

CASTLEMORTON PARISH COUNCIL
Draft Minutes of Annual Meeting of Castlemorton Parish Council held on
Thursday 20 May 2021 at 7.35pm following annual parish meeting under Covid-19
guidelines.

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

In Attendance: Mrs C Leake (Clerk) DCllr Mick Davies

Members of the Public: 1 (Mrs S Lupton)

Public Comments: None

30/21 Apologies None

31/21 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 Fryman - Planning
3. *To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011.* None

32/21 Minutes of the Previous Meeting

It was **RESOLVED** that the draft minutes of the meeting of 11 March 2021 were a true record of the meeting and were signed.

33/21 Matters Arising

Date of meeting changed due to Covid-19 Guidelines.

34/21 Election of Chairman

It was **RESOLVED** unanimously with one nomination that Cllr. Lupton be elected chairman and declaration of office signed.

35/21 Election of Vice Chairman

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

36/21 Parish Council Vacancies

Consideration was given as to how the present vacancies could be filled in seeking interest for co-option purposes. Notice in parish magazine and maybe use Facebook.

37/21 County & District Councillor's Report

No further additions

38/21. Covid-19

Clerk asked members if they would consider, if more convenient and matters needed support, to invite CCllr via zoom to meetings – The concept of a Hybrid meeting is already a familiar concept to some.

39/21. Finance Report

Annual Return

a) Approval of the Accounts 2020/21 completing AGAR Part 3

i) **Internal Audit** completed 20 April 2021. Thanks to Mr Selkirk for his support in this matter.

ii)Section 1 - Annual Governance Statement 2020/21 It was **RESOLVED** that this be confirmed by all and signed by the Chairman.

Section 2 - Accounting statement. It was **RESOLVED** that the Accounts certified by the RFO for the Financial year 2020/21 be considered, approved and signed by the chairman and RFO.

Note: The Parish Council had been advised by the external auditor that is has been selected for intermediate review for the 2020/21 reporting year as part of the required 5% sample of those who would otherwise be subject to a basic review. The required documentation will be prepared and sent to the external auditor.

b) Finance Report to date

	£	£	Description
Balance:		57,615.38	
Add Income	352.50 2250.00 206.25 10,276.95		WCC Lengthsman Jan MHDC !/2 yr Precept WCC Lengthsman Lottery Grant
Total	13,085.70	13.85.70	
Less Expenditure pre meeting			
	649.99 90.00 117.00 101.25 80.00 37.66 25,080.00 138.75		Clerk Final Quarter Hedge Cutting contractor NMA MHDC Lengthsman March Internal Auditor Cllr Exps Lengthsman Cale builder Lengthsman April
Total	26,294.65	26,294.65,	
Less Expenditure at meeting	422.64 40.00 39.48		Worcestershire Calc Sub Information Commissioners Office Cllr Exps Lengthsman
	502.12	502.12	
Balance at close of meeting 20 May 2021		43,904.31	

Insurance due 1st June. The present 3 year agreement with Came & Co concludes this year. Opportunity to seek an alternative quote.

Came & Company quote £1301.92 including £50 admin.

BHIB quote £832.56 with a 3 year agreement of £793.48. Clerk to follow up a few questions and if favourable as appears likely, it was agreed future **insurance provider will change to BHIB.**

40/21 Highway/Footpath Reports

Highways – Cllr Smallwood presented a comprehensive report of recent highway activity in conjunction with lengthsman work.

Principle activity

- On going problem with **triangle of land at Chandlers Cross**. Plan of repair proposed by MHT using stakes to define boundary and to be reseeded.
- Hancocks Lane pot holes programmed for repair
- Hollybed Street pot hole marked for repair.

- **Footpaths:** Foot bridge near Upper Orchard Cottage, Hollybed Street (CM535) and Stile at Hunters Hall repaired (CM530/531)
- Letter from parishioner in seeking support for the restoration of the top end of the track off Gullet Road running alongside Broomhill Coppice. After discussion and consideration, it was agreed that the parish council has no role to intercede in this matter of land owned by another authority.

41/21 Planning

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

21/00242/HED	The Chase Castlemorton Malvern WR13 6LU		MHDC Approve
21/00170/FUL	Hollyhead Castlemorton Malvern WR13 6BN		Pending Decision
20/01610/CLPU	New House Farm Castlemorton Malvern WR13 6BJ		Certified
21/00391/FUL	The Old Dairy Church Road Castlemorton Malvern WR13 6BQ	Conversion and extension of Barn B to a dwelling, demolition of Barn C and part of Barn B, erection of workshop and associated landscaping	Pending PC Support
21/00390/LB	The Old Dairy Church Road Castlemorton Malvern WR13 6BQ	Conversion of Barn A to a holiday let and conversion, partial demolition and extension of Barn B into a dwelling house	Pending Decision PC Support
21/00254/GPDQ	The Farthings Castlemorton Malvern WR13 6JB	Notification for prior approval for the proposed change of use of one agricultural building to one dwelling houses (Class C3) and associated operational development	Application Refused
21/00413/NMA	Walnut Tree Cottage Castlemorton Malvern WR13 6BS	Application for non-material amendment following a grant of planning permission 07/01038/FUL - Reduction in the number of rooflights and increase in number of windows and doors	Application Refused
21/00400/CLE	Workshop At (Os 7845 3772) Castlemorton	Application for a Lawful Development Certificate for the existing use of replacement caravan/office.	Pending Decision PC Comment
21/00287/CU	Workshop At (Os 7845 3772) Castlemorton	Change of use of workshop to holiday accommodation.	Pending Decision PC Oppose
21/00571/HP	Bank Cottage Hollybush Ledbury HR8 1ET	Extension to first floor. Replacement of garage roof with balcony. Replacement tiles to roof.	Pending Decision PC Support
21/00523/LB	Folliott House Church Road Castlemorton Malvern WR13 6BQ	Internal alterations to create Master Suite, rearrangement of bathroom facilities, sub-division of Laundry Room and creation of Studio Workshop.	Pending Decision PC Support
21/00704/HP	Ambleside Castlemorton Malvern WR13 6DA	Single storey rear garden room extension	Pending Decision

21/00704/HP After discussion and deliberation the voting response to the proposal was to oppose this application 3 votes to 2 with 2 abstentions.

21/00287/CU Agreed to repeat contact with MHDC Enforcement re their acknowledgment that the present building does not conform to permission granted for original application 07/01038/FUL

42/21 Parish Hall and Parish Hall Trust

Hall open as of 17 May to hirers under Covid-19 guidelines for restricted bookings whilst hall undergoing project work.

43/21 Correspondence

Particular mention of:

- Worcestershire CALC updates
- MHDC Updates
- Worcestershire Community Rail Partnership
- Traveller and Travelling Showpeople Site Allocations DPD Revised Preferred Options Consultation 17 May to 5 July 2021.

44/21 New Initiatives

Still to follow up:

- Flower Meadow planting private and public
- Considering ways to explore the Carbon Calculator Tool seeking opportunities for the parish to be net carbon zero. (Survey, questionnaire, gatherings?)
- Welcome Pack – to include MHT leaflets (Neighbourhood guide and Walking & Cycling guide).

45/21. Next Meetings

RESOLVED that the next meeting will be Thursday 8 July 2021

**Thursday 2 September 2021, Thursday 4 November 2021, Thursday 6 January 2022,
Thursday 10 March 2022, Thursday 12 May 2022 (Annual Meetings)**

Meeting concluded at 10pm

Signed

Date.....