

Malvern Wells Parish Council

Minutes of full Council Meeting held on Wednesday 30th March 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.

In Attendance

Mrs S Hart (Clerk), J Gallagher District Councillor.

Public participation: District Councillor J Gallagher gave an update on changes in the planning system. From April 1st 2022 if the council disagree (on material considerations) with a planning decision made by the planning officer, the council can request that a minor development report is produced incorporating the identified material considerations and submitted to the ward councillor for review.

1. Apologies were received for the following Councillors:

H Burrage, T O' Donnell

Absent: Cllr J Baker.

County Councillor Jack Satterthwaite sent his apologies.

2. Declarations of Interest

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

b) **Disclosable Pecuniary Interests:** Cllr J Black declared an interest in items 4a and 4c.

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 23rd February 2022 were **approved** and signed by the Chair.

4. Financial Matters Cllr Black left the meeting.

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

Date	Description	Supplier / customer	Account	VAT	Total	
26/02/2022	Feb22	ID Mobile	Office Admin and Travel	1.17	7.00	PAID
12/03/2022	Jan22-Feb22	HSBC	Bank charges	0.00	8.00	PAID
13/03/2022	Mar22 to Apr22	Zoom	Meeting costs	2.40	14.39	PAID
22/03/2022	Feb22	EON	Cemetery Labour and Maintenance	0.92	19.31	PAID
23/03/2022	Mar22	S Hart	Salaries, PAYE, Pension and NI	0.00	1,317.26	PAID
26/03/2022	Mar22	ID Mobile	Office Admin and Travel	1.17	7.00	PAID
31/03/2022	Wyche bin	Glasdon	Parish Assets (bus shelters, bins etc)	22.07	132.42	TO PAY
31/03/2022	Mar22	S Maund	Open spaces maintenance	0.00	326.76	TO PAY
31/03/2022	Mar22	S Maund	Cemetery Labour and Maintenance	0.00	746.88	TO PAY
31/03/2022	Mar22	S Maund	Lengthsman	0.00	420.12	TO PAY
31/03/2022	Tarmac	S Maund	Cemetery Labour and Maintenance	0.00	45.89	TO PAY
31/03/2022	Marquee hire	S Black	Fete	0.00	50.00	TO PAY
31/03/2022	Mar22	Local Government Pensi	Salaries, PAYE, Pension and NI	0.00	1,093.54	TO PAY
31/03/2022	Jubilee gate posts	Morgan Blacksmiths	Open spaces maintenance	24.00	144.00	TO PAY
31/03/2022	Mar22	M Thomas	Cemetery Labour and Maintenance	0.00	321.56	TO PAY
31/03/2022	Mar22	M Alexander	Burial Ground Manager	0.00	418.78	TO PAY
31/03/2022	Scale increase backdated to					
31/03/2022	Apr21 and OT	S Hart	Salaries, PAYE, Pension and NI	0.00	1,173.02	TO PAY
31/03/2022	Travel expenses Oct-Mar	S Hart	Office Admin and Travel	0.00	104.67	TO PAY

Item 4c from the agenda was taken next:

- b) The purchase of Cllr Black's marquee at a cost of £150 for use at the annual fete was **approved**.

Cllr Black returned to the meeting.

- c) It was **agreed** to set a rate of £1 per week for the rental fee to the Scouts for the scout hut land, to be charged annually at £52.
- d) An increased fee of £200 was **agreed** to pay for the additional grass cutting requirements needed to prepare the village green for the fete.
- e) It was **agreed** to make a donation to St Richards Hospice in memory of Cllr N Johnson.
- f) It was **agreed** that the donation at item 4e above would be £100.
- g) The National Salary Award for 2021-2022 of 1.75% (backdated to April 2021) was **noted**.
- h) The risk register was reviewed and the next review will be in October 2023.

5. Staffing Committee Recommendations

- a) The draft Terms of Reference for the Staffing Committee were approved. See Annex A
- b) The Clerk's appraisal was approved.
- c) The Clerk's overtime of 96hrs was approved.

The clerk left the meeting.

- d)
 - i. It was **agreed** to increase the Clerk's contracted time by 4 hrs per week to enable the Clerk to achieve the day to day running of the council and its activities.
 - ii. It was **agreed** to allow up to 5 hrs per week overtime to enable the Clerk to keep on top of legacy projects and issues whilst maintaining the day to day running of the council and its activities. Timesheets to be provided by the clerk. To be reviewed in 3 months time.

6. Councillor vacancy

- a) It was **noted** that Cllr W Bennett has resigned.
- b) Cllr Booker was **appointed** to the staffing committee to fill the vacancy created by the departure of Cllr Bennett.

7. St Wulstan's Consultation

- a) There were no comments to add.

8. Village Green grass management

- a) The council **decided** they would like the grass cutting contractor and the AONB manager to attend a council meeting so that the proposals for grass cutting and management can be discussed by full council.

