

**CASTLEMORTON PARISH COUNCIL**  
**Draft Minutes of a Meeting of Castlemorton Parish Council held on**  
**Thursday 7 January 2021 via online facility at 7.30pm.**

**Covid-19 First week of 3<sup>rd</sup> country lockdown**

**Present:** Cllrs: Don Lupton, (Chairman) Barbara Wilkes, Hilary Flanders, Jerry Fryman, Jeremy Hubbard and Mike Wilkinson.

**In Attendance:** Mrs C Leake (Clerk) DCllr Mick Davies and CCllr Tom Wells

**Members of the Public:** David Smallwood

**Public Comments:** None

**1/21. Apologies** Cllr Minderman

**2/21. Declarations of interests**

1. *Register of Interests. No updates.*
2. *To declare any Disclosable Pecuniary Interests (DPI) and/or Other Disclosable Interests (ODI) in items on the agenda and their nature.* Cllr Wilkes - Planning
3. *To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011.* None

**3/21. Minutes of the Previous Meeting**

It was **RESOLVED** that the draft minutes of the meeting of 5 November 2020 were a true record of the meeting and were signed.

**4/21 Matters Arising**

A parishioner requested that the following be noted in the minutes.

- In November 2020 a motorcyclist was involved in a collision with a telegraph pole at the top of Feathers Pitch (B4208) and as injured emergency services were required.
- Over the year volunteer litter pickers have collected over 70 sacks of litter, mainly from B4208 Gloucester Road.

**5/21 County & District Councillor's Report**

CCllr: Tom Wells's report included matters pertaining to:

- Update on Worcester present major ongoing highways works.
- Children's Services including funding and changing leadership of Worcestershire Children First.
- Health and Well Being particularly for care homes during Covid-19
- Environment – LED street light replacement project and winter maintenance

DCllr: Mick Davis's report included MHDC matters pertaining to:

- District Council website support re Covid-19
- Welland Village stores and revised opening hours
- Ward budget and availability of funds
- SWDP and Boundary Commission reviews ongoing
- National Census for 2021.

**6/21 Co-option of Councillor**

All the relevant notices requesting applicants for the vacancies on the Parish Council had been

posted. Mr D. Smallwood had requested the opportunity to return as a councillor and introduced himself to new members. It was **RESOLVED** that Mr. David Smallwood be duly co-opted onto the Parish Council and he will complete declaration of office as soon as possible. It was also agreed that he would resume delegated responsibility for liaison with clerk and lengthsman and WCC as regards parish highways matters.

No further confirmed interest to date for second vacancy.

### 7/21. Covid-19

Cllrs Wilkes & Hubbard prepared a newsletter detailing various contacts available to support residents during these challenging times. Cllrs distributed these across the parish and a number of positive comments received re the content. A third period of country lockdown commenced Monday 5 January 2021 under Covid-19 guidelines.

### 8/21. Finance Report

	£	£	Description
Balance:		<b>11,778.57</b>	
<b>Add Income</b>	1546.41 93.75 6804.12 83,211.00		Lottery Grant Hall Project WCC Lengthsman MHRC Vat From holding account Hall Project
<b>Total</b>	91,655.28	<b>103,433.85</b>	
<b>Less Expenditure pre meeting</b>			
	36,480.00		Builder Hall Project
<b>Total</b>		<b>66,953.85</b>	
<b>Less Expenditure at meeting</b>			
Lengthsman Clerk	277.50 411.17		Nov/Dec duties 3rd Quarter
<b>Total</b>	<b>688.67</b>		
<b>Balance at close of meeting 7 January</b>		<b>66,265.18</b>	

a) Consideration given to **internal auditor**. Clerk to ask a local accountant as turnover will be in excess of £25,000 and year end accounts will be subject to a limited assurance review.

**b) Budget and Precept Financial Year 2021/2022**

A draft budget previously circulated was discussed, amended and accepted with particular note:

- Allowance for audit costs
- Clerk to check increase in insurance premium following completion of hall project.
- Reduction in contingency

Cllrs agreed in present times a precept increase should be avoided if possible and the anticipated increased expenditure would be covered by reserves.

