

**BROADWAS AND COTHERIDGE PARISH COUNCIL**  
**MINUTES of the ORDINARY MEETING OF THE PARISH COUNCIL**

**Held on Monday 8<sup>th</sup> October 2018, at Broadwas Village Hall at 7.30pm**

**Present:** Cllrs. Dale, Burrows, Winkworth, Guest, Downes, Plevey,

**In Attendance:** District Councillor David Chambers and District Councillor Godwin, and 2 members of the public.

**1.Apologies:** Cllr. Grove and Cllr. Pearce.

**2.Declarations of personal or prejudicial interest and update Register of Interest Forms**

None

**3.Dispensation requests:** None requested

**Public Participation:** A local resident previously raised her concerns over the state of the communal corner of Berryfields Nature Garden. The resident commented that this had now been taken care of and thanked the parish council for expediting this.

The new Malvern Hills Magazine which was promoting a greener environment arrived distributed in a plastic cover. This was thought to be not really in the spirit of a greener environment. Cllr. Grove reported that this had now been dealt with and future magazines would not be covered in plastic.

Opting out on the open part of the Electoral Register is requiring 3 forms to be filled in and 3 lots of correspondence from MHDC when applying for the first time. Cllr. Grove reported that MHDC has to follow government legislation and this is a one-off exercise.

Cllr. Downes reported that he had been contacted by the Lengthsman who had reported the general state of the verges within the parish. The Lengthsman had asked whether the Parish Council would give consideration to an interim cut of the verges. Cllr. Downes had given consent for this to take place under the Lengthsman scheme. Cllr. Guest mentioned that there is also a general problem with weeds at the back of the footpaths and in the road verges which also needs addressing. It was reported that generally there were a lot of weeds appearing on the footpaths throughout the village which could cause damage to the footpaths and may cause obstruction etc.

*Action: The Clerk to speak to the Lengthsman to see whether he could deal with this matter and whether he holds the necessary weedspray licence. Cllr. Dale proposed and Cllr. Winkworth Seconded that the Lengthsman role be extended to cover footpaths within the parish and any other that we require clearing. All in favour.*

It was also reported that the hedges on Stoney Ley were overgrown. Cllr. Dale proposed and Cllr. Downes seconded that the hedge owners be contacted by letter to request that the hedges be cut back. *Action: Cllr. Downes to provide the Clerk with the addresses of the hedge owners/farmers so that they may be written to. Note: Cllr. Dale has overwritten the decision to write to the hedge owners in light of additional information received.*

**4. County and District Councillors reports:**

Copy of County/District Councillor Grove's reports attached appended to these minutes.

District Councillor David Chambers reported that the new alternative weekly collections were having a positive effect. It was reported that as of July and August over 100 tonnes of recycling was collected and 200 tonnes less domestic waste collected. **For information.**

The next Parish Forum due to be held on the 22<sup>nd</sup> October 2018 has been cancelled.

The Malvern Hills District Council House extension is now underway and is expected to be complete by March/April 2019. The Grange is now let and occupied under a full repairing lease. Major reforms to the Animal Establishment Licensing Laws. Approved by the Executive Committee of MHDC on the 25<sup>th</sup> September and is being overseen by Worcestershire Regulatory Services. It will apply to every local authority in Worcestershire. It will have major implications on the rural community in particular. Further details can be obtained by reading the Executive Committee papers Item 6 or contacting Worcestershire Regulatory Services. In essence it is to do with anyone who owns stables, breeds dogs etc. The whole licensing of that sector has been tightened up substantially.

**5. Minutes of the ordinary parish Council meeting held on September 10<sup>th</sup> 2018:** these were considered, Cllr. Dale Proposed and Cllr. Winkworth Seconded that they be approved. All in favour. They were duly signed as a true record and dated by the Chairman.

**6. Matters Arising: - Planning:** Application No 18/01117 Broad Oak Broadwas. Cllr Pearce recommendation was that the Parish Council responds to MHDC to the effect that it has no comments on the application. This was actioned by the Clerk.