9. Fete car parking Working Group recommendations

- a) The letter to residents regarding fete car parking was **approved**. See Annex B.
- b) It was **decided** that the Fete Car Parking Working Group should investigate the use of the field in Upper Welland opposite the phone box before the council would make a decision on the use of the Assarts Rd paying field for fete parking.
- c) It was **agreed** that the clerk should write a letter to the resident who complained regarding fete car parking to demonstrate the actions the council are taking to mitigate the issues raised.

10. Jubilee Working Group

- a) It was **noted** that Cllr Booker no longer has the time to chair the Jubilee working group.
- b) Cllr T O'Donnell was **appointed** as chair to the Jubilee working group.
- c) It was **decided** that the fete gazebos can be used for the Jubilee event.

11. Planning

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

M/22/00192/HP	Demolition of existing single storey extension and replace with an enlarged two storey extension	173 Upper Welland Road, Malvern, WR14 4LB	Malvern Wells Parish Council has no objection to this application
M/22/00301/HP	Retrospective planning application for the retention of works to the existing vehicular access, enlargement of parking area and green 'living' retaining wall	27 Wyche Road, Malvern, WR14 4EF	Malvern Wells Parish Council objects to this application on the grounds that they have not complied with planning law and leave it with the District Council regarding conforming with the technical building standards.

- b) TPO 693 was considered and it was **resolved** to make no comment.

TPO 693 2022	To prevent the removal of the tree, in the interests of public amenity, the Malvern treescape and the Malvern Wells conservation area.	Outpost, 35 Wyche Road, Malvern	Malvern Wells Parish Council is in support of the recommendation of the tree officer.
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12. Policing priorities

- a) The report from the safer neighbourhood team regarding speeding was noted. See Annex C
- b) It was **decided** to keep the policing priorities for the next three months the same. See Annex C.

13. There was no county councillor report and the district report was given during public participation.

14. Any other matters to report or for future consideration.

- a) The clerk reported the following:
 - The new bin has been installed at the Wyche.
 - The painting of the gas lamps has begun.
 - There have been no requests for an election so the council may co-opt to the vacancy.
 - The jubilee gate posts have been returned to the blacksmith to sort out an issue with the placement of the latch.
- b) Cllr Stanier mentioned that the chapel bell was taken down some years ago and it would be good to look into putting it back up. The clerk confirmed that bell is in storage at the cemetery.
- c) Cllrs Knibb and Preece had attended the Malvern area CALC meeting.
- d) Cllr Knibb asked that the outdoor contractor clear the weeds from the Fruitlands bus shelter and the leaf build up to the side of the shops.
- e) Cllr Wagstaff suggested that the council consider improving the Christmas tree lights.

15. It was **noted** that the date of the next meeting is 27th April 2022.

There being no further business the meeting closed at 9:40 pm.

Meeting Annexes:

Annex A

Malvern Wells Parish Council Terms of Reference Staffing Committee

Approval date

Next review date

Purpose

The committee is established to manage and support the Clerk of Malvern Wells Parish Council including recruitment and welfare.

Finances

The Committee has no expenditure requirements other than meeting costs which will be met through the Annual budget.

The Committee has no delegated authority it is an advisory Committee only.

Membership

The Committee will consist of **five** members of Malvern Wells Parish Council plus the Chair and Vice Chair as ex-officio voting members.

B Knibb, J Black, Vacancy

Exofficio members: C O'Donnell (Council chair), D Preece (Council vice chair)

Quorum

Three members will constitute the minimum number required for a meeting to proceed.

Chairman

The role of chair is taken by the Vice chair of the council.

Meetings

The Committee will meet once a year in January to review the Clerk's appraisal, and the Committee's terms of reference. Other meetings to be held as and when required.

Role of the Clerk

To produce agendas and minutes as per the regulations.

Public participation

The Public and Press may attend meetings. If required, they may be temporarily excluded by means of a special resolution for items of a confidential nature.

Responsibilities

Tasks to be carried out in an advisory capacity for ratification by Council:

1. To conduct the Clerk's annual appraisal in accordance with the council's Appraisal Policy.
2. To review the Staffing Committee Terms of Reference annually.

3. To review contract change proposals for the Clerk, and make recommendations regarding overtime/additional payments.
4. To appoint a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members.
5. Deal with any staff disciplinary matter in accordance with the council's Disciplinary Policy. Deal with any staff grievance in accordance with the council's Grievance Policy.

Annex B

Malvern Wells Parish Council

Fete Car Parking Working Group Meeting Record March 4th 2022 11:30am

Attending:, H Allen, D Preece, Sarah Hart (Clerk)

Parking options discussed:

St Wulstans

Martin Barnett confirms that it would not be possible to use the field at St Wulstans for parking.

“as St Wulstan's is a local nature reserve the grassland of the site is of good nature conservation value. Parking cars on grassland like this should be avoided at all cost as it compacts the soil and will in time diminish the value of the grassland.”

