10.00pm

Signed:

Dated:

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Initials.....	Date.....
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