

Malvern Wells Parish Council

Minutes of full Council Meeting held on Wednesday 27th April 2022 at 7:30pm in Malvern Wells Village Hall

Present

Cllrs. B Knibb, C Gates, C O'Donnell (Chair), G Turrell, D Booker, D Preece, K Wagstaff, P Stanier, J Black, H Burrage, T O' Donnell

In Attendance

Mrs S Hart (Clerk)

Public participation: There were no members of the public.

1. There were no apologies received.

Absent: Cllr J Baker.

2. Declarations of Interest

a) **Register of Interests:** there were none.

b) **Disclosable Pecuniary Interests:** there were none.

c) **To declare any Other Disclosable Interests in items on the agenda and their nature:** there were none.

d) **Written requests for the council to grant a dispensation:** there were none.

3. The minutes of the previous Council meeting held on 30th March 2022 were **approved** and signed by the Chair.

4. Financial Matters

a) The payment of accounts was **approved**.

Date	Description	Supplier / customer	Account	VAT	Total	
06/04/2022	PAYE Q4	HMRC	Salaries, PAYE, Pension and NI		2073.93	PAID
11/04/2022	Wheellie bin hire	MHDC	Cemetery, Labour and Maintenance		59.86	PAID
28/04/2022	Payroll processing etc 21-22	Collet Accountancy	Office admin	106.5	639	TO PAY
28/04/2022	Room hire	MWVH	Meeting costs		38	TO PAY
28/04/2022	Mar-22	eon	Cemetery, Labour and Maintenance	6.91	145.09	PAID
28/04/2022	Annual membership	ICCM	Cemetery, Labour and Maintenance		95	TO PAY
28/04/2022	Annual service	Brookside Hire	Cemetery, Labour and Maintenance	6.3	41.8	TO PAY
28/04/2022	Apr-22	M Alexander	Burial ground manager		509.7	TO PAY
28/04/2022	Fuel	S Maund	Cemetery, Labour and Maintenance		37.56	TO PAY
28/04/2022	Postfix for Jubilee gate	S Maund	Open spaces		28.61	TO PAY
28/04/2022	Outdoor work	S Maund	Cemetery, Labour and Maintenance		373.44	TO PAY
28/04/2022	Outdoor work	S Maund	Open spaces		178.94	TO PAY
28/04/2022	Lengthsman	S Maund	Open spaces		194.5	TO PAY
28/04/2022	Outdoor work	M Thomas	Cemetery, Labour and Maintenance		275.15	TO PAY
28/04/2022	Brass screws	M Thomas	Cemetery, Labour and Maintenance		4.69	TO PAY
28/04/2022	Annual licence fee	EasyPC	Office admin		60	TO PAY
28/04/2022	Annual playground inspectio	Playsafety Limited	Open spaces	18.9	113.4	TO PAY
26/04/2022	Apr22-May22	ID Mobile	Office admin	1.17	7	PAID
13/04/2022	Apr22-May22	Zoom	Meeting costs	2.4	14.39	PAID
28/04/2022	Apr-22	S Hart	Salaries, PAYE, Pension and NI		1596.1	TO PAY

b) Recommendations from F&GP

- I. The final quarterly budget was **noted**.
- II. It was **noted** that the missing chairs' regalia has been found by the chair.

- III. It was **approved** to renew the insurance with BHIB at a cost of £1,882.24 to include a free Parish Online licence which can be used by the NDP and for asset management.
- IV. It was **approved** that the cemetery chapel and any other assets which are classed as buildings for insurance purposes should be re-evaluated.
- V. The Scout hut lease parameters were **approved**.
- VI. It was agreed to **adopt** the donations policy. See Annex A
- VII. The cemetery fee increases proposal was **approved**.

5. Fete Car Parking Working Group

- a) The terms of reference for the Fete Car Parking working group were approved. See Annex
- b) The minutes of the Fete Car Parking working group were noted. See Annex

6. Public Rights of Way Working Group (PROW)

- a) The PROW meeting notes were **noted**. See Annex

7. Assarts Road Safety Inspection

- a) The playground safety inspection report was **noted**.
- b) It was **decided** to get costs for all the recommended actions on the report.

