

# Malvern Wells Parish Council

From the Clerk, Sarah Hart

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Notice is hereby given that the Annual meeting of the Council will be held on **Wednesday 25th May 2022 at 7:30pm** at **Malvern Wells Village Hall**.

## **Public participation**

Residents are invited to give their views and ask questions on the agenda, or to raise issues for future consideration. The time allowed will be at the discretion of the Chairman.

## **Agenda**

### **1. Election of chair.**

- a) To elect a chairman for the forthcoming year

### **2. Signing of acceptance of office.**

- a) New chair to **sign** Declaration of Acceptance of Office (this can be deferred to another date by resolution of the Council).

### **3. Election of vice chair.**

- a) To **elect** a vice-chair.

### **4. Apologies**

- a) To receive and consider apologies for absence

### **5. Declarations of Interest**

- a) Councillors are reminded of the need to update their **register of interests**.
- b) To declare any **Disclosable Pecuniary Interests** in items on the agenda and their nature.
- c) To declare any **Other Disclosable Interests** in items on the agenda and their nature.
- d) To Consider Written Requests from Councillors for the Council to Grant a **Dispensation (S33 of the Localism Act 2011)**

*Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items unless a Dispensation has been requested/granted.*

*Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.*

### **6. Minutes**

- a) To **approve** the minutes of the previous council meetings held on 27<sup>th</sup> April 2022 and 5<sup>th</sup> May 2022.

### **7. Vacancy**

- a) To **note** that Cllr Burrage resigned from the council on 17<sup>th</sup> May. The elections officer has been notified and the vacancy notices issued.
- b) To **approve** a request from Cllr Burrage to plant a shrub/rose in the cemetery as a mark of 15 years' service.

### **8. Standing Orders**

- a) To **approve** the removal of items 5. j) ix, x, xiii, xiv, xvi, xvii, xviii, xix and xx as a requirement for the annual meeting from the Standing Orders. See document circulated for details. These items are dealt with in year by the Finance and General Purposes Committee.

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- b) To **approve** the removal of the Standing Order requirement to review Committee Terms of Reference at the Annual meeting. These will be reviewed in year.

## 9. Delegations

- a) To **note** the council's delegations. Document circulated.

## 10. Appointments to the parish council committees

- a) To **appoint** 5 members to the Finance and General Purposes Committee. (Chair and Vice Chair are ex officio members to bring membership to 7)
- b) To **appoint** a chair to the Finance and General Purposes Committee.
- c) To **appoint** 3 members to the Staffing Committee (Chair and Vice Chair are ex officio members to bring membership to 5)
- d) To **note** that the Vice Chair is chair of the Staffing Committee.

## 11. Appointments to external committees

- a) To **appoint** members to represent the council on the following external committees:
  - i. Malvern Wells Village Hall Management Committee – 1
  - ii. Monitoring Group of the Three Counties Showground – 1
  - iii. CALC Malvern Hills Area Committee – 2
  - iv. Worcestershire CALC Executive Committee – 1
  - v. Wyche Institute Committee – 1

## 12. Review of Working Groups

### a) Neighbourhood Development Plan

- i. To **note** that T Kidwell of the NDPWG has produced a report giving an overview of the status and costs of the NDP and a number of options which need to be considered in greater depth by the group in order for them to make a recommendation to council on the best way forward. Document circulated.
- ii. To **note** the chair of the NWPWG Cllr T O'Donnell has resigned from the group.
- iii. To **note** the group has not had an opportunity to meet to discuss the report in detail and make a recommendation.
- iv. To **note** the design guide draft is with AECOM being finalised. It is suggested that it would be better to maintain an NDP working group at least until that work (which is cost free) is completed.
- v. To **note** that 3 new individuals in the parish have shown an interest in joining the group.
- vi. To **note** that A Pitt would be willing to chair the group temporarily (for 3 months) to enable the group to discuss the report and propose a recommendation to council.

### b) Cemetery

- i. To **note** that the Cemetery Working Group has not met for over 12 months.
- ii. To **note** that the Terms of Reference for the cemetery working group are out of date and do not reflect the function of the group, these need updating as a matter of urgency if the group is to continue.

### c) Gas Lamps

- i. To **note** that the Gas Lamps Working Group is still required until the gas lamps contract is finalised.