**Village Hall Update:** Cllr. Winkworth reported that there seems to be a shortage of Building contractors willing to commit to giving a quote for design and build of the proposed extension. Many suggestions for contractors were discussed and put forward. Following the meeting Cllr. Plevy contacted 3 contractors but not received a response. The Clerk put forward the name of a contractor who has visited the site with Cllr. Winkworth and taken necessary measurements. A further contractor is being looked for if possible.

**Berryfields update: Request to hold bonfire and firework display on Saturday 10<sup>th</sup> November 2018:** Councillors were keen to support the event and agreed in principle at the September meeting that the event can take place. The Clerk wrote to the event organisers asking for sight of the risk assessments and events insurance which were supplied and the Parish Council have since been in touch with the organisers informing them that the Council are happy for them to proceed with the event. *Action: Clerk to ask the organisers to dispose of all waste at the end of the event.*

## **1. 7. Correspondence:**

- A Beech Tree outside Scatterbrook Orchard, Broadwas- has been causing problems this year, with the extraordinary amount of Beech Nuts falling from the tree outside the property. Potential problem with the drains being blocked by the sheer amount of beech nuts on the footpath and in the gutter which could cause problems to people walking on the footpath. The Clerk contacted the Lengthsman who remedied the problem the same day as reported. The resident wrote again to thank the Parish Council and the Lengthsman for their swift actions.
- 24<sup>th</sup> Sept email from WDC Planning Support Manager. - A new type of application was introduced on 1<sup>st</sup> June 2018 and it is called "Permission in Principle". It is an alternative way of gaining planning permission for housing-led development. It can apply to mixed use schemes as long as housing occupies the majority of the site / development.  
Cllr. Dale has arranged with Cllr. Chambers for Duncan Rudge from MHDC to attend the November Parish Council meeting to deliver a talk on this subject. *Action: Cllr. Dale to upload the link to the new Parish Council website. <https://www.gov.uk/guidance/permission-in-principle>*
- 27<sup>th</sup> September - WCC- PUBLIC NOTICE- Road Traffic Regulation Act 1984 - (C2067 Lightwood Road, Cotheridge)(Temporary Closure) Order 2018- Proposed Order: to close that part of C2067 Lightwood Road, Cotheridge from its junction with A44 Bromyard Road to its junction with C2066 Broadheath Common in order to facilitate installation of new drainage system works by WCC.- Exemptions: to permit access to any land or premises fronting the highway affected where there is

no other form of access; and to allow the works to be undertaken.- Alternative route: C2066 Broadheath Common, C2066 Crown East Lane, C2066 Crown East and vice versa. Anticipated duration: 20 days Commencing: 5 November 2018. **Noted.**

- Police Parish Newsletter – 29<sup>th</sup> September – no crime reported for Broadwas and Cotheridge Parish for September 2018. **Noted.**

## **8. Planning. – Report from Cllr. Pearce**

**Application 18/01282** in respect of Upper Howsen Farm Cotheridge. Whilst in some respects the application has merits I can also foresee some issues - for example regarding vehicular access. In addition, as the site is quite large, there could be impact on some of the adjoining properties. *Action: Clerk to request an extension of the consultation date to 19<sup>th</sup> November to give the parish council time to consider the implications of the application fully.*

As far as I am aware MHDC have not determined any applications since our September meeting. If, however, Duncan Rudge from MHDC will be attending our November meeting it might be opportune to ask him to explain the reasons for the delay in dealing with the outstanding applications at Little Lightwood Farm Cotheridge. Obviously, he would not be able to disclose details of any confidential negotiations between the applicants and MHDC but, bearing in mind that two of the applications date back to 2015 and relate to retrospective issues, some explanation would be helpful. *Action: Cllr. Pearce to contact Duncan Rudge.*

**9. New Website:** Cllr Dale reported that to date there had been 429 hits on the new Parish Council website. There had been 191 hits on the 1<sup>st</sup> time counter. There had however, only been 10 responses through the new website to the NHDP although a much better response overall to this.