Assarts Road playing field

Clerk has contacted the contractor who put in the drainage system at Assarts playing field. They've not yet responded. Howard said that a helicopter has landed on that field so the system can take a fair weight. It was thought that provided it's not very wet on the day of the fete or in the run up to the fete that it should be ok to park cars on the field. The Lengthsman has also stated that it would be fine to park cars on this field.

Driveways

Howard has drafted a letter to residents re driveway parking, this will go to council for approval. We will need 75 copies. See Annex A.

On road

The police don't have official 'no parking' cones, they suggest speaking to Highways. The problem with using our own cones is that there is nothing to stop people from moving them.

Active travel

Cllr Satterthwaite has been unwell so has not yet been contacted regarding sponsoring active travel incentives.

It was agreed that 3-4 people would need to be allocated specifically to monitoring/managing parking on the day of the fete.

Meeting Actions:

1. Howard to draft some questions for the walking route/quiz.
2. Howard offered to deliver the letter to residents (if approved by council) by hand.
3. It was agreed that writing to the lady who complained regarding parking with an update on actions being taken, as a courtesy, would be helpful and would hopefully take the fire out of any response to the fete still being held on the village green.
4. Dan to think about bike storage – can we make something?
5. Clerk to contact Cllr Satterthwaite when he's better re active travel sponsorship.
6. Clerk to contact highways re 'no parking' cones.
7. Howard to contact acquaintance re 'no parking' cones.

Next meeting was arranged for April 4th 11:30am – Zoom.

There were no further matters to discuss.

Annex A

Dear Resident,

The popularity of our Village Fete in September grows each year which gives us, as organisers and the residents of the St. Wulstans Estate, a problem with parking.

There is, unfortunately, no alternative parking area within walking distance of the Village Green and after all these are public roads and motorists are allowed to park on them, providing they do not cause an obstruction.

We are wondering if, in an attempt to lessen the number of vehicles parked on the roads, you would allow cars to park on your drive.

We would be prepared to erect notices on your drive to indicate that parking was available together with the number of vehicles allowed.

It would only be from approximately 1 pm to 4:30 pm on Sunday September 11th, the day of the fete.

If you would be prepared to do this for the Village Fete, would you please contact one of the following people by the 30th of April 2022:

Howard Allen

howard.allen2005@gmail.com,
01684 566106 or 07494 092732

or

The clerk, Sarah Hart
clerk@malvernwells-pc.gov.uk,
07988 427507

Annex C

Police priorities Apr-Jun

If you would like to set a new one that's fine, or if you wish for Speeding to remain & OP PASS, we can continue with those, particularly traffic monitoring around the Primary Schools on the Wells Road, Malvern. They are currently:

1. Other traffic offences (OP PASS)
2. Speeding
3. No priority given

The choices are:

Anti-social Behaviour Anti-social Driving Begging Child Exploitation Criminal Damage Doorstep Peddlers Drugs Drunken Behaviour Off-roading Organized Crime Groups Other Traffic Offences Road Traffic Collisions Rough Sleeping Speeding Thefts (Commerical (Dwelling) (Farms) (Livestock) (Other) (Outbuildings) Tourism Unlawful Gatherings Wildlife Crime

Our findings so far:

PCSO 6209 to monitor speed Wells Road. PCSO 6209 on the 06/10 Wells Rd Average speed 28.28 amount of vehicles

100. 21/10/2021 PCSO 6209 Speed Survey's by the Wyche and Wells Primary School. Average speed by the Wyche

27.47 Average speed by the Wells 27.49 Amount of vehicles 100 on both survey's. 03/12 The team continue to

monitor Wells Road via High visibility patrol. 07/12 Upper Welland Road Marked Police Car, monitor traffic. Calming

measure re: Speed. PC 2487 Olczak regularly using a Police Bicycle, also riding along Wells Road, OP Close Pass
January 2022/February 2022 & March 2022.
Wells Road 18/01/2022 Speed Survey PCSO 6209, Average speed 26.62 speed limit 30mph by Malvern Wells Primary School.
Wells Road 03/02/2022 Speed Survey PCSO 6209, Average speed 26.82, speed limit 30mph by Wyche Primary School.
14/02/2022 Wells Road by Wyche Primary School Speed Survey PCSO 6209 Average speed 28.4, speed limit 30mph.
14/02/2022 Wells Road by Malvern Wells Primary School speed survey PCSO 6209 Average speed 27.56, speed limit 30mph.
Op Pass is where PC 2487 Olczak has been on a Police bicycle in the area, to check the way in which people drive passed him. He also now has a camera fitted to his bicycle, where-by action is taken, reference the RK/Driver of any offending vehicle/driver.
I hope the above shows you the action which is being taken, reference the Police Charter Priorities.

Karen Watson
Police Community Support Officer (Collar 6209)
Priory & Malvern Wells Safer Neighbourhood Team
Malvern Police Station, Victoria Road, WR14 2TE
West Mercia Police

Signed.....

Date.....