

Birtsmorton Parish Council

Draft Minutes of the Annual Meeting of Birtsmorton Parish Council held on **Monday 11 May 2026** following Annual Parish Meeting in Castlemorton Parish Hall.

Present: Chair: PCllr: Michael Barnes

Councillors: PCllrs: Karen Hood, Simon Yates, Michael Licqurish-Coleman and Mark Henderson

In attendance: Clerk and one parishioner

Public Comments: None

19/26. Election of Chairman

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

20/26. Election of Vice Chairman

It was RESOLVED unanimously (in his absence) that Cllr. Withers be elected Vice Chairman.

21/26. Apologies for Absence.

PCllrs Withers and Moore. CCllr Wells & DCllr Watkins

22/26 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

23/26. Confirmation of Minutes

Minutes of last full meeting of 9 March 2026 were confirmed and signed as true records.

24/26. Matters Arising

The Freedom Of Information requests as presented (following public comments at previous meeting) were subsequently completed by the clerk in consultation with WCALC and 2 councillors with all the information sent via email to the requesters. Noted that the time engaged for the three requests was in line with the permitted allowance but incurred excessive further time in pursuance of procedures. Particular acknowledgement to the supporting time and advice offered by the councillors. Further review work was conducted on policies and transparency to be confirmed later in meeting.

25/26 County & District Council Reports

As reported at Annual Parish Meeting.

26/26. Finance Report.

1. Approval of the Accounts 2025/26 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 4 May 2026.** Thank you to Mrs Anne Cotterell for the completion of this task as independent examiner.

c) **Section 1 - Annual Governance Statement 2025/26** was read out to members of the council. It was **RESOLVED** that this be approved and signed by the Chairman. Particular note of new assertion 10 reference IT and Data management with the new website and email address.

d) Section 2 - Accounting statement

It was RESOLVED that the Accounts certified and presented by the RFO for the Financial year 2025/26 be approved and signed by the chairman.

Current financial situation:

	£	£	
Balance		60.96	

Income pre meeting	387.50 1235.00 104.50	1727.00	Coombe Green Friends ½ year precept Lengthsman
Expenditure pre meeting	60.00 8.50	68.50	HMRC PAYE Bank Charges
Expenditure at meeting	196.00 223.25	419.25	Zurich Insurance WCALC Subscription
Balance at end of meeting in community account		1300.21	
SAVINGS ACCOUNT	4.33	5018.55	Interest Balance at meeting

27/26 Policy Update

Councillors agreed to adopt the updated Freedom of Information publication with the previously reviewed policies on the website. A new Planning Policy would be prepared for the next meeting.

28/26 Highways/Parish Drainage/Lengthsman

- **Watery Lane:** April 26-WCC has visited this site and will be instructing works to excavate the ditch to allow flow of water from the pipe. These works will be programmed for this financial year. Clerk has responded seeking a site meeting to ensure the right area of ditch was to be cleared. In the most recent flash flooding the lengthsman had proved the efficiency of a new channel round the corner taking the water off the road at its deepest point opposite the drive into Pope Hayes.
- **Board Walks on Coombe Green Common.** Awaiting support from volunteers.
- Pot Hole to be reported outside Home Farm – Repaired?
- Following on from CCllr report re speeding along the B4208 Birtsmorton Parish Council will be advised of the next meeting with other representatives. Discussion ensued about the actual viability of a reduced speed limit in execution and adherence. Would a different form of signage be more effective in raising awareness? This could all be shared at next meeting, date TBC with councillors.

29/26 Nutshell

New agreement to be signed.

30/26 Planning

M/26/00070/FUL	The Merries Rye Street Birtsmorton Malvern WR13 6AS	Erection of agricultural building	Pending Decision
M/25/01669/HP	The Willows Rye Street Birtsmorton Malvern WR13 6AS	Single storey rear extension and outbuilding conversion	Approved
M/25/02041/HP	Ryevale Birtsmorton Malvern WR13 6AF	Proposed single storey front extension.	Approved
M/25/01176/FUL	Up Sticks Glamping Site At Brays Farm Birts Street Birtsmorton	Use of land for the creation of two holiday lets, each comprising two 2 bed lodges with ensuite with separate kitchen/reception and decking area	Approved
M/25/00046/FUL	Land At (Os 7911 3631) Birts Street Birtsmorton	Erection of a log cabin for holiday use	Pending Decision

Forest Of Dean Local Plan: With reference to the proposed Glynchbrook development site. Publication draft of the Local plan. The consultation period ended 18 March 2026.

Extract from website:

The publication version of the plan is the final version that will be submitted to the Secretary of State. This is a stage where more formal comments are requested and the comments made form part of the evidence used in the public inquiry and examination of the plan which follows. Only comments received at this stage will be considered by the Inspector during the examination.

The publication version of the plan will be made available for formal representations in summer 2026.

31/26. Website /Email Changes

The new Parish Online (Local Authority Technology CIC) website for Birtsmorton is live.

Website: <https://birtsmortonparishcouncil.gov.uk/>

Email: clerk@birtsmortonparishcouncil.gov.uk – There is a notification on the old email to advise of this change of address

32/26 Coombe Green Common

As reported at Annual Parish Meeting

33/26 Notice Board

Cllr Henderson agreed to look at the notice board to determine if remedial repairs could be carried out. Cllr Moore also looking to improve accessibility to the board with verge damage by parking cars.

34/26 Correspondence

Particular mention of:

- CALC Updates & Health and Wellbeing. Noted the CALC event on 14 May at Worcester cricket ground.
- Fund request from Malvern Hills CAB to be deferred to next meeting.
- Letter from MP Dame Harriet Baldwin.
- Plans for local Police forces merger. The PCC has launched a consultation to seek the views of Herefordshire, Shropshire, Telford & Wrekin, and Worcestershire residents regarding Government proposals to merge police forces across England and Wales.
The Government announced that an independent review into these proposals would be carried out, which could see the existing structure of 43 police forces reduce to 12. This would be the biggest change to policing in more than six decades.
- Confirmation of Adoption of South Worcestershire Development Plan.

35/26. Confirmation of date of next meeting

The next meeting date: **Monday 14 September 2026 at 7.00 pm** in Armitage Room

The meeting closed at 9.15 pm

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