

**CASTLEMORTON PARISH COUNCIL**  
**Draft Minutes of a Meeting of Castlemorton Parish Council held on**  
**Thursday 3 March 2016 at the Parish Hall at 7.30pm**

**Present:** Cllrs: Don Lupton (Chair), Barbara Wilkes, Hilary Flanders, Jeremy Hubbard, Anne Cotterell, Simon Watts, Ben Wiggins and David Smallwood

**In Attendance:** C.Cllr Tom Wells\*, D.Cllr.Mick Davies\*, & Mrs C Leake (Clerk)

**Members of the Public:** 0

**15/16. Apologies:** Cllr. Fryman.

**16/16. Declarations of interest**

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 Application -16/00052/HOU & Cllr Lupton Planning application -16/00130/FUL & Cllr. Flanders Planning application - 16/00165/HOU & 16/00155/FUL
3. *To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011)*

**17/16. Minutes of the Previous Meeting**

It was **RESOLVED** that the draft minutes of the meeting of 7 January 2016 were a true record of the meeting and signed.

**18/16 Footpath/Highway/Lengthsman Reports**

**Lengthsman** – Acknowledgment to the work of the Lengthsman and confirmation of use of Lengthsman budget for 2015/16.

**Highways** – as per report with outstanding drainage work actioned.

Vehicle Activated Sign shared with Hanleys and Welland.

- Request from Hanleys to share in any future maintenance costs. This dependent upon potential costs, clerk to investigate following recent repair.
- Seek revision of proposed rota to avoid use during school holidays.
- Pursue idea of using community speed team.

Ref Minute 08/16: The data collecting equipment (x 3) presently on site along B4208 and hopefully data available shortly.

**Footpaths-** Encouraged by response to item in magazine to survey footpaths and agreed that paths be nominated to parishioners for recording purposes. Further update notice in next magazine/email newsletter.

- Footpath Warden and Cllr Flanders to liaise with local walking groups (Open Spaces, Welland Walking Group and Malvern Ramblers) to pursue this interest/ideas/funding to enhance accessibility along parish footpaths.

Contact with WCC to be pursued following awareness of potential training for footpath wardens.

**Flooding Signs:** **RESOLVED** to purchase 2 signs indicating flood at a cost of approx £80 for Cutlers Lane to be stored by 2 local residents who would take responsibility for using when required.

**19/16. Broadband (BB)**

Worcestershire Superfast Broadband – hopefully available end of June.

\*CCllr&DCllrs arrived

## 20/16 County/District Councillor Reports

### County Councillor

Reported on present urgent campaign to reconvene bus services between Upton and Malvern, which present bus operator First Bus are proposing to discontinue in April. This covers the service through Malvern Wells, Welland and The Hanleys. Worcester to Upton continues to be a viable service. Aim is to seek support funding from both MHDC and WCC on economic development grounds to maintain this service rather than lose it. The service is an essential means of access to Malvern businesses, tourist attractions, Showground being one of the largest in the immediate area and Upton events and businesses.

**RESOLVED -** chairman in his capacity as Parish Council representative will attend forthcoming meeting with other representatives from local councils to agree a common statement to be presented to WCC to review this situation. (Majority decision with 1 abstention based on lack of data on which to make a decision)

### District Councillor

- The South Worcestershire Development Plan has been adopted so old policies are set aside and the Policies in the 'new' plan are in force.
- Work is continuing on Supplementary Planning Documents that complement the main plan. One on Affordable Housing and one on Gypsy and Traveller accommodation are about to go out to consultation. Meanwhile the Housing and Planning Bill is going through parliament containing many new clauses which must be interpreted alongside the Plan.
- Shared Housing Service has been created with a single manager (from Wychavon) Some savings will result and there is an expectation of improved service. Hosted at Wychavon.
- The Government, in February accelerated the payment of the new Rural Services Delivery grant by a one off £170,000. That money has not been used to diminish the £5.00 Council tax increase but will be applied to as yet unidentified schemes for supporting economic growth.
- Finance – Deliberations on Malvern Hills Band D Council Tax for Financial Year 16/17, £1594.49 indicate an increase of 3.6% on 15/16 £1538.44
- Meet the Council activities are scheduled for July. Starting to work up a programme so would welcome suggestions for businesses or groups to meet a senior member of the management team.

### 21/16.Planning

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

15/01412/HOU	The Old Cider House, Castlemorton, Worcestershire, WR13 6DA	Erection of detached garage with home office and domestic storage above	MHDC Approved
15/01415/HOU	The Old Cider House, Castlemorton, Worcestershire, WR13 6DA	Single storey rear extension, roof alteration and replacement of conservatory side extension	MHDC Approved
15/00515/FUL APP J1860/W/15/3130912	Appeal - Bell Acre		Appeal Dismissed 8.2.16
15/00547/HOU	Midsummer House Golden Valley Castlemorton	2 storey side extension to provide a larger study and bedroom.	MHDC Approve
15/01687/PDU	Barn at The Farthings Castlemorton WR13 6JB	Proposed conversion of barn to single dwelling	MHDC Refusal of prior approval notification