8. Platinum Jubilee

- a) The full council (apart from Cllrs K Wagstaff and B Knibb) were **appointed** as additional members to the Jubilee working group.
- b) A request from residents to re-site the newly planted Platinum Jubilee oak tree on the Assarts Road playing field was considered but it was **decided** that the tree would remain where it was planted because this was the location recommended by the AONB.

9. Planning

- a) Three applications were considered and it was **resolved** to make the following comments:

M/22/00354/HP	Erect double garage	31 Assarts Lane, Malvern, WR14 4JR	"Malvern Wells Parish Council recommend approval for this application."
M/22/00186/ADV	Display of illuminated and non-illuminated signage including new LED floodlights and lanterns.	Railway Inn, 78 Wells Road, Malvern, Worcestershire, WR14 4PA	"Malvern Wells Parish Council support this application provided the recommendations of the AONB and Conservation Officer are complied with."
M/22/00515/HP	Replacement of existing garden shed with new garden office	151 Upper Welland Road, Malvern, WR14 4LB	"Malvern Wells Parish Council have no objection to this application."

10. Local Policing Community Charter Parish Council Survey

The council **agreed** the following response to question 5 on the charter survey.

Mixed response, generally yes the charter is delivering in our area.

Council would like to have local policing attendance at one meeting per year for a face-to-face update and would like local policing to be more visible.

11. There were no District or County reports.

12. A letter has been received asking where the bench on the Old Wyche Road has gone. The letter also contained a request for a memorial bench. This matter to be considered at a future meeting; clerk will investigate the disappearance of the bench. The bench was on conservators land so they may have moved it. The potential need for a bench on Peachfield Road was also mentioned, and this will also be considered at a future meeting.

13. It was **noted** that the date of the next meeting is 25th May 2022.

14. Exclusion of the Public and Press

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the confidential nature of the following item.

- a) It was **resolved** to exclude the public and press.

15. Finance and General Purposes Committee Contract Recommendations

- a) It was **approved** to setup an MWPC dedicated email, PO Box (£300) and phone number (cost to be confirmed) for all cemetery enquiries.
- b) It was **approved in principle** to setup a shared document area for all electronic cemetery documents to ensure they are stored securely and are accessible by the council.
- c) It was **noted** that the burial ground manager will now create 'paid invoices' for cemetery clients who pay prior to invoicing so that there is an audit trail for all cemetery income.
- d) It was **noted** that there is a contract issue which is being investigated further by the clerk.
- e) The cemetery contractors fee increase proposal was **approved**.
- f) The counter proposal from the F&GP committee for the fee increase for the lengthsmen and outdoor contractor was **approved**.
- g) It was **noted** that the burial ground manager had not provided a rate increase proposal at the time of the F&GP meeting, and this will be submitted to the next available council meeting.

There being no further business the meeting closed at 9:21 pm

Meeting Annexes: Annex A minute 4bVI

1. **Malvern Wells Parish Council Donations Policy**
2. **Approval date:**
3. **Amendment date:**

Purpose

Malvern Wells Parish Council can provide grants and donations using certain legal powers afforded to it.

It is expected that organisations and groups seeking funding will use the councils grant application process.

Occasionally the council may identify a group or organisation (which provides benefits to the inhabitants of the parish) and will wish to make a financial contribution through a donation.

Process

The Parish Council **must satisfy itself that any donation given will be of benefit to some or all Malvern Wells inhabitants and in proportion**. Proposals for donations are made by councillors. **Organisations seeking funds must use the Council's grant funding application form.**

Donations will be limited to one donation in any one calendar year to any one organisation.

In considering donation proposals, the Council should be aware that giving donations sets a precedent and could be interpreted as giving preferential treatment to some residents over others.

Donations will be considered by the Parish Council's Finance & General Purposes (F&GP) Committee before being ratified by the full Parish Council. F&GP Meetings are held in January, April, July and September.

Donation proposals must meet the Council's donations criteria which are set out below.

All proposals **must be made by a councillor** by completing the donation proposal document (see Annex A) and returned to the clerk of the council at least 7 clear days before the relevant meeting date.