**Proposed and agreed to seek a precept of £4500 for 2021/22**

### 9/21 Highway/Footpath Reports

**Highways** – With CCllr present a number of outstanding matters were discussed

- 64/20 Still awaiting repairs to culvert mesh Feathers Pitch B4208.
- The work of the lengthsman in endeavouring to keep main B4208 culverts as clear as possible of debris to avoid/reduce time of any flash flooding during heavy rainfall.

- Seek WCC support in the deposition of a small amount of planings during proposed carriageways repairs near Hollybed Street. These can then be used in the passing place in Hollybed Street, an area seeking remedial action following a resident request. It is apparent this road is seeing an increase in vehicle use.
- Boundary culvert reported for potential remedial repairs. WCC to inspect.
- Hollybush - Water flowing from former quarry. This to be inspected by Cllr Smallwood to establish ownership and responsibility. Potentially a hazard in icy weather as the flow crosses the road further down.
- CCllr site visit New Road re excess water flowing into Newlands Grange property. Further action TBC

#### **Footpaths:**

- Plank bridges repaired by WCC across CM 521/541/555. (Minute 79/20)
- Clerk has contacted WWLT. No response to date. (Minute 78/20)
- Footpath stile on 530(B) vandalised on land in ownership of Hunters Hall. Landowner prepared to repair upon supply of materials. WCC have identified historically this site should have gate and matter to be discussed further with landowner.
- Footpath behind Robin Hood Caravan Park presently under investigation with Countryside Services and MHDC following recent planning application. (Minute 79/20)

#### **10/21 Planning**

Report of planning applications **received/decided** since last meeting was noted

20/01528/HP	Mulberry House Castlemorton Malvern WR13 6BL		Withdrawn
20/01729/CLE	Robin Hood Park Castlemorton	Certificate of lawfulness for retention of stable building used for small-scale storage purposes ancillary to the wider site.	
20/01771/HP	Bank Cottage Hollybush Ledbury HR8 1ET	Extension to first floor. Replacement of garage roof with balcony. Replacement tiles to roof.	PC Support
20/01730/FUL	Robin Hood Park Castlemorton	The change of use of land from part residential curtilage (500sqm approx.) and part agricultural land (138sqm approx.) to land used ancillary to the caravan park and the siting of a moveable pergola structure (retrospective).	PC Support with conditions
20/01953/CU	Dees Cottage C2098 Castlemorton Castlemorton WR13 6BN	Use of an existing static caravan for short-term holiday letting purposes.	PC Oppose & comment
20/01967/GPDQ	Building at (OS 7948 3915) Castlemorton	Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwelling house and associated operations	PC Comment
20/01807/HP	Upper Orchard Cottage Hollybed Street Castlemorton WR13 6DB	Replacement outbuilding to provide single storey annex accommodation for a dependent relative.	PC No objection & comment

#### **11/21 Parish Hall Trust**

- Building project continues slowly. Delays with weather and availability of some materials.
- Covid-19 guidelines as at present in lockdown will determine when hall available for letting again.

#### **12/21 Correspondence**

Particular mention of:

- Malvern Electoral Review - Boundary Commission briefing for P&TCs on 19th Nov
- Census 2021. Tony Hutchings, the Census 2021 Engagement Manager for Worcestershire
- Year End Accounts. Data logged by auditor PKF Littlejohn – notification of exempt status Audit.
- Agenda and Zoom details for CALC AGM November 30th 2020 6.30pm
- Report from MHT for members of 4C's
- Hollybed street passing place. Request for improvements from parishioner
- 2021-22 Parish Precept request
- MHDC Parish & Town Council Forum - Monday 25 January
- Planning Training for Parish & Town Councillors
- WCC Carriageway repairs - Map identifies between New Road and Birts Street, from Jan 13th.
- Message from Dr Kathryn Cobain, Director for Public Health in Worcestershire

**13/21 New Initiatives**

- **Shindig.** Discussed at recent CCA meeting with supporting hope to resume this annual event.

**14/21. Next Meetings**

**RESOLVED that the next meeting will be Thursday 11 March 2021**

**Further provisional dates:**

**13 May 2021 (Annual Meetings)**

Meeting concluded at 9.40pm

Signed .....

Date.....