

Malvern Wells Parish Council

Minutes of full Council Meeting held on Wednesday 25th May 2022 at 7:30pm at Malvern Wells Village Hall

Present

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

In Attendance

Mrs S Hart (Clerk), 1 member of the public

Public participation

An issue was raised regarding planning application 21/0568. Some residents are concerned that consultees (other than residents) have been allowed to make comments on this application well past the deadline and it seems that additional information has been added to the application, without notification to residents. The council confirmed that they had received no notifications of additional information to comment on.

The other item raised was in support of allowing the NDP group to have more time to consider the options for continuing and to confirm that there are some new residents who are willing to join the group.

1. Election of chair.

- a) Cllr C O'Donnell was elected Chair for the forthcoming year.

2. Signing of acceptance of office.

- a) The chair signed the acceptance of office.

3. Election of vice chair.

- a) Cllr D Preece was **elected** vice-chair.

4. Apologies

There were apologies received for Cllr P Stanier.

5. 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.

6. Minutes

- a) The minutes of the previous council meetings held on 27th April 2022 and 5th May 2022 were **agreed** as an accurate record and signed by the chair.

7. Vacancy

- a) It was **noted** that Cllr Burrage resigned from the council on 17th May. The elections officer has been notified and the vacancy notices issued.
- b) A request from Cllr Burrage to plant a shrub/rose in the cemetery as a mark of 15 years' service was **approved**.

- c) It was **noted** that Cllr Burrage had always been instrumental in helping out in every way during her 15 years on the council. She has chaired the council and been active and or chair of multiple committees and working groups, such as: the Cemetery, Events, Finance and General Purposes, Gas lamps. She has worked tirelessly and has been such an asset to the council pulling everything together for the carol service and taking a lead role in organising and helping out at the fete.
- d) It was **noted** that the council chair would like the council to give a charity donation in recognition of Cllr Burrage's service. Clerk to find out which charity would be preferred by Cllr Burrage.

8. Standing Orders

- a) It was **approved** to remove items 5. j) ix, x, xiii, xiv, xvi, xvii, xviii, xix and xx as a requirement for the annual meeting from the Standing Orders. These items are dealt with in year by the Finance and General Purposes Committee.
- b) It was **approved** to remove the Standing Order requirement to review Committee Terms of Reference at the Annual meeting. These will be reviewed in year.

9. Delegations

- a) The council's delegations were **noted**.

10. Appointments to the parish council committees

- a) The following 4 members were **appointed** to the Finance and General Purposes Committee:

B Knibb, K Wagstaff, C Gates, G Turrell

(Chair and Vice Chair are ex officio members to bring membership to 6 with a vacancy of 1)

- b) Cllr D Preece was **appointed** chair of the Finance and General Purposes Committee.

- c) The following 3 members were **appointed** to the Staffing Committee:

B Knibb, D Booker, J Black

(Chair and Vice Chair are ex officio members to bring membership to 5)

- d) It was **noted** that the Vice Chair is chair of the Staffing Committee.

11. Appointments to external committees

- a) The following members were appointed to represent the council on the following external committees:

- i. Malvern Wells Village Hall Management Committee – J Black
- ii. Monitoring Group of the Three Counties Showground – C O'Donnell
- iii. CALC Malvern Hills Area Committee – B Knibb and D Preece
- iv. Worcestershire CALC Executive Committee – B Knibb
- v. Wyche Institute Committee – P Stanier
- vi. Hanley Castle Alms Committee – K Wagstaff

12. Review of Working Groups

a) Neighbourhood Development Plan

- i. It was **noted** 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. It was **noted** that the chair of the NWPWG Cllr T O'Donnell has resigned from the group.
- iii. It was **noted** that the group has not had an opportunity to meet to discuss the report in detail and make a recommendation.
- iv. It was **noted** that the design guide draft is with AECOM being finalised. It was suggested that it would be better to maintain an NDP working group at least until that work (which is cost free) is completed.
- v. It was **noted** that 3 new individuals in the parish have shown an interest in joining the group.
- vi. It was **noted** 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. It was **noted** that the Cemetery Working Group had not met for over 12 months.
- ii. It was **noted** that the Terms of Reference for the cemetery working group were 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. It was **noted** that the Gas Lamps Working Group was still required until the gas lamps contract is finalised.