Criteria

4. The amount of the donation will be at the discretion of the council.
5. All proposals will be considered based on the benefit being commensurate with the expenditure.
6. The parish council must show which legal power they are using.
7. If power s137 is used, the council will not exceed the annual limits applied.
8. Donations cannot be awarded to an individual eg. the parish council may not purchase flowers, cards or gifts for a councillor, member of staff, volunteer or resident with council funds.
9. Donations will only be awarded to groups or organisations.
10. Groups or organisations must have a bank account to receive funds.
11. Donations may not be given to groups or organisations that already receive public funds eg. schools (a donation to the PTA or other school supporting group which raises funds for extra-curricular items would be an appropriate alternative.)

Annex A

Donation Proposal

Name of councillor proposing:

Name of proposed organisation/group:

Amount proposed: £

Where did the idea come from for this proposal?

Justification for proposal:

How does this group/organisation provide a benefit to some or all inhabitants of Malvern Wells?

What is the cost per elector for this donation? £

Number of electors (2541 in 2022-2023) divided by the proposed amount.

Clerk use only:

Which power can the council use to make this donation?

Is the group/organisation willing to receive a donation¹?

Does the group/organisation have a bank account in the name of the group/organisation?

Does this group/organisation already receive public funds?

Is the cost within the threshold spend for the financial year?

¹ In some circumstances a group may not want a donation, for example if it was winding down or if it came at the wrong part of the financial year and took them over a certain threshold.

Annex B – Minute 5a
Malvern Wells Parish Council
Fete Car Parking Working Group
Appointed by Council 29th September 2021
Terms of Reference

Purpose

To review the options for additional parking and any other actions which can be taken to help resolve parking congestion in the Crescent and surrounding areas during the fete.

Expected completion date September 11th 2022.

Finances

There is no budget allocated to this project.

Membership

Dan Preece, Howard Allen

Quorum

At least 1 member plus the clerk.

Role of the Clerk

To attend, book meetings, take meeting notes and prepare proposals for council.

Meetings

1st meeting 14th February 2022.

Meetings to be held as and when required, next meeting date to be agreed at the close of the first meeting.

Annex C Minute 5b

- **Malvern Wells Parish Council**
- Fete Car Parking Working Group Meeting Record April 4th 2022 11:30am
- Attending: H Allen, Sarah Hart (Clerk)
- Absent: D Preece
- **Parking options discussed:**
- **Assarts Road playing field**
- The Council have asked that the group explore the option of using the field in Upper Welland opposite the phone box for parking instead of the Assarts Road playing field.
- If that is not possible, the council will revisit the option of using the Assarts Road playing field.
- **Driveways**
- The letter to residents re driveway parking was approved by the Council on March 30th 2022. Clerk will print 75 copies and get them to Howard for delivering.

- **On road**
 - See actions 7 and 9 below.
 - **Active travel**
 - Howard has walked the route from the Assarts Rd/Lane intersection and identified up to a dozen observation points to be incorporated into the quiz.
 - It would be a good idea to have someone standing at this location handing out copies of the quiz.
 - Cllr Satterthwaite has been unwell so has not yet been contacted regarding sponsoring active travel incentives.
 - No update on bike storage.
 - It was agreed that if parking on the Upper Welland field is an option that the distance is short enough to be covered on foot so no transport from the field would be required.
 - **Other items:**
 - **Signage**
 - Signage was discussed (ie. Courteous parking and directional) but no actions identified yet.
 - **Communication**
 - Incorporating the "please park courteously" message in the Fete flyers was discussed. It was thought that Helen Burrage was looking into incorporating this when she produces the draft flyers.
 - Council approved on March 30th 2022 that the Clerk write to the resident who complained regarding the fete parking last year this letter, to provide an update on actions and mitigations being considered.
 - **Manpower**
 - One volunteer needed to hand out quiz flyers in addition to the 3-4 required to manage parking.
 - **Meeting Actions:**
1. Howard to draft some questions for the walking route/quiz.
 2. Clerk to print residents parking request letters.
 3. Howard to deliver the letter to residents.
 4. Clerk to write update letter.
 5. Dan to think about bike storage – can we make something?
 6. Clerk to contact Cllr Satterthwaite when he's better re active travel sponsorship.
 7. Clerk to contact highways re 'no parking' cones.
 8. Howard to contact acquaintance re 'no parking' cones.
 9. Howard to try and find out who owns the field in Upper Welland.
- There were no further matters to discuss.

