

**CASTLEMORTON PARISH COUNCIL**  
**Draft Minutes of Annual Meeting of Castlemorton Parish Council held on**  
**Thursday 11 May 2023 at 7.40 pm in Castlemorton Parish Hall**

**Present:** Cllrs: Mike Wilkinson (Chairman), David Smallwood, Nigel Baker and Hilary Flanders

Mrs C Leake (Clerk), Don Lupton (for first agenda item only)

**In Attendance:**

**Members of the Public:** Rosemary Powell, Dan Bowker and 5 others.

Following the May local elections, the meeting was opened by the present chairman, Don Lupton who welcomed the newly elected (unopposed) councillors (until 2027) All councillors have signed declarations of office (except Cllr Wilkes and this will be completed before next meeting)

**Public Comments:** None

**31/23 Election of Chairman**

It was **RESOLVED** unanimously with one nomination that **PCllr. Mike Wilkinson** be elected **chairman** and declaration of office signed.

The new Chairman continued proceedings.

**32/23 Election of Vice Chairman**

It was **RESOLVED** unanimously with one nomination that **Cllr. Jeremy Hubbard** be elected **vice Chairman**.

**33/23 Apologies:** Received from Cllrs Fisher, Hubbard and Wilkes.

**34/23 Declarations of interests**

1. **Register of Interests.** Completed by councillors except Cllr Wilkes.
2. **To declare any Disclosable Pecuniary Interests (DPI) and/or Other Disclosable Interests (ODI) in items on the agenda and their nature.** Cllr Baker planning.
3. **To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011).** None

**35/23 Minutes of the Previous Meeting**

It was **RESOLVED** that the draft minutes of the meeting of **9 March 2023** were a true record of the meeting and were signed.

**36/23 Matters Arising**

None

**37/23 Councillor Responsibilities**

Councillor areas of responsibility were confirmed as:

Mike Wilkinson: PC Chairman/4C's Rep

Jeremy Hubbard: Vice-Chairman

David Smallwood: Highways & Lengthsman

Hilary Flanders: Footpaths

Nigel Baker: Planning/Parish Hall Trust

Dawn Fisher: CEAG

## 38/23. Finance Report

### Annual Return

- a) Approval of the Accounts 2022/23 completing AGAR Part 2
- i) **The Certificate of Exemption** (Gross annual income or gross annual expenditure does not exceed £25,000) **approved & signed by chairman and RFO** and will be submitted to auditor.
- ii) **Internal Audit completed 18 April 2023.** Thanks to Mr Iain Selkirk for his support in this matter.
- iii) **Section 1 - Annual Governance Statement 2022/23** was read out to members of the council. It was **RESOLVED** that this be **approved and signed by the Chairman.**
- iv) **Section 2 - Accounting statement.** It was **RESOLVED** that the Accounts presented by the RFO for the Financial year **2022/23 be approved and signed by the chairman and RFO**

### **b) Finance Report:**

	£	£	
Balance: 9 March 2023		<b>4190.83</b>	
<b>Add Income</b>	2480.50 225.50		MHDC ½ yr Precept WCC Lengthsman
<b>Total</b>		<b>2706.00</b>	
<b>Less Expenditure pre meeting</b>	648.87 36.33		Clerk 4 <sup>th</sup> Quarter Cllr Printing Exps
		<b>685.20</b>	
<b>Less Expenditure at meeting</b>	105.00 225.50 445.97 40.00 1287.23		Internal Auditor Lengthsman 22/23 WCALC ICO BHIB Insurance
		<b>2103.70</b>	
<b>Balance at close of meeting 11 May 2023</b>		<b>4107.93</b>	

## 39/23 Highways

In addition to his written report Cllr Smallwood noted the following matters:

- Cherry Orchard road flooding—A recent site visit with MHDC Land Drainage clarified that the responsibility lies with WCC highways. Clerk to confirm this responsibility with WCC to resolve this ongoing situation and ensure drainage is adequate to remove water from the road. Also to seek clarification on pond opposite Ruells Farm is in the control of WCC highways as identified on their mapping app. Hopefully then progress with flooding issue in this area on the road between the farm and the pond..
- Litter Picking cart now surplus to use. Agreed to ask Welland if they can use it.
- Lengthsman - Budget for 2023-24 is £2,754.94. A pilot scheme is in operation with the potential to carry out works on footpaths with agreement of WCC. There may be some areas which could be considered but there was concern as to what standard the lengthsman would be expected to follow. Initial ideas covered way markers being fitted on replacement posts. It was left for Cllr Flanders to consider whether it was practicable to draw on this resource.
- Updating training to be arranged for the lengthsman.