15/01754/PDU	Barns at Pewtrice Farm, Castlemorton, Worcestershire, WR13 6LT	Proposed conversion of agricultural building to residential	MHDC Refusal of prior approval notification
15/01650/FUL	Midsummer Farm, Castlemorton, Worcestershire, WR13 6DA	Provision of new four stable building with loft storage and change of use of 6 ha of agricultural land to equestrian use, for personal use	MHDC Approve
15/01545/FUL	Birch Farm, Birts Street, Birtsmorton, Worcestershire, WR13 6AW	Proposed change of use of approximately 0.2ha of agricultural land for the siting and installation of two cabins for holiday use only, along with associated change of use of existing agricultural track to allow holiday use, and provision of small car parking area for up to four vehicles	
16/00052/HOU	The Straights, Golden Valley, Castlemorton, Worcestershire, WR13 6AA	Hydrotherapy pool building to replace garden sheds.	Recommend Approve 1.2.16
16/00165/HOU	Boulters Farm, Castlemorton Common, Castlemorton, Worcestershire, WR13 6LE	Single storey rear extension and replacement two storey side extension.	Recommend Approve
16/00155/FUL	Boulters Farm Castlemorton Common	Proposed extension to agricultural building to provide covered parking	Recommend Approve
16/00135/CLE	The Farthings, Castlemorton, Worcestershire, WR13 6JB	Use of building for agricultural purposes.	
16/00130/FUL	Eight Oaks Farm, Eight Oaks, Castlemorton, Worcestershire, WR13 6BU	Proposed change of use of land to equestrian use and erection of private stables/agricultural buildings (x4) and separate livery stables (x2) for commercial use	(Amended wording in application) Recommend Approve

To clarify the present practice of determining planning applications out of meeting through email it was **RESOLVED** to add to Standing Order 11b) xiii) *The proper officer shall make decisions about planning applications based upon the consensus of councillors comments in emails when comments are unable to be reported at Parish Council meetings within the time limit advised by MHDC.*

Discussion ensued on the use of a forum for the purpose of such email discussions and this would be investigated. (SW) Consideration to cc. email comments to all when sending to delegated Cllr. Cllrs. were reminded that an extraordinary meeting could be convened if so required.

## **22/16 Finance Report**

### **Income and Payments**

It was **RESOLVED** that the following income be noted & payments agreed:

	£	£	Description
Balance: 7 January 2016		<b>9170.83</b>	
<b>Add Income</b>	749.85 427.50		WCC Lengthsman WCC Lengthsman
<b>Total</b>	1177.35	1177.35	

<b>Less Expenditure pre-meeting</b>			
		0.00	
<b>Total</b>			
<b>Balance at meeting</b>		<b>10348.18</b>	
<b>Less Expenditure at meeting</b>			
Lengthsman	460.00		Lengthsman Materials
Cllr Exps	47.09		
<b>Total</b>		<b>507.09</b>	
<b>Balance at close of meeting</b>		<b>9841.09</b>	

1. **RESOLVED** to seek support of previous **Internal Auditor** for FY2015/16 accounts.
2. **RESOLVED** to adopt the recent update to model **Financial Regulations 1.6, 6.4** and incorporation of the specific requirements of The Public Contracts Regulations 2015 in **11**.
3. **PENSION:** The clerk as an 'entitled worker' would not be automatically enrolled but acknowledged the opportunity to join a pension scheme to be chosen by the employer and **confirmed decision not to enrol**. The extra duties post staging date – May 2017- (*Return of Compliance every 3 years*) of the employer (Parish Council) not entering into a pension scheme would be executed as per the requirements of the Pension Regulator by the clerk as defined point of contact.
4. **External Audit from April 2017 – RESOLVED** to opt in. Background - With effect from 2017/18 very few small authorities will be required to undergo a limited assurance audit review or to pay any audit fee. Group 3 Opted-in authorities with neither income nor expenditure exceeding £25k will not have an auditor appointed to them, as they will be exempt from audit, and will pay no fee. An auditor will only be appointed if there are electors' queries about the council's annual accounts. All authorities will, however, need to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities and annual exemption form.
5. To comply with the requirements of the **Transparency Code - RESOLVED** to seek government funding for computer equipment.

### **23/16 Parish Hall Trust**

PHT Chairman reported on a quiet period of management activity and an encouraging number of hirers.

### **24/16. Meetings**

**MHDC Neighbourhood Planning Forum** attended by councillors. Considered no requirement for plan at present with the adoption of SWDP. However if need arises for affordable housing a neighbourhood plan would provide a supporting consultation document. At present local authority will refuse applications within this category 4 village as designated open countryside.

**Castlemorton United Charities – Report on recent activities.**

### **25/16 New Initiatives**

Cllrs. considered the following actions.

- i) Parish Notice boards – Investigate potential wood source from MHC. DS action
- ii) Highway Road Signs – **RESOLVED** to pursue signs for Gullet Road and Cutlers Road. DS Action

- iii) Welcome packs for new residents – **RESOLVED** to prepare packs to include parish magazine, parish council details, village groups & activities. DS Action.
- iv) Broadband Champion – DL to continue parish communications.
- v) Parish Year Template of parish council activity. DS Action.
- vi) Consideration given to collaboration with Birtsmorton Parish Council. This to be raised at the latter's next parish council meeting.
- vii) Email newsletter: Quarterly email newsletter and consider other areas of opportunity in seeking email addresses. HF & AC Action.

**26/16. Correspondence**

Particular mention of:

- MHC Land Management Plan. Comments now being considered.
- Retirement of 2 local police officers.
- Forthcoming music festivals

**27/16. Next Meetings**

**RESOLVED** that the next meeting will be **Thursday 12 May 2016** (Annual Meetings)

An opportunity to promote parish footpath walking and email contacts for newsletter.

There being no other business, the meeting closed at 10.15pm

Signed .....

Date.....