Annex D Minute 6a

Minutes of the Malvern Wells Parish Council PROW Working Group held at 7.30pm Wednesday January 19th 2022 at Malvern Wells Village hall

In attendance: Norman Nimmo–Smith (Parish Paths Warden), Peter Clements Cllr Chrissie Gates, Cllr Pam Stanier, John Stiggers, Toby Taylor

1. Norman Nimmo– Smith chaired the meeting
2. Norman introduced our new volunteer Toby Taylor to the meeting and members introduced themselves. Pam and Peter explained how the group came to be about
3. Apologies: Richard Winterton, Steve Atwell,
- 4 . The minutes of the previous meeting were approved
- 5 . No Matters arising

- 1.
2. 6. Report of the Parish Paths Warden – Norman Nimmo–Smith
- 3.
4. In late October, Steve Atwell reported that bridleway MW–551 was blocked by a large
 5. branch that had fallen from an adjacent tree. Sarah Hart arranged for parish Lengthsman Steve
 6. Maund to cut it up and clear the pathway, which he did a few days later.
 7. In December, cattle from Brickbarns Farm broke through hedging/fencing onto bridleway MW–550.
 8. Farmer Simon Morris was informed and the cattle were moved into another field.
 9. Also in December, a broken wooden rail was replaced on the stile at the junction of paths MW–535 and MW–536.
 10. It was noted in January that the landowner at Chestnut Hill had cut back a large amount of
 11. vegetation on footpath MW–553. This has made walking along the path much easier and less
 12. hazardous. This work was long overdue. Unfortunately the landowner is unwilling to allow either
 13. the Lengthsman or volunteers to clear the path on his behalf.
 - 14.
 15. 7. Reports from assistant wardens:
 - 16.
 17. Steve had reported that his paths were ok.
 - 18.
 19. Peter Clement: had sent a report to Norman. Of particular concern was the mud on MW–528 B
 20. The group discussed that this might merit a letter from the Parish Council to the landowner; on his need to maintain public footpaths in a passable condition and to point out his liabilities should an accident occur.
 - 21.
 - 22.
 23. John reported that all his paths were clear.
 - 24.
 25. Chrissie pointed out a problem at the foot of the steps on MW–531, near the junction with Holywell Road, where the soil has been worn away creating a concealed dip which fills with leaves etc thus creating a step hazard. **It was agreed that this should be repaired and that this might be done by Steve Maund**
 - 26.
 27. Pam Stanier and Richard Winterton: had been rebuilding path MW–501 where recent heavy rains had washed soil. Gravel etc onto the paths. Other paths are muddy but clear.
 28. Norman pointed out that MW–555, although passable, is very narrow and would need more attention as it easily becomes overgrown, being narrow. He will arrange a working party to tackle some of the bigger branches.
 - 29.
 30. Toby: He has had an introductory walk with Norman to find out more about the work. His paths are generally passable but muddy.
 - 31.
 - 32.
 33. 8. AOB
 34. Golf course: John is concerned about path MW–502 crossing the golf course following his near miss with a golf ball. While the committee in general felt that such incidents are rare, and there are warning signs for walkers, we will consider making an official (Parish Council) request to the golf course to do a formal risk assessment.

- 35.
- 36. Peter drew the group’s attention to the record form that he created when he first started the Foot-paths group, and suggested that all members would find it of use. A copy is attached.
- 37.
- 38. Brick Barns Farm: we discussed the standard of farming and paths here and agreed that there was little that could be done apart from what was suggested in item 7
- 39.
- 40. Meeting venue: we agreed that the village hall continues to be the best-situated and private place for future meetings.
- 41.
- 42. Maps: Pam has found her A1 map of the parish and its rights of way useful and would like a new one and **thinks that this can be obtained from the Parish Clerk.** Peter uses his to specify grid refer-ences for exact locations of problems.
- 43.
- 44. Toby asked about what you do when a path has been overplanted by a farmer. Answer: the path route is the legal route and you are permitted to tread down any growth.
- 45.
- 46. Working Parties: These are now permitted and Norman will arrange one for MW-555.
- 47.
- 48. 9. Date of next meeting: cannot be Wednesday 20th April 2022; suggested Thursday April 28th 2022.
- 49.
- 50. The meeting closed at 8.25 pm

End of Annexes

Date.....

Signed.....