d) Play and Open Spaces

- i. It was **noted** that the Play and Open Spaces project had not been prioritised by the council for this financial year.
- ii. It was **noted** 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.
- iii. It was **noted** that the Play and Open Spaces Working Group would need to arrange their own meetings to discuss the priority of their project as per their terms of reference.
- iv. It was decided that 5 members were needed on the Play and Open Spaces Working Group.

e) Public Rights of Way (PROW)

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

f) Events

- i. It was **noted** that the Events Working Group meets regularly to discuss the fete but had a remit to cover the fete, carol, remembrance service and community lunches.
- ii. It was **noted** 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. It was **noted** that the fete car parking Working Group had been meeting regularly and needs to continue to operate up until the 2022 fete.

13. Appointments to Working Groups

- a. Councillors were appointed as follows to the working groups:
 - i. Neighbourhood Development Plan – C O'Donnell, J Black, with 2 existing public members and 3 new public members to be appointed.
 - ii. Cemetery – C O'Donnell, J Black, P Stanier.
 - iii. Gas Lamps – G Turrell, D Preece, J Black, and 1 public member.
 - iv. Play and Open Spaces – C O'Donnell, B Knibb, C Gates, D Booker, D Preece.
 - v. Public Rights of Way – C Gates, P Stanier and 5 public members.
 - vi. Events – C O'Donnell, D Booker, D Preece, J Black, T O'Donnell and 5 public members.
 - vii. Fete Car Parking – D Preece and 1 public member.

14. Working group management

- a) It was **approved** that working groups can appoint a chair at their next meeting following on from the Annual Meeting.
- b) It was **approved** 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) The payment of accounts was approved:

Malvern Wells Parish Council							
Payments schedule May 2022							
Date	Description	Supplier / customer	Account	Net	VAT	Total	
29/04/2022	Pension Apr	LGPS Worcs	Salaries, PAYE, Pension and	643.39	0.00	643.39	PAID
06/05/2022	Event license	Malvern Hills District Co	Platinum Jubilee	21.00	0.00	21.00	PAID
06/05/2022	Donation in memory of cllr N	St Richards Hospice	Section 137 Grants	100.00	0.00	100.00	PAID
09/05/2022	Village Hall Broadband Q1	BT	Office Admin and Travel	157.66	31.53	189.19	PAID
13/05/2022	Online meeting fee May	Zoom	Meeting costs	11.99	2.40	14.39	PAID
15/05/2022	Water cemetery Q1	Water Plus	Cemetery Labour and Mai	34.23	0.00	34.23	PAID
15/05/2022	Water cemetery Q1	Water Plus	Cemetery Labour and Mai	31.58	0.00	31.58	PAID
17/05/2022	Flyers 500	First Paige	Platinum Jubilee	79.00	0.00	79.00	PAID
17/05/2022	Lloyds bank monthly fee Apr	Lloyds Bank	Bank charges	7.00	0.00	7.00	PAID
23/05/2022	Insurance renewal annual	BHIB	Insurance	1,882.24	0.00	1,882.24	PAID
24/05/2022	Electricity Apr	EON	Cemetery Labour and Mai	29.53	1.48	31.01	PAID
26/05/2022	Outdoor work May22	S Maund	Open spaces maintenance	310.00	0.00	310.00	TO PAY
26/05/2022	Outdoor work May22	S Maund	Cemetery Labour and Mai	660.00	0.00	660.00	TO PAY
26/05/2022	Outdoor work May22	S Maund	Lengthsman	310.00	0.00	310.00	TO PAY
26/05/2022	Backdated fee increase April	S Maund	Open spaces maintenance	213.12	0.00	213.12	TO PAY
26/05/2022	Internal audit 2021-2022	Iain Selkirk	Audit and Payroll Fees	125.00	0.00	125.00	TO PAY
26/05/2022	Gas May	British Gas	Gas supply	1,283.88	256.78	1,540.66	TO PAY
26/05/2022	Pony rides fete	Pampered Ponies	Fete	190.00	0.00	190.00	TO PAY
26/05/2022	Wells News Spring	EW Commercial Publica	Newsletters/Wells News	1,461.32	0.00	1,461.32	TO PAY
26/05/2022	Mobile fee May	ID Mobile	Office Admin and Travel	5.83	1.17	7.00	TO PAY
26/05/2022	Jubilee cupcakes	Gorgeous Little Bakery	Platinum Jubilee	235.00	0.00	235.00	TO PAY
26/05/2022	Outdoor work May	M Thomas	Cemetery Labour and Mai	372.40	0.00	372.40	TO PAY
26/05/2022	Backdated fee increase April	M Thomas	Cemetery Labour and Mai	30.56	0.00	30.56	TO PAY
26/05/2022	Bronze plaque ref E Wilson	Arkell and Hurcombe	Cemetery Labour and Mai	144.30	28.86	173.16	TO PAY
26/05/2022	Extra council meeting May	Wyche Institute	Meeting costs	19.00	0.00	19.00	TO PAY
26/05/2022	Annual subscription CALC	WCALC	Subscriptions WCALC and	1,007.30	163.88	1,171.18	TO PAY
26/05/2022	Clerk salary May	S Hart	Salaries, PAYE, Pension and	1,794.30	0.00	1,794.30	TO PAY
26/05/2022	Pension May	LGPS Worcs	Salaries, PAYE, Pension and	745.78	0.00	745.78	TO PAY
26/05/2022	Cemetery management May	M Alexander	Burial Ground Manager	415.78	0.00	415.78	TO PAY

