

# Birtsmorton Parish Council

Draft Minutes of the Annual Meeting of Birtsmorton Parish Council held on **Thursday 15 May 2025** following Annual Parish Meeting in Castlemorton Parish Hall.

**Present:** Chair: Michael Barnes

**Councillors:** Vance Withers, Simon Yates, Michael Licquish-Coleman and Mark Henderson

**In attendance:** Clerk and one parishioner

**Public Comments:** None

## **13/25. Election of Chairman**

It was RESOLVED unanimously that Cllr. Barnes be elected chairman and the Declaration of Office was duly signed.

## **14/25. Election of Vice Chairman**

It was RESOLVED unanimously that Cllr. Withers be elected Vice Chairman.

## **15/25. Apologies for Absence.**

PCllrs Hood and Moore. CCllr Wells & DCllr Watkins

## **16/25 Declarations of Interest**

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

## **17/25. Confirmation of Minutes**

Minutes of meeting of 10 March 2025 confirmed and signed as true record

## **18/25. Matters Arising**

04/25 Atlas Tower Group have confirmed a planning application is imminent and the public consultation will commence. Once submitted, members **agreed** that their indication to support this application remains positive and this will be the response.

## **19/25. Finance Report.**

### **1. Approval of the Accounts 2024/25 completing AGAR Part 2**

a) **The Certificate of Exemption** (Gross annual income or gross annual expenditure does not exceed £25,000) approved and signed by chairman and RFO and will be submitted to external auditor.

b) **Internal Audit completed 1 April 2025.** Thank you to Mrs Anne Cotterell for the completion of this task as independent examiner.

c) **Section 1 - Annual Governance Statement 2024/25** was read out to members of the council. It was **RESOLVED** that this be approved and signed by the Chairman.

#### **d) Section 2 - Accounting statement**

It was **RESOLVED** that the Accounts certified and presented by the RFO for the Financial year 2024/25 be approved and signed by the chairman.

### **2. Current financial situation:**

	£	£	
<b>Balance</b>		<b>5813.25</b>	
<b>Income pre meeting</b>	33.00 22.00 1110.00 2.00		WCC Lengthsman WCC Lengthsman MHDC Precept Nutshell Rent
<b>Expenditure pre meeting</b>		<b>1167.00</b>	
<b>Expenditure at meeting</b>	22.00		Lengthsman

	8.50 204.37 196.00 150.00		Bank Fees CALC Annual Subscription Zurich Insurance MH CAB Donation
Total		<b>580.87</b>	
<b>Balance at end of meeting</b>		<b>6399.38</b>	

### **20/25 Parish Drainage/Lengthsman**

- Rye Street - Looking to remove vegetation and debris in a ditch which WCC has confirmed is a riparian issue. Clerk will contact land drainage at MHDC for support.
- **08/25 Watery Lane** – WCC Liaison Officer advised this site was to be inspected but as yet no response as regards any possible remedial work to reduce flash flooding.

### **21/25 Nutshell**

The tenant has completed the new annual agreement and paid rent. Tenant is complimented on his care of this parcel of land.

### **22/25 Planning**

M/25/00381/FUL	Morton House Farm Birts Street Birtsmorton Malvern WR13 6AW	Change of use of outbuilding to form guest accommodation	Pending Decision
M/25/00398/GPJ	Millers Court Farm Birts Street Birtsmorton Malvern WR13 6AP	Notification for Prior Approval for the Installation, Alteration or Replacement of solar equipment on non-domestic premises	Permitted
M/25/00046/FUL	Land At (Os 7911 3631) Birts Street Birtsmorton	Erection of a log cabin for holiday use	Pending Decision
M/24/01791/HP	Farley House Berrow Malvern WR13 6JQ	Replacement ancillary outbuilding	Application Approved
M/25/00052/S106	Farmers Arms Birts Street Birtsmorton Malvern WR13 6AP	Application under section 106A(3)(b) of the Town and Country Planning Act 1990 to discharge the legal agreement dated 8th February 1988 associated with planning permission 86/02573/FUL	Pending Decision
M/24/01706/FUL	The Lodge Birts Street Birtsmorton WR13 6AW	Proposed erection of a replacement (self-build) dwelling and garage following demolition of the existing dwelling and outbuilding.	Pending
M/24/01428/CU	Birch Farm Birts Street Birtsmorton Malvern WR13 6AW	Change of use of agricultural building to a Class E(g) workshop for the manufacture and assembly of cabins	Approved

### **23/25. Correspondence**

Particular mention of:

CALC advice: The new practitioners guide has been published, and there will be a new assertion on the AGAR for the next financial year (2025/26). This is around Digital and Data Compliance. One of the requirements for this is:

“Every authority must have a generic email account hosted on an authority owned domain, for example [clerk@abcparishcouncil.gov.uk](mailto:clerk@abcparishcouncil.gov.uk) or [clerk@abcparishcouncil.org.uk](mailto:clerk@abcparishcouncil.org.uk) rather than [abcparishclerk@gmail.com](mailto:abcparishclerk@gmail.com)” The clerk will seek advise on this and the likely payments for the service.

#### **24/25 Parish Council members responsibilities**

Cllr Withers - Planning and to instigate site meeting in conjunction with chairman.  
Cllr Henderson – Highways  
Cllr Moore – Coombe Green  
Cllr Yates – 4C's

#### **25/25. Confirmation of date of next meeting**

The next meeting date: **Monday 8 September 2025 at 7.00 pm** in Castlemorton Parish Hall

The meeting closed at 8.00pm

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