

**CASTLEMORTON PARISH COUNCIL**  
**Draft Minutes of Annual Meeting of Castlemorton Parish Council held on**  
**Thursday 22 May 2025 at 7.40 pm in Castlemorton Parish Hall**

**Present:** Cllrs: Mike Wilkinson (Chairman), Jeremy Hubbard, Rebecca Rollinson, Hilary Flanders, Dawn Fisher, Yvonne Milne and Dan Bowker

**In Attendance:** Mrs C Leake (Clerk), DCllr Christine Wild

**Members of the Public:** 2

**Public Comments:** None

**36/25 Election of Chairman**

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

**37/25 Election of Vice Chairman**

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

**38/25 Apologies:** Received from PCllr Baker & CCllr Wells

**39/25 Declarations of interests**

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

**40/25 Minutes of the Previous Meeting**

It was **RESOLVED** that the draft minutes of the meeting of **6 March 2025** were a true record of the meeting and were signed.

**41/25 Matters Arising**

None

**42/25 Councillor Responsibilities**

Councillor areas of responsibility were confirmed as:

Mike Wilkinson: PC Chairman/CEG

Nigel Baker: Planning/Parish Hall Trust

Jeremy Hubbard: Vice-Chairman/4C's/CEG

Dawn Fisher: CEG

Rebecca Rollinson: Highways & Lengthsman

Dan Bowker: What's On

Hilary Flanders: Footpaths/CEG

**43/25 Finance Report**

**Annual Return**

- a) Approval of the Accounts 2024/25 completing AGAR Part 2.

- i) **The Certificate of Exemption approved & signed by chairman and RFO** and will be submitted to auditor.
- ii) **Internal Audit completed.** Thanks to Mrs Cotterell for her support in this matter.
- iii) **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.**
- iv) **Section 2 - Accounting statement.** It was **RESOLVED** that the Accounts presented by the RFO for the Financial year **2024/25 be approved and signed by the chairman and RFO**

**b) Finance Report:**

	£	£	
Balance: 6 March 2025		<b>8646.20</b>	
<b>Add Income</b>	2761.00 104.50 44.00 155.69 191.22 270.00 20.00		MHDC ½ yr Precept WCC Lengthsman WCC Lengthsman Welcome to Our Future CEG PHT Ward Funding (Village Survey) CEG Donations
<b>Total</b>		<b>3546.41</b>	
<b>Less Expenditure pre meeting</b>	150.00 150.00 42.00 4.25		Castlemorton PCC Malvern Hills CAB Section 137 Lengthsman Bank Charges
		<b>346.25</b>	
<b>Less Expenditure at meeting</b>	44.00 489.89 1596.61 4.25		Lengthsman 22/23 WCALC Sub Clear (Formerly BHIB) Insurance Bank Chgs April
		<b>2134.75</b>	
<b>Correction Error Ref Minute 85/24 November 2024 Add</b>		<b>1830.00</b>	Cheque not presented and cancelled for payment as work not completed as agreed.
<b>Balance at close of meeting 22 May 2025</b>		<b>11541.61</b>	

**44/25 Highways & Lengthsman**

Cllr Rollinson and clerk noted the following matters:

- Cherry Orchard project work now complete.
- Lengthsman agreement signed for 2025/26 with a budget of £3006.95

**45/25 Planning**

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

<a href="#">M/25/00121/FUL</a>	The Turbles Druggers End Castlemorton Malvern WR13 6JD	Creation of a Live/Work Unit	Pending Decision
M/25/00065/HP	Rose Gables Eight Oaks Castlemorton Malvern WR13 6BU	Proposed roof extension to create attic room and timber wall cladding (Variation of Conditions 2 & 3 Ref 20/00301/HP)	Refused
M/25/00207/GPDQ	Churchill Farm Church Road Castlemorton	Notification for Prior Approval for the proposed change of use of Agricultural	Approved

		Buildings to 2 Dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion.	
<u>M/24/01340/FUL</u>	Land At (Os 8172 3904) Lockeridge Lane Upton Upon Severn	Use of land as a caravan site for the stationing of 10 log cabins for holiday let use and associated works	Pending Decision
<u>M/24/00613/FUL &amp; M/24/01141/LB</u>	Barn At (Os 7908 3752) Church Road Castlemorton	Conversion of a barn to a Class C3 dwelling house.	Pending Decision
M/23/01787/CLE	Caravan At Upper Orchard Cottage Hollybed Street Castlemorton		Appeal

#### **46/25 Parish Hall Trust**

Ref minute 23/24 Confirmed that the updated agreement between the Parish Council and the Charity is renewed automatically for further 12 months

#### **47/25 Potential Plans for Village Survey**

Agreed Cllrs Hubbard, Fisher and Rollinson would meet to determine a way forward with the potential village survey.

#### **48/25 Correspondence**

Particular mention of:

- CALC/NALC Updates including courses & training for councillors.
- Police Safer Neighbourhood Teams – Neighbourhood Matters Notifications
- Mobile Phone Mast As alluded to in annual report Atlas Tower Group are due to submit a planning application for the proposed tower in Birtsmorton.
- War Memorial Update. 3 Second World War names now inscribed and project completed.
- Confirmation of Tree Preservation Order 733 (2025) - Welland Stone, Upton Ordnance Survey reference 8124 3858 (Minute Ref 28/25)
- Advised by CALC that “Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparrishcouncil.gov.uk or clerk@abcparrishcouncil.org.uk rather than [abcparrishclerk@gmail.com](mailto:abcparrishclerk@gmail.com)” Cllr Bowker agreed to investigate possibilities further and in event of seeking a website provider should contract with WCC cease.

#### **49/25 Next Parish Council Meetings**

**RESOLVED that the next meeting will be Thursday 17 July 2024**

**Subsequent Meetings:**

**Thursdays: 4 September, 6 November, 8 January 2026, 5 March, 21 May (Annuals)**

Meeting concluded at 8.50pm

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