- b) The internal audit report was **noted** with no actions to be taken.
- c) The completed accounts for 2021/2022 were **noted**.
- d) The Annual Governance Statement 2021/2022 was **approved**.
- e) The Accounting Statements 2021/2022 were **approved**.
- f) K Wagstaff was **appointed** as signatory to replace Cllr Burrage on the Lloyds bank current account.
- g) K Wagstaff was **appointed** as an online authoriser to replace Cllr Burrage on the Lloyds bank current account.
- h) It was **approved** to purchase replacement extinguishers (total cost £140.25) as per the fire extinguisher report.
- i) The decision to purchase Jubilee mugs for the primary school children at the parish schools using up to £600 of the Jubilee budget was **ratified**.
- j) It was **noted** 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 was saving the council £16 per month.

16. Planning

It was resolved to make the following comments:

a) 22/00595/HP

Rear single storey conservatory extension

Malvern Wells Parish Council supports approval of this application.

b) 21/01943/FUL

Change in position and design of dwellings**Change to site layout to include tree protection areas and wildlife planting**

Malvern Wells Parish Council objects to this application on the grounds of its proximity to the road junction and the associated road safety.

17. Meeting Dates

- a) A request from the clerk to change the meeting day for the Finance and General Purposes Committee to a Wednesday from a Thursday was **approved**.
- b) A schedule of meeting dates was agreed except for the October 2022 and February 2023 meetings which will be reviewed by F&GP to find a date which doesn't fall during half term breaks – but will still work for making end of month payments.
- c) The following public meeting dates were **approved**:

Malvern Wells Parish Council Scheduled Public Meeting Dates 2022-2023						
Day	Date	Month	Year	Meeting	Venue	Time
Monday	27	June	2022	Staffing Committee	MWVH Meeting Room	19:30
Wednesday	29	June	2022	Council	Malvern Wells Village Hall	19:30
	12	July	2022	Fete WGP	Zoom	
Wednesday	13	July	2022	Finance and General Purposes	MWVH Meeting Room	19:30
Wednesday	27	July	2022	Council	Malvern Wells Village Hall	19:30
August no scheduled meetings						
Wednesday	28	September	2022	Council	Malvern Wells Village Hall	19:30
Wednesday	12	October	2022	Finance and General Purposes	MWVH Meeting Room	19:30
Wednesday	TBC	October	2022	Council	Malvern Wells Village Hall	19:30
Wednesday	30	November	2022	Council	Malvern Wells Village Hall	19:30
Monday	9	January	2023	Staffing Committee	Malvern Wells Village Hall	19:30
Wednesday	11	January	2023	Finance and General Purposes	MWVH Meeting Room	19:30
Wednesday	25	January	2023	Council	Malvern Wells Village Hall	19:30
December no scheduled meetings						
Wednesday	TBC	February	2023	Council	Malvern Wells Village Hall	19:30
Wednesday	29	March	2023	Council	Malvern Wells Village Hall	19:30
Wednesday	12	April	2023	Finance and General Purposes	MWVH Meeting Room	19:30
Wednesday	26	April	2023	Parish Meeting	Malvern Wells Village Hall	TBC
Wednesday	26	April	2023	Council Meeting	Malvern Wells Village Hall	19:30
Wednesday	24	May	2023	Annual Meeting*	Malvern Wells Village Hall	19:30
* 2023 is an election year so the May meeting date may have to change depending on election dates - meeting has to be within 14 days of election.						

