

# **Malvern Wells Parish Council**

## **Minutes of Meeting held on 26<sup>th</sup> May 2021 at 7:00pm in Malvern Wells Village Hall (Remote access available for members of the public)**

**RESIDENTS COMMENTS:** There were none

### **Present**

Cllrs. B Knibb, C O'Donnell (Chair), C Gates, G Turrell, D Preece, P Stanier, D Booker, J Black

### **In Attendance**

Mrs S Hart (Clerk), 2 members of the public in the hall and 1 online.

Cllr C O'Donnell wished to express thanks to the previous County Councillor Lucy Hodgson for all the good work she had done for Malvern Wells Parish. Cllr O'Donnell also extended a welcome to Jack Satterthwaite the new County Councillor.

1. Cllr C O'Donnell was **elected** chair for the forthcoming year.

2. The chair **signed** the Declaration of acceptance of office.

3. **Apologies were received and accepted for the following Councillors\*:**

K Wagstaff, T O' Donnell, H Burrage

**\*Apologies sent electronically just before the meeting by Cllrs J Baker, M Dyde. These were only seen by the Clerk after the meeting.**

County Cllr J Satterthwaite and District Cllr J Gallagher were also unable to attend.

### **4. 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.**

5. Cllr D Preece was **elected** Vice Chair.

6. The minutes of the Council meeting held on 28<sup>th</sup> April 2021 were **approved** as an accurate record and signed by the chairman.

7. The following members were **appointed** to the Finance and General Purposes Committee:

H Burrage, B Knibb, M Dyde, P Stanier (It was **noted** that Cllrs C O'Donnell and D Preece are **ex-officio** members as Chair and Vice Chair respectively)

8. The following member was **appointed** to the Staffing Committee:

B Knibb, (It was **noted** that Cllrs C O'Donnell and D Preece are **ex-officio** members as Chair and Vice Chair respectively)

9. Members were **appointed** to the following external Committees/groups:

a) Malvern Wells Village Hall Management Committee Cllr J Black

b) Monitoring Group of the Three Counties Showground Cllr C O'Donnell

c) CALC Malvern Hills Area Group Cllrs B Knibb, D Preece

d) Emergency Plan Liaison – it was **noted** that this is automatically the Chair and Vice Chair of the Council with the Clerk being the first point of contact.

**10.** Members were **appointed** to the following Parish Council Working Groups:

- a) Neighbourhood Development Plan – Cllrs J Baker, J Black, C O'Donnell, T O'Donnell, D Preece, P Stanier and two members of the public: T Kidwell, A Pitt.
- b) Cemetery – Cllrs J Black, H Burrage, C O'Donnell
- c) Gas Lamps – Cllrs J Black, H Burrage, G Turrell and one member of the public: S Freeman.
- d) Play and Open Spaces – Cllrs M Dyde, C Gates, B Knibb, C O'Donnell, T O'Donnell, D Booker.
- e) Public Rights of Way – Cllrs C Gates, P Stanier, and four members of the public. It was discussed that this is not a formal working group of the Council and in future should be treated as an external Committee/group.
- f) Events – Cllrs J Black, H Burrage, C O'Donnell, T O'Donnell, D Preece, D Booker and four members of the public: T Beecroft, K Beecroft, I Burrage, H Allen.
- g) Communications – Cllrs M Dyde, C Gates, C O'Donnell, T O'Donnell, D Booker.

**11.** It was **approved** that Committees and Working Groups will appoint a chair at their next meeting.

**12.** It was **approved** that the Clerk will arrange the first meeting of all Working Groups (after the annual meeting), if they don't already have one scheduled.

**13.** It was **approved** that each Working Group will produce a draft terms of reference at their next meeting -to include deadlines for completion of projects. These will be brought to Council for ratification.