**10. Village Hall Extension update:** Mainly this item is covered under Matters Arising “Village Hall Update”. However, Cllr. Dale requested consideration by Councillors to an alternative plan which would see the village hall re-sited across the road onto Berryfields. This would mean that when the building is used by the school they would not have to cross the potentially dangerous road and the building may be more widely used as a school facility. Stoney Lane can be difficult to pull out of for traffic and this has been an additional concern. As the Section 106 funding is replacing the play area new equipment some of the equipment could be left there and new equipment re-sited. Cllr. Dale said that his thoughts were where the existing play area is at the moment could become the site for the new parish hall but that as yet no measurements had been undertaken. Cllr. Dale commented that maybe Cllr. Winkworth could investigate this. The existing Village Hall site could be used for housing development. Cllr. Winkworth commented that there was a covenant on the site of the existing village hall which prohibited development. Cllr. Dale asked Councillors to consider the option. The football field has a covenant and can only be used as a playing field.

**11. NDP Update:** The Neighbourhood Development Plan is at Regulatory Phase at the moment. We are still in Regulation 14 Approval and have until the 29<sup>th</sup> October until consultation ends. There have been 3 drop in meetings which took place during w/c 1<sup>st</sup> October. These were well attended and proved very successful. All information will be collated and reported back. Cllr. Guest suggested that a 1 item Exceptional Parish Council meeting may be needed in December 2018 to approve. *Action: Cllr. Guest to report back to the November meeting should this be required. Councillors Noted.*

**12. Berryfields update: Request to hold bonfire and firework display:** This matter has been covered under Matters Arising – Berryfields Update:

**13. Football Team Agreement:** The Under 13s side has withdrawn from the league due to a lack of players so they will no longer be using the pitch. The team is not folding and will continue to train in Malvern under floodlights and look to start using Broadwas again next season. The men's team will still be using the pitch along with the occasional friendly for the under 13's. The football team have asked whether the annual fee (£300 requested already decided at September meeting) would reflect the changes. Cllr. Winkworth Proposed and Cllr. Downes Seconded that a fee of £250 be agreed for the forthcoming year. All in favour. *Action: Clerk to email the football club (Joe Grange) with the revised contract and invoice. The Clerk to inform the football club that a weekly litter-pick to be undertaken by the club at the conclusion of the game. Councillors decided that they would not allow a further container to be sited on the ground. Clerk to inform the club of this and Clerk to also remind the club about the use of bad language as it has been reported that this has not improved.*

**14. S106 update: Funding for new track and equipment for Berryfields Playing Field:** Cllr. Dale reported that the Section 106 agreement was now signed and that funding would be received imminently for an All-Weather Track, Children's Go Wild Jungle Gym by the fence and Outside Gym equipment for Adults.

**15. Safeguarding in the Community:** Report circulated and appended to the minutes for information. It was discussed whether it was appropriate for links to go on the new Parish Council website signposting to websites and contact numbers anyone with concerns regarding young people and vulnerable adults, domestic abuse etc and where they might seek advice.

*Action: Clerk to ascertain whether all employees that may come into contact with young people or vulnerable adults were DBS checked.*

*Cllr. Burrows to discuss with MHDC and WCC regarding their approach to safeguarding in the Community and what their advice would be to parishes and to prepare a draft policy for the next meeting for discussion. A decision would be made at that point on what would appear on the website.*

**16. Update Reports:**

a) **Treasurer's Report:** copy circulated and attached to these minutes. *Action: Clerk to circulate Core Expenditure and Income items prior to the November meeting to enable a discussion on the Precept setting for 2019/20.*

b) **Clerk's report:** copy circulated and attached to these minutes. **Noted.**

c) **PLO report** copy circulated and attached to these minutes. **Noted.**

**17. Councillors' Reports and Items for Future Agenda:** Cllr. Dale raised a discussion on the state of the verges at Broad Green being cut up. Cllr. Winkworth suggested that this should be monitored as the situation has been the same for many years and was always seasonal. Winter being much worse than the summer months. Cllr. Winkworth Proposed and Cllr. Burrows seconded that the situation be monitored.