18. Speeding

- a) It was **decided** not to support the '20's Plenty' speeding campaign. 20mph was not thought an appropriate speed limit for Malvern Wells, this had been backed up by advice from the police at a Worcestershire CALC area meeting.
- b) It was **noted** that weekend speeding on the Wells Road had 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. The District report was noted. See Annex A.

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

- a) It was **noted** that the Police Community Support Officers should be able to attend our September meeting.
- b) It was **noted** that Cllr O'Donnell had received concerns from residents regarding the Districts handling of planning application 21/0568 (as also mentioned during public participation). It was discussed that a councillor could contact District Councillor Dyde on the residents behalf to find out more about the process for consultation on this application and how it seemingly differs for some consultees.

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) The Council **resolved** to exclude the public and press.

22. Contracts review

- a) Based on findings and advice from HMRC and Worcestershire CALC it was **agreed** that the employment status of the Burial Ground Manager and the cemetery outdoor contractor would remain on self-employment contracts.
- b) It was **agreed** to renew the Burial Ground Manager contract on a self-employed basis for a further 12 months.
- c) It was **agreed** that the Finance and General Purposes Committee and Cemetery Working Group would consider a 3yr Burial Ground Manager contract for the next renewal period.
- d) The hourly rate proposed by the Burial Ground Manager was **approved**.

There being no further business the meeting closed at 9:25pm.

Meeting Annexes

Annex A



13 May 2022 (MHDC)

TO SHARE

New leader of MHDC

Malvern Hills District Council officially elected a new leader at Annual Council on Tuesday 10 May.

Cllr Tom Wells, former Deputy Leader, was elected for the position.

As well as this, Cllr John Michael, was elected as Chairman. The former Chairman, Cllr Cynthia Palmer, passed over her chains during the meeting.

Cllr Natalie McVey was elected as Deputy Leader and Cllr Barbara Jones-Williams as the Vice Chairman.

Visit [Councillor information - Malvern Hills District Council](#) for the full list of roles and responsibilities, and the up to date ward map.

Grant approval for Community and Sports Centre in Kempsey

We have approved a grant of more than £1.73million towards a new Community and Sports Centre in Kempsey.

The centre, which will be located off Pixham Ferry Lane, is set to include a new community centre, sports pitches and other recreational spaces.

Kempsey Parish Council secured a conditional approval for a maximum Section 106 grant of £1,739,452 towards the project which is estimated to cost £2.1million. The balance of the budget funding will come from Kempsey Parish Council reserves.

This Section 106 Grant is the largest amount we have ever awarded to support the development of Public Open Space and Community Facilities anywhere within the Malvern Hills District.

The grant is to enable the delivery of Phase One of the Pixham Ferry Lane project which includes sports pitches, changing rooms, a small community space, a car park and storage areas.

The wider masterplan envisages two large community spaces to hold meetings, indoor activities and events, a kitchen/café, office space and play area, with other features such as a skate park, pump track and trim trail under consideration. The parish council is also working with partners to develop the wildlife potential of the site which is located adjacent to the Lower Ham.

A recent feasibility study concluded there is a clear need for the proposed new facilities at Pixham Ferry Lane. With existing facilities either being too small and not fit for purpose, user feedback confirmed that new facilities were required to support the growth of existing community groups and support the development of new opportunities.

The grant funding was secured through Section 106 developer contributions linked to housing developments across the Kempsey community.

Kempsey Parish Council has worked tirelessly for over eight years on their strategic development plan that is underpinned by its Neighbourhood Plan. More recently, the parish council has received support from specialists and industry experts, engaged with local community groups and worked with us to develop and refine its plans to ensure they are deliverable and meet community need. [Read more here.](#)

Funding opportunities for businesses and apprentices extended

Businesses and apprentices across the Malvern Hills District will have more opportunity to apply for funding to build skills in the workforce.

The £283,000 of funding, which has come from the Government's Community Renewal Fund (CRF), has been extended and support will now be available until at least the end of September 2022.