**14.** It was **noted** that Working Groups may still meet remotely.

**15. Financial Matters**

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

Payments schedule May 2021			
Apr21 - May21	Zoom	Meeting costs	14.39
Repayment of unused grant	Groundwork UK	Neighbourhood Plan	8,538.00
Cemetery electricity Apr21	EON	Cemetery Supplies and Maintenance	26.50
Jan21 - Mar21	British Gas	Gas supply	1,540.66
Flyers	First Paige	Fete	60.00
Apr21 - May21	Lloyds Bank	Bank charges	9.55
Feb21 - Apr21	Water Plus	Cemetery Supplies and Maintenance	22.42
Feb21 - Apr21	Water Plus	Cemetery Supplies and Maintenance	22.42
Tree lights Jubilee Garden Dec20	ALB Services	Christmas trees/lights	240.00
Tree lights Fruitlands Dec20	ALB Services	Christmas trees/lights	240.00
Internal audit 2020-2021	Iain Selkirk	Audit and Payroll Fees	120.00
Strimmer	FR Jones and Son	Cemetery Supplies and Maintenance	605.65
May21 - Jun21	Zoom	Meeting costs	14.39
Mower	Cheltenham Mower Ltd	Cemetery Supplies and Maintenance	1,270.00
Fete tables hire deposit	Event Furniture Ltd	Fete	100.00
Clerk salary	S Hart	Salaries, PAYE, Pension and NI	1,339.11
Pension	Nest	Salaries, PAYE, Pension and NI	82.60
Outdoor work May21	M Thomas	Cemetery Supplies and Maintenance	218.79
Outdoor work May21	S Maund	Cemetery Supplies and Maintenance	497.92
Outdoor work May21	S Maund	Lengthsman	326.76
Outdoor work May21	S Maund	Open spaces maintenance	171.16
Fuel and weed killer	S Maund	Cemetery Supplies and Maintenance	61.99
Burial Ground Manager May21	M Alexander	Cemetery Supplies and Maintenance	369.20

- b) The internal audit report was **noted**.
- c) The completed accounts for 2020/2021 were **noted**.
- d) The Annual Governance Statement for 2020/2021 was **approved**.
- e) The Accounting Statements for 2020/2021 were **approved**.
- f) The insurance renewal of £1,702.30 with BHIB was **recommended** by the Finance and General Purposes Committee and **approved** by Council.
- g) It was **approved** to renew the Burial Ground Manager contract for a further 12 months.
- h) It was **approved** to increase the Burial Ground Manager hourly rate from £14.50 to £15.37 per hour.
- i) It was **noted** that the Clerk is undertaking the last element of CiLCA training at a cost of £410 over a period of twelve months. It was noted that the industry recommendation is that Councils don't start new projects during this time.
- j) It was **approved** to extend the Clerk's five hours a week for training, for twelve months.

## 16. Website

- a) It was **noted** that the website does not meet the current accessibility regulations and must be updated.
- b) It was **approved** for the Clerk to manage all website content.
- c) It was **decided** that the Communications Working Group (with input from the Clerk) will produce recommendations for a new website.

## 17. Social Media

- a) It was **approved** to delegate to the Clerk the management of the Council's social media accounts on Facebook and Twitter.

b) It was **approved** for Cllr T O'Donnell to have access to the Facebook and Twitter accounts strictly for the purposes of promoting the fete.

### 18. Wells News

a) It was **noted** that Council approved changing to the electronic production of the Wells News (hard copies available on request) in October 2019. It was noted that this can be reviewed properly on a later agenda.

### The meeting was adjourned to allow a member of the public to speak.

The point was made that the Council had removed the hard copy production of the Wells News without establishing an electronic mailing list.

### The meeting re-commenced

b) It was **approved** to produce the Wells News in Spring and Autumn instead of Summer and Winter.

c) It was approved to advertise the Village Fete via a posted A5 leaflet drop.

### 19. The following meeting dates were **approved**:

Day	Month	Year	Topic
Wednesday	30	June	Council
Thursday	15	July	Finance and General Purposes
Wednesday	28	July	Council
Wednesday	29	September	Council
Thursday	14	October	Finance and General Purposes
Wednesday	27	October	Council
Wednesday	24	November	Council
Thursday	13	January	Finance and General Purposes
Wednesday	26	January	Council
Wednesday	23	February	Council
Wednesday	30	March	Council
Thursday	14	April	Finance and General Purposes
Wednesday	27	April	Parish Meeting AND Council Meeting
Wednesday	25	May	Annual Meeting

20. It was **noted** that the Council does not have the power to ban dogs from the Jubilee Garden.

21. The District and County Councillor reports were **noted**.

### 22. Other matters to report or for future consideration

- The Clerk stated that planning application 21/00617/FUL would be discussed at an extra meeting on June 1<sup>st</sup>.
- Cllr Preece stated that there was graffiti on the BT box in the Fruitlands and an issue with on road parking outside the Wyche Primary School. Cllr Preece was asked to send details to the Clerk to determine what powers the Council had for dealing with these two issues.

There being no further business the meeting closed at 8:18pm