

CASTLEMORTON PARISH COUNCIL
Draft Minutes of Annual Meeting of Castlemorton Parish Council held on
Thursday 10 May 2018 at the Parish Hall at 8.15pm

Present: Cllrs: Don Lupton (Chair), Jeremy Fryman, Barbara Wilkes, Jeremy Hubbard, Anne Cotterell, Simon Watts and Mariana Watts.

In Attendance: , Mrs C Leake (Clerk)

Members of the Public: 3*

Public Comments:

A parishioner explained further about his questioning at the presentation by Malvern Hills Trust He had questioned whether MHT was intending to have unrestricted power to alter its byelaws. The Trust advised that this was not the intention. He also questioned whether there was going to be an opportunity for the Trust to reduce the 'right to enjoy' with the introduction of further regulations to inhibit the right and use of the Common. Again, the response had indicated that this was not intended.

The Parish Council agreed to seek a copy of the notes taken during this Q & A session from MHT.

A parishioner expressed his concerns on the recent section 137 application from MHAONB. He felt it not appropriate for precept money to be used to support the AONB and especially as all the conditions of the application had not been completed with the absence of accounts. The clerk had been advised that these were available on the website. Out of all the parishes within the AONB only a handful make a financial contribution. He felt that there are more immediate and direct concerns which should benefit from the precept funds including the parish hall. He was thanked for his comments and then left the meeting.

31/18. Election of Chairman

Nominations were sought by present chairman, Don Lupton and with one nomination, it was **RESOLVED** unanimously that Cllr. Lupton be elected chairman and the Declaration of Office was duly signed.

32/18. Election of Vice Chairman

It was **RESOLVED** unanimously with one nomination, Mrs Anne Cotterell be elected vice Chairman.

33/18. Apologies: D Cllr Mike Davies and CCllr. Tom Wells

34/18. 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 Fryman agenda item 8 (AONB)Valid Dispensation to discuss & vote.*
3. *To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011*

35/18. Minutes of the Previous Meeting

It was **RESOLVED** that the draft minutes of the meeting of 8 March 2018 were a true record of the meeting and signed.

36/18 Matters Arising

Minute 20/18 Ref Councillor vacancy - Mrs Rachel Sergeant introduced herself to the Parish Council indicating her wish to be a parish councillor. Councillors were pleased to learn of this enthusiasm after a previous interested party had had to withdraw due to other commitments and asked for the relevant paperwork to be completed and the item to be on the next agenda for consideration.

Broadband facility now up and running in the hall and financially supported for the next 3 years.

37/18. Finance Report

The clerk outlined the audit requirements

Smaller Authorities' Audit Appointments Ltd (SAAA) was formally appointed in January 2016 as the 'person specified to appoint local auditors' under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015 to perform the functions set out in legislation for smaller authorities. Following the resulting tender process, PKF Littlejohn was appointed to all relevant smaller authorities in 37 contract areas for 5 years from 2017/18. Each smaller authority is required by law: • to prepare Accounting Statements for the year ended 31 March 2018 in the form required by proper practices (the relevant annual return, now known as the Annual Governance and Accountability Return or AGAR, Part 1, 2 or 3); • to approve and publish the AGAR including the Accounting Statements, • to provide for the exercise of public rights.

Annual Return

Approval of the Accounts 2017/18 completing AGAR Part 2

- a) **The Certificate of Exemption (Gross annual income or gross annual expenditure does not exceed £25,000) signed by chairman and RFO** and will be submitted to auditor.
- b) **Internal Audit completed 27 April 2018.** Noted that present internal auditor Mr Dobson is retiring and a letter of acknowledgment will be sent thanking him for his generous support over the years. An alternative internal auditor will be sought.
- c) **Section 1 - Annual Governance Statement 2017/18** was read out to members of the council. It was **RESOLVED** that this be confirmed and signed by the Chairman.
- d) **Section 2 - Accounting statement.** It was **RESOLVED** that the Accounts presented by the RFO for the Financial year 2017/18 be adopted and signed by the chairman and RFO