- The Parish Council has been asked to seek repairs to the highway down past the school just beyond the bridge on left hand side. This was the site of a recent traffic incident with a motorcyclist involved requiring medical support. There was concern that the recent road re-surfacing has raised the edge of the road surface with a drop to the verge presenting a hazard. Cllr Smallwood undertook to carry out a site visit with a view to reporting this to WCC Highways.

#### **40/23 Footpaths**

- Bannut Tree Track PRow project. Ready to submit parishioners completed documentation to WCC Environmental Services to progress registration on the definitive PRow map.
- Clerk to write to WCC Environmental Services (within a month) to seek a revision of definitive map - the matter of footpath 550(C) at the Old Smithy mapped incorrectly to that indicated by way marker.

#### **41/23 Planning**

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

M/22/00826/FUL	Walnut Tree Cottage Castlemorton Malvern WR13 6BS	MHDC Refused at Southern Area Planning Meeting. Applicant is appealing on planning decision and enforcement	
M/22/01529/CLE	Upper Orchard Cottage Hollybed Street Castlemorton Malvern WR13 6DB		MHDC Refuse
M/22/01869/CU	The Glen Church Road Castlemorton Malvern WR13 6BE	Proposed change of use of land for the siting of three shepherd's huts for holiday-let use with associated amenity and car parking. <b>An amendment has been registered May 2023.</b>	Pending
M/23/00184/HP	Myrtleberry House New Road Castlemorton Worcestershire WR13 6BY	Installation of 15 free standing ground mounted solar panels in garden area	Pending
M/23/00312/NMA	Hailes Pitt Farm Druggers End Castlemorton Malvern WR13 6JD	Application for a non-material amendment following a grant of planning permission 22/00065/FUL - change in materials	Approved
M/23/00288/CU	Ebenezer Castlemorton Malvern WR13 6BY	Variation of condition 2 on Planning Permission 19/01149/CU - Proposed conversion of redundant stables to holiday accommodation	Pending
M/23/00431/FUL	Land At (Os 7998 3796) Druggers End Castlemorton	Erection of hay barn	Pending
M/23/00437/FUL	Land At (Os 7865 3821) Castlemorton	Change of use of land to 3 No. Traveller pitches and associated works including, 3 No. day rooms, 3 No. mobile homes, 3 No. touring caravans, and hardstanding. <b>Additional information on access has been submitted.</b>	Comments
M/23/00381/HP M/23/00382/LB	Landrace Barn Castlemorton Malvern WR13 6BN	Proposed single storey side extension	Pending

- M/23/00437/FUL** agreed to prepare for consideration and submission, comments on the additional information that has been submitted by the applicant.
- M/22/01869/CU** agreed to prepare for consideration and submission comments on the amendments to the application.
- Follow up with MHDC enforcement re recent action re caravans.

**42/23 Correspondence**

Particular mention of:

- CALC/NALC Updates including courses & training for councillors.
- Police Safer Neighbourhood Teams – Neighbourhood Matters Notifications
- Planned trip to Envirosort to view the recycling operation near Worcester on 1<sup>st</sup> June.
- Notification of forthcoming 80<sup>th</sup> anniversary of D Day, 6 June 2024.
- Community Action & Age UK – Supporting community needs / One-off volunteering sessions follow up to Big Help Out in MHDC area.
- Notice of Road closure on B4208, just north of Golden Valley turning for new water connection 31 May for max 3 days.
- Notification Of El Dorado festival 6<sup>th</sup> – 9<sup>th</sup> July. Overlaps with Castlemorton Shindig on 8<sup>th</sup> July.

**43/23 Meetings**

The recent 4C’s meeting 15 March 2023.

Matters covered included joyriding, environment funding and follow up to **Minute 28/23**. Livestock protection and vehicle safety on the B4208. As a representative on the MHT Mick Davies has undertaken to liaise between interested parties to assess signage opportunities, to establish what is possible and what funding might be available and to initiate some action.

**44/23 Parish Council Vacancies**

Following the recent local elections there were still 2 vacancies on the parish council which can be filled by co-option.

There were 2 interested parties who attended this evening’s meeting to learn more.

- **Mrs Rosemary Powell** was following application nominated and co-opted back onto the parish council. Declaration of office duly signed.
- The council awaits confirmation from the other potential co-optee as to whether they remain interested in being co-opted to the Council.

**45/23 Next Parish Council Meetings**

**RESOLVED that the next meeting will be Thursday 6 July 2023**

**Subsequent Meetings:**

**Thursdays: 14 September, 2 November, 11 January 2024, 7 March, 23 May (Annuals)**

Meeting concluded at 9pm

Signed ..... Date.....