### d) Play and Open Spaces

- i. To **note** the Play and Open Spaces project has not been prioritised by the council for this financial year.
- ii. To **note** that if the Play and Open Spaces Working Group wish the council to change the priorities for the year they can wait until 6 months have passed since the decision was made (23/02/22) or they can approach the Finance and General Purposes Committee to put forward a recommendation sooner.

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- iii. To **note** that the Play and Open Spaces Working Group will need to arrange their own meetings to discuss the priority of their project as per their terms of reference.
- iv. To **consider** whether 6 members are needed on the Play and Open Spaces Working Group.

## **e) Public Rights of Way (PROW)**

- i. To **note** that the PROW Working Group has been meeting regularly, and walking the footpaths within the parish, helping to maintain them as appropriate.
- ii. To **note** the PROW Working Group has discussed draft terms of reference and these will be brought to council once the final draft is agreed.

## **f) Events**

- i. To **note** that the Events Working Group meets regularly to discuss the fete but has a remit to cover the fete, carol, remembrance service and community lunches.
- ii. To **note** that the terms of reference for the Events Working Group may need updating and need to be written into the councils adopted template. This will be done and brought to council.

## **g) Fete car parking**

- i. To **note** the fete car parking Working Group has been meeting regularly and needs to continue to operate up until the 2022 fete.

## **13. Appointments to Working Groups**

- a. To **appoint** membership of the following working groups
  - i. Neighbourhood Development Plan – maximum of 12; up to 6 residents/locals and 6 cllrs.
  - ii. Cemetery – 3
  - iii. Gas Lamps – 4
  - iv. Play and Open Spaces – 6
  - v. Public Rights of Way -
  - vi. Events -
  - vii. Fete Car Parking - 2

## **14. Working group management**

- a) To **approve** that working groups can appoint a chair at their next meeting following on from the Annual Meeting.
- b) To **approve** that the Clerk can arrange the first meeting of all Working Groups after the annual meeting, unless they already have one scheduled.

## **15. Financial Matters**

- a) To **approve** the payment of accounts.
- b) To **note** that there are no actions to be taken on the internal audit report – document circulated.
- c) To **note** the completed accounts for 2021/2022 – document circulated.
- d) To **approve** the Annual Governance Statement 2021/2022 – document circulated.
- e) To **approve** the Accounting Statements 2021/2022 – document circulated.
- f) To **appoint** a signatory to replace Cllr Burrage on the Lloyds bank current account.
- g) To **appoint** an online authoriser to replace Cllr Burrage on the Lloyds bank current account.
- h) To **approve** the recommendations to purchase replacement extinguishers (total cost £140.25) as per the fire extinguisher report. Document circulated.
- i) To **ratify the decision** to purchase Jubilee mugs for the primary school children at the parish schools using up to £600 of the Jubilee budget.
- j) To **note** that the broadband contract was renewed with BT at a cost of £23.95 per month with no additional costs. The TalkTalk price increased after the council decided to use them and BT made an improved offer which is saving the council £16 per month.

## **16. Planning**

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a) To **consider** the following new application:

<a href="#">M/22/00595/HP</a>	Rear single storey conservatory extension	32 Hanley Road, Malvern, WR14 4PH
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b) To **consider** the following amended application:

<a href="#">21/01943/FUL</a>	Construction of 2no. Dwellings <b>Amendments:</b> Change in position and design of dwellings Change to site layout to include tree protection areas and wildlife planting	Land At (Os 7750 4497), Wells Road, Malvern
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## 17. Meeting Dates

- a) To **approve** a request from the clerk to change the meeting day for the Finance and General Purposes Committee to a Wednesday from a Thursday.
- b) To **agree** the public meeting dates for the next 12 months. Document circulated.
- c) To **approve** the list of public meeting dates.

## 18. Speeding

- a) To **decide** whether to support the '20's Plenty' campaign and write to the County Council. Document circulated.
- b) To **note** that weekend speeding on the Wells Road has been reported by a resident who would like the community officers to extend their speed monitoring to incorporate weekend drivers and to also address the issue that drivers slow down when they see the officers.

19 . District and County Councillor reports – to **note**.

## 20. Any other matters to report or for future consideration.

- a) To **note** that the community officers should be able to attend our September meeting.

## 21. 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 is recommended that the Council **resolve** to exclude the public and press.

## 22. Contracts review

- a) To **consider** the contract renewal options. Document circulated.
- b) To **approve** the hourly rate proposed by the Burial Ground Manager. Document circulated.