**17. Date of next meeting: November 12<sup>th</sup> Broadwas Village Hall at 7.30pm**

Signed Chairman..... date.....

## **Item 4 – Appended - Worcestershire County Councillor Phil Grove Report**

### **OPEN FOR BUSINESS**

Work is also progressing well at the Worcestershire Parkway Station site. The new roundabout outside the station is nearly complete following a number of night closures and temporary traffic lights are due to be removed soon.

Progress on the station building is also going well with much of steel frame and glazing now in place.

Additionally, works to improve Comberton Hill in Kidderminster are almost complete and the new bus stop and pedestrian crossing on the road are due to open imminently. These works form part of the wider redevelopment scheme at Kidderminster Railway Station on which the main construction starts later this autumn and are due to be completed by this time next year.

### **CHILDREN AND FAMILIES.**

Following the publication in May of the findings of our Local Area SEND Inspection, a full written statement of action was prepared. Its preparation has included all stakeholders, including parents and carers, and young people.

The final version of the Written Statement of Action was sent to Ofsted for comment towards the end of August. It was approved, with minor amendments by Ofsted, in mid-September. The Department for Education and NHS England will now monitor progress on the Statement of Action every three months. Applications for school admissions in Worcestershire in 2019 opened on September 1. The applications are for a place at all schools, for intake in September 2019.

The deadline to apply for a place for High School is the October 31, 2018 and January 15, 2019 for Primary, First, Infant, Junior and Middle schools.

Parents can either apply on the secure online system where they can create an account and submit, at their local library or by calling School Admissions.

### **WELLBEING.**

The Warmer Worcestershire Network has received funding from the National Grid Warm Homes Fund to provide 150 first time gas central heating systems.

In order to be eligible for the funding, there must be no existing central heating at the applicant's property (some old night storage heaters may be eligible), the property must be in an area near to a mains gas supply, and be privately owned (improvements to social housing cannot be funded).

To meet the application criteria, the Householder/tenant must also be in receipt of qualifying benefits or must pass a low income high energy cost assessment.

Private landlords can apply for 50% funding towards the cost of a first time gas central heating system. In addition to the eligibility criteria above, the property must have an existing Energy Performance Certificate (EPC) rating in a band A – E.

Local energy charity Act on Energy are available to support applicants with any customer enquiries, eligibility checks and submitting their applications on freephone 0800 988 2881 or can be reached via email on [advice@actonenergy.org.uk](mailto:advice@actonenergy.org.uk)

The project will run until May 2021 unless all funds are allocated before this date.

## **THE ENVIROMENT**

Worcestershire County Council has been named the top council in England at this year's National Energy Efficiency Awards.

The recognition highlights the work that has been undertaken by the Council over the last year and the financial and carbon savings that have been achieved.

In the last year, the Council has overseen several energy efficiency projects, including major street lighting upgrades that will see the remaining high pressure sodium lights across the county, be replaced with LED.

Several projects have helped to contribute towards the council's nomination for the top prize; including internal projects such as the Energy Efficiency Spend to Save programme which focuses on making the council's own property more energy efficient; and community based projects including Warmer Worcestershire schemes and the Worcestershire Energy Switch.

In the past 12 months, 147 households have received improvements to their home through Warmer Worcestershire schemes, whilst 560 households registered for a new energy tariff offer. 155 of those registered switched to the new cheaper tariff offered through a collective energy switch saving households an average of £182 per year.

Worcestershire County Council's Business Energy Efficiency Programme (BEEP) has helped over 145 businesses in the County, providing support for an energy assessment of business premises and options for grants towards the cost of measures to improve energy efficiency. These measures might include more efficient machinery and LED lighting upgrades. The project has identified savings of just over 3,000 tonnes CO<sub>2</sub><sup>e</sup> per year.