The CRF is being used to invest in skills, training and employment opportunities and more than 40 businesses and 60 apprentices have received support since December.

Businesses can receive an Upskilling Grant of up to £2,000 towards the cost of taking on a new apprentice or trainee.

Support payments of up to £1,000 are available to help apprentices and trainees cover the cost of travel, equipment, clothing and other associated expenses.

Payments of £500 are also on offer to anyone starting an apprenticeship to help encourage people to consider on-the-job training as a route into work and to take up the apprenticeship position available locally.

The Fold in Bransford recently received a grant from the fund which is being used to invest in the charity's trainee Accounts Assistant. [Visit our Skills webpage for more information.](#)

Priory Park formal opening

Priory Park's newly revamped play area has been officially formal ribbon cutting ceremony.

The opening event took place on Thursday 5 May, at the new play area, in Priory Park. The ribbon was officially cut by Cllr Palmer.

In attendance at the event were Jon Avery, Director of Avery Russell Bowlby, Director of Flights of Fantasy together with Fantasy Designer Hayley Booth, Jane Smith from Friends of Vic Allison, Chief Executive of Malvern Hills District Council, Whatley, Portfolio Holder for Resources at Malvern Hills District Cllr Cynthia Palmer Chairman of Malvern Hills District Council.



Figure 1 Cllr Peter Whatley and Cllr Cynthia Palmer

opened with a

state-of-the-art
Cynthia

Landscapes,
Flights of
Priory Park,
Cllr Peter
Council, and

[Visit our Priory Park webpage for more information.](#)

Birmingham 2022 Queen's Baton Relay to visit Malvern Hills District

The Birmingham 2022 Queen's Baton Relay is confirmed to visit the Malvern Hills District during its final journey through England this summer.

Birmingham 2022 is hosting the 16th official Queen's Baton Relay – a journey which brings together and celebrates communities across the Commonwealth during the build up to the Games.

In England, the Queen's Baton Relay will provide the opportunity for communities to experience the excitement for Birmingham 2022, as the 11 days of showstopping sport nears ever closer.

Kicking off on Thursday 2 June, The Queen's Baton Relay is set to travel the length and breadth of England for a total of 29 days, before culminating at the Opening Ceremony for Birmingham 2022 on 28 July 2022.

There will be plenty of opportunities to see the Baton as it goes through the Malvern Hills District on the afternoon of 22 July.

Starting at Upton Marina the Baton will relay through Upton town centre. Next stop, the Baton will be travelling up to Worcestershire Beacon and then down to Malvern Town Football Club.

Lastly, the Baton will be relaying through Priory Park, up Church Street and finishing on Belle Vue Island before departing the district. A full schedule will be announced closer to the date.

One of the confirmed Community Batonbearers for the Malvern Hills District will be John Clark, from Rushwick, a gym owner, mentor and coach who is a former champion strong man. Having suffered from food poverty as a child, he has set up a charity, Miles 4 Meals to help children living in food poverty and has raised up to £50,000 in other charitable challenges. [Read more information about the Queen's Baton Relay.](#)

Malvern Well Dressing and Water Festival

The Malvern Well Dressing and Water Festival took place from 29 April to 8 May 2022, it was a great success with over 50 wells, springs and spouts dressed by local residents, community groups and schools in this year's theme 'Literature'.

The event attracted footfall to the town throughout the festival, but particularly over the first weekend.

Our Footfall Report suggests an increase of 30% footfall in Malvern based on the previous week but we await the full analysis to see the full scope of the increase across all three centres (Great Malvern, Malvern Link and Barnards Green).

The Malvern Water Festival on Bank Holiday Monday organised in partnership between ourselves and The Malvern Spa Association was also a great success attracting approx. 2,000 people to Priory Park for a programme of family fun activities throughout the day.

Malvern Wells Post Office site

As you may be aware, Malvern Wells Post Office closed last year on Saturday 15 May 2021.

The Post Office have since found no suitable opportunities to re-establish a service, therefore the branch will remain closed.

Alternative access to Post Office services:

- Malvern Post Office, 1 Abbey Road, Malvern, WR14 3HJ
- Welland Post Office, Gloucester Road, Welland, WR13 6LA
- Hanley Swan Post Office, Malvern Road, Hanley Swan, WR8 0DX

[Read more information here.](#)

End of Annexes

Date.....

Signed.....

DRAFT