Finance Report to date

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

	£	£	Description
Balance: 8 March 2018		13,223.55	
Add Income	697.79 211.47 2,250.00		WCC Lenthsmen Scheme WCC Lengthsman Scheme ½ year MHDC precept
Total		3159.26	
Less Expenditure pre-meeting			
	97.50 608.48		Four Seasons Clerk Jan Feb March
Total		705.98	
Balance at meeting		15,676.83	
Less Expenditure at meeting			
W CALC ICO	387.79 35.00		Subscription Data Protection Register
Total		422.79	

Balance at close of meeting 10 May		15,254.04	
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- i) Insurance: Annual documentation not yet received from Came & Company.
- ii) Confirmation of Clerk's Salary following new pay scales for 2018/19. LC1 SCP19.
- iii) It was **AGREED** to amend wording in section 137 application forms to clarify financial documentation required for authentication.
- iv) Section 137 AONB Application Ref Minute 22/18 a)
Following on from comments raised at beginning of meeting further discussion ensued. This included the benefits of AONB, availability of information on the website and grants are generated by money given. Proposal for a grant of £500 was supported equally and the chairman's casting vote subsequently determined that the proposal was **NOT AGREED**.

However, it was agreed that funding applications from AONB would be welcomed for parish projects

38/18 Highway/Lengthsman Reports

Lengthsman –

The budget for 18/19 will remain as - £2282. A. new agreement to be returned to WCC

Footpaths- It was agreed to appoint Cllr Flanders as Footpath Officer. Mr Golightly was thanked for all his time and effort over the years in his responsibilities in caring for footpaths and members wished him well. The previously reported damaged stiles would be investigated.

39/18 Planning

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

18/00283/FUL	Castlemorton Village Hall Church Road Castlemorton	Single storey extension to provide a small meeting room and toilets. Alterations to the entrance and provision of disabled access.	MHDC Approved
18/00319/OUT	Land At (Os 8023 3785) Druggers End Castlemorton,	Outline Planning Permission for the Erection of 2 Dwellings with all matters reserved except access.	Objection. Comments
18/00534/FUL	Meadow Barn Castlemorton Malvern WR13 6LT	Erection of 4 Stables, Haystore, wash box, Tack and feed room. Change of use from Agricultural to Equestrian	Recommend Approval
18/00659/HP	Little Welland Farm Castlemorton Malvern WR13 6BN	Use of existing flat roof as a balcony with wrought iron railings.	Recommend Approval

Minute 27/18- Response from residents of 5 The Reddings indicated that the outstanding work would hopefully be completed this summer 2018.

40/18 Correspondence

Particular mention of

- Police monthly newsletters.
- Malvern Hills AONB Management Plan.

- SWDP Review. Briefing for Parish/Town Councils
- WCC Adopted planning validation document
- MHDC Press Release re Community Led Housing Fund
- Projects in MH AONB
- Meet the Council. Morton Ward walkabout on Friday 25 May.
- Notification of cycle event Saturday 23 June 2018.
- GDPR and requirements to be actioned. CALC Toolkit.

41/18 Meeting Reports

- Report read out about 4C's meeting of 9 May 2018.
- Clerk and chairman attended recent joint councillor/clerk gathering at Welland and MHDC Forum.
- AONB – Interesting talk on 'Kings Third'

42/18 New Initiative

- Digital Inclusion – With the installation of broadband in the hall now looking to set up a support group at the Hall at predetermined times to assist parishioners with computer queries. To be advertised in the magazine.
- Clerk to follow up request to MHT about emergency contact for commons properties.

43/18. Next Meetings

RESOLVED that the next meeting will be Thursday 12 July 2018

Further provisional dates:

**6 September 2018, 8 November 2018, 10 January 2019, 7 March 2019 and 16 May 2019
(Annual Meetings)**

Signed

Date.....