So far, 45 businesses have received support from the Council's Low Carbon Opportunities Programme (LoCOP), which provides low carbon innovation and renewable energy support to SMEs in Worcestershire. This initiative offers grants towards the cost of installing renewable technologies, such as heat pumps and solar panels to reduce the running costs and CO<sub>2</sub> emissions. The project has identified savings of 313 tonnes of CO<sub>2</sub><sup>e</sup> per year to Worcestershire businesses.

## **Finances.**

County Council leader Simon Geraghty and Chief Financial Officer Michael Hudson held a staff briefing last week to talk about the measures to reduce costs for future years. These include a review of the shape and size of the council and the services that it provides.

The County Council is facing a net budget overspend of more than £5 million as financial pressures on local government increase. Demand for social care is the major factor that has led to increased budget pressure.

Actions already taken in year, which include tighter recruitment controls, a review of all non-contracted spend, management of long term borrowing and capitalising the costs of highways maintenance, have reduced the projected overspend by more than £12.5 million.

## **Cllr. Grove District Councillor Report.**

### **SWDP Issues and Options Review**

In December 2017, Malvern Hills, Worcester and Wychavon councils agreed to work together on a review of the South Worcestershire Development Plan (SWDP), as there was a new legal requirement to review local plans within five years of adoption. Officers have subsequently been preparing the technical evidence base and have drafted an 'Issues and Options' document, which is the first consultation of the plan making process. The Joint Advisory Panel was satisfied that the document should proceed to the three Council meetings in October, and the go out to public consultation in November. The Government's housing requirement is set out in the document, but at this stage no allocations are proposed

### **Planning Services – annual Development Quality Tour 2018**

Members of the two Area Planning Committees and planning officers took time out on Tuesday 18 September, to visit various completed developments around the district as part of the annual planning training programme. The purpose of the tour was to allow councillors to look at these developments 'in the flesh', assess the architectural styles and detailing, the use of building material, consider how the development fitted into its surroundings, and – if given the chance to look at it again – suggest ways of improving the overall quality of the development through the planning process.

Councillors Tony Penn (Chairman of Northern Area Planning Committee) and Roger Hall-Jones (Chairman of Southern Area Planning Committee), jointly said: "The Quality Tour is an extremely important part of our annual planning training programme for new and returning councillors. During the tour we saw a variety of new developments in both urban and rural locations. We all learnt a huge amount from the tour and it was particularly useful to share the day with officers. One of the sites we visited was the new Tesco store in Tenbury, which was the subject of extensive negotiations over a number of years. This now provides a well-used facility and also much improved public amenity space and access to the riverside in the town."

### **Latest economic summary,**

The September 2018 edition of the Worcestershire Monthly County Economic Summary has been published. The claimant count in Malvern Hills for those aged 18-64 currently stands at 495, which is the same as the previous month, but up 45 for the same period 12 months ago.

The claimant count proportion\* in Malvern Hills is 1.1% of the 16-64 population, which is the joint lowest across Worcestershire (Worcestershire 1.6%, West Midlands 2.8% and England 2.2%). The number of 18-24 year old claimants stands at 120 – a proportion of 2.5% of this particular group of the population (Worcestershire 2.5%, West Midlands 3.7% and England 2.9%). This figure is up 5 on last month's figure and also up 5 on the figure recorded for this period 12 months ago.

### **National Recycling Week**

I'm sure you will all have been aware it was National recycling week, recently (24 – 30 September) this year the theme was " 'Recycling. We do...because it matters' ." The aim was to encourage all of us to recycle more from around the home because recycling really does make a difference. We know Worcestershire is full of really keen recyclers and that is especially true in the Malvern Hills District. Last year across the county we recycled 52,000 tonnes of waste into new products, which is pretty impressive. But we know we can do more. We recently took two bags of rubbish from random households across Worcestershire and analysed it to see what we would find. We found a significant amount of recyclable items that were being needlessly thrown away, along with a lot of food waste and other material that didn't need to be in the waste. We filmed our findings and you can watch the video (YouTube)

Here are some good reasons why our recycling efforts matter.

- **You are protecting the planet** – recycling helps conserve natural resources and means we don't have to extract fresh, raw material through mining and forestry.
- **You are saving energy** – using recycled materials in the manufacturing process uses considerably less energy than producing new products from raw materials.
- **You are helping fight climate change** – as recycling saves energy it also reduces carbon emissions. The UK's recycling is estimated to save 18million tonnes of carbon emissions a year – the equivalent of taking five million cars off the road.
- **You are helping the next generation** – if we continue to waste our natural resources it's our children, grandchildren, nieces and nephews that will have to deal with the consequences.

#### 15. **Safeguarding in the Community: Report by Cllr. Burrows**

Safeguarding is a generic and umbrella term that is applied to cover a range of legislation and responsibilities that address

- How vulnerable adults and children are protected
- What is and can be expected from responsible bodies and persons
- Joint working arrangements and how these are deemed to be effective
- How all concerned can learn from when vulnerable adults and children are not protected and suffer significant harm, abuse, exploitation, neglect or death.

The Local Authority is required to ensure that in addition to the services it provides it has in place the necessary arrangements to ensure that all agencies and parties are working together effectively. And that when this might not be the case, there are appropriate arrangements in place to ensure this is reviewed and that recommendations are acted on.

All organisations and bodies whether public, private or voluntary have a general duty in law to cooperate in the protection of vulnerable adults and children, and many have specific and additional requirements and duties placed on them e.g. organisations that work with or provide services to children.

There are currently 3 types of partnership boards that the Local Authority is required to set up and ensure that these are effective, these are;

- Local Safeguarding Children Board
- Safeguarding Adult Board
- Community Safety Partnership

Common to all and therefore the organisations, setting and issues they embrace are the following;

- Provision of and expectation that there will be Policies and Procedures in place that evidence how concerns about the safety and vulnerability of an adult or a child will be responded to and what this may involve
- Provision of and expectation that all those who employ adults who will work with or have significant contact with children and adults who may be deemed vulnerable have a) policies and procedures in place, b) undertake the required checks as to criminal record and such enquiries as may be necessary to be assured that any risk is assessed and c) have in place arrangements for responding to allegations that may be made against adults who work with children and or vulnerable adults.
- An expectation that they will cooperate with and promote such measures and initiatives that will promote the awareness of the harm, exploitation and abuse children and adults can experience and

what to do if they are concerned. This would also include such initiatives that may seek to prevent the occurrence of circumstances that can give rise to such events.

### **What are the responsibilities of the Parish Council?**

The Parish Council has a statutory duty to ensure the safety and welfare of children, young people and vulnerable adults.

This might reasonably mean that the Parish Council has in place appropriate, current and accessible policy and procedures that are consistently applied and regularly reviewed.

Councillors are therefore asked to consider whether the Parish Council is where it wants to be in this respect and if any further actions are required

Examples of Parish Council Policies and Procedures re Safeguarding

<https://www.cornwall.gov.uk/media/21041438/safeguarding-bitesize-guide-may-14-final-1.pdf>

<http://www.gurnardpc.co.uk/wp-content/uploads/2018/01/Safeguarding-Policy-Review-2018.pdf>

MHDC

<https://www.malvern hills.gov.uk/safeguarding-policy>

WCC

<http://www.worcestershire.gov.uk/wsab>

<http://www.worcestershire.gov.uk/safeguardingchildren/>

[http://www.worcestershire.gov.uk/info/20078/community\\_safety/862/community\\_safety\\_partnership\\_arrangements](http://www.worcestershire.gov.uk/info/20078/community_safety/862/community_safety_partnership_arrangements)

Item 16a- Treasurer's Report – October 2018.

**Oct 8th, 2018 Payments List**

Payee	Description	TOTAL £	Payment
HMRC	Tax Deductions	75.80	<b>Ch 001177</b>
Carole Hirst	Clerk Salary Aug	303.91	<b>Ch 001178</b>
RJC Landscaping	Mow grass bank	27.00	<b>BACS</b>
Carole Hirst	Expenses from Sep 1st to Oct 8th	54.65	<b>Ch 001178</b>
Cllr Downes	expenses re community company closure	25.00	<b>Ch 001179</b>
Simon Styles Gardening Services	Berryfields grass cutting July, Aug, Sept	300.00	<b>BACS</b>
Helen Plevy	Clerk Salary Sept 2018	320.21	<b>Standing Order</b>
<b>Data Orchard C.I.C.</b>	NDP Work	1,205.16	<b>Cheque 1181</b>
<b>TOTALS</b>		<b>2,311.73</b>	

**GREEN REPRESENTS PAID**

**Receipts**

		£
27/09/2018	MHDC Precept	10,000.00
<b>TOTAL Receipts</b>		<b>£ 10,000.00</b>

<b>Cash at the Bank</b>	<b>03/10/2018</b>	<b>£ 68,505.63</b>
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<b>BANK RECONCILIATION at 08/10/18</b>		£		£
			Per Bank Statement Treasurers Account	19,616.73
Closing Cash balance at 31/3/18		51,757.23	NS&I account	£38,621.48
Less unrepresented cheques at 31/3/18		<u>0.00</u>	Berryfields Account	£10,267.42
Add Receipts 2018/19	see Receipts page	<b>35,419.32</b>		
less Payments 2018/19	see Payments page	<u>18,670.92</u>		<b>68,505.63</b>
		-		
Closing Balance in Lloyds Accounts at 8th Oct 2018		<u>68,505.63</u>		

#### Item 16b – Clerk’s report October 2018

- A report came in of a Beech Tree outside Scatterbrook Orchard, Broadwas- Problem this year, with the extraordinary amount of Beech Nuts which have/are falling from the tree outside the property. Potential problem with the drains being blocked by the sheer amount of beech nuts on the footpath and in the gutter, it must also cause a problem to people walking on the footpath. It was requested would the Council consider organising their removal. The Clerk spoke to the Lengthsman scheme to gain consent as it was not a task on the Lengthsman Schedule. WCC Lengthsman scheme gave consent and the Clerk organised with our Lengthsman to undertake the task. This was carried out quickly to ensure there were no safety issues. A letter of thanks came from the correspondent thanking the council for this.
- Cllr. Plevey and the new Clerk met for a further handover and following the meeting bank change of name and address forms were taken to Lloyds Bank to transfer all information from outgoing clerk to new clerk. The bank required signatures on the form where some crossings out had been made. These are now sorted and the form has been re-submitted. Once the new clerk details are activated the on-line banking changes will be made in branch.
- The Clerk wrote to Mr. and Mrs. Parkes to ascertain the details of the event insurance any risk-assessments for the firework event. A response has been received and the Clerk has informed Mr. and Mrs Parkes that they are happy with the risk assessments and information on event insurance supplied and that the Parish Council are now happy for them to proceed with the event.

**Item 16c. Public Land Officer's Report: September to 8<sup>th</sup> October 2018**

**BERRYFIELDS**

During the month since the last report both Berryfields and the carpark areas have been littered following the football matches.

On the 23<sup>rd</sup> September 2018 fresh (used) orange segments/quarters were strewn about the top carpark and thrown under the hedge on the footpath side along with used insulation tape and water bottles. I have taken pictures and these can be forwarded to you should you wish to see these.

The crash matting underneath the see-saw roundabout is separating in places – I can attend to this shortly.

**Berryfields inspected on 07<sup>th</sup> October 2018 by Peter Parkes**

**EMPTYING OF BIN/DOG FOUL BIN NEXT TO BUS STOP ON MAIN A44**

These are requiring to be emptied more than once a week and the last time I emptied the bin by the bus shelter three carrier bags full of fridge/freezer rubbish had been put into it and sat alongside it.

**Broad Green**

The corner of Broad Green (adjacent to Broad Green Cottage) is being cut up by vehicles.

**Broad Green inspected on 07<sup>th</sup> October 2018 by Peter Parkes.**