

# **Malvern Wells Parish Council**

## **Minutes of full Council Meeting held on Wednesday 29<sup>th</sup> June 2022 at 7:30pm at Malvern Wells Village Hall**

### **Present**

Cllrs. C O'Donnell (Chair), G Turrell, T O' Donnell, B Knibb, D Preece, G Turrell, A Pitt<sup>1</sup>

### **In Attendance**

Mrs S Hart (Clerk), 1 member of the public<sup>2</sup>

**Public participation** – there were no comments.

### **1. Apologies**

There were apologies received for Cllr P Stanier, C Gates, D Booker, K Wagstaff. Absent J Black

### **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. Minutes**

**a)** The minutes of the previous council meeting held on 25<sup>th</sup> May 2022 were **agreed** as an accurate record and signed by the chair.

### **4. Vacancies**

**a)** It was **noted** that the council now has two vacancies, one in St Peters ward and one in All Saints ward which can be co-opted to.

**b)** It was **noted** that the council also has a vacancy due to the 6 month absence of Cllr J Baker.

**c)** A Pitt was **co-opted** to the St Peters vacancy.

### **5. Financial Matters**

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

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<sup>1</sup> Co-opted at agenda item 4.

<sup>2</sup> The member of the public was co-opted at item 4.

Malvern Wells Parish Council						
Payments schedule 29th June 2022						
Date	Description	Supplier / customer	Account	Net	VAT	Total
15/06/2022	PO Box Annual Renewal	Royal Mail	Office Admin and Travel	315.00	63.00	378.00
30/06/2022	Refreshments	D Booker	Platinum Jubilee	50.01	0.00	50.01
30/06/2022	Cups and entertainment sup	D Booker	Platinum Jubilee	92.74	0.00	92.74
09/06/2022	Copy paper, files	Viking	Office Admin and Travel	29.02	5.80	34.82
09/06/2022	Toner x 4	Cartridge Save Limited	Office Admin and Travel	146.59	29.32	175.91
10/06/2022	Fete advertising	All About Malvern	Fete	160.00	32.00	192.00
08/06/2022	Picnic table hire	Simon Baillie	Fete	450.00	0.00	450.00
21/06/2022	Electricity cemetery	EON	Cemetery Labour and Mai	27.33	1.37	28.70
30/06/2022	Outdoor work	S Maund	Open spaces maintenance	330.00	0.00	330.00
30/06/2022	Outdoor work	S Maund	Cemetery Labour and Mai	820.00	0.00	820.00
30/06/2022	Outdoor work	S Maund	Lengthsman	450.00	0.00	450.00
30/06/2022	Fuel	S Maund	Cemetery Labour and Mai	45.19	0.00	45.19
30/06/2022	First half payment	S Maund	Grass cutting	1,750.00	0.00	1,750.00
30/06/2022	Bin collection	Malvern Hills District Co	Cemetery Labour and Mai	59.86	0.00	59.86
21/06/2022	Laptop router connection iss	Mobile Solutions	Office Admin and Travel	8.33	1.67	10.00
16/06/2022	Flyers 400	First Paige	Fete	67.00	0.00	67.00
15/06/2022	Envelopes and document wa	Viking	Office Admin and Travel	14.14	2.83	16.97
13/06/2022	Jun-Jul	Zoom	Meeting costs	11.99	2.40	14.39
26/06/2022	Mobile monthly fee	ID Mobile	Office Admin and Travel	5.83	1.17	7.00
17/06/2022	Banner	Printed Banners and Sig	Fete	90.00	18.00	108.00
19/06/2022	Apr-May	Lloyds Bank	Bank charges	7.85	0.00	7.85
27/06/2022	Usb for laptop router issue	Mobile Solutions	Office Admin and Travel	4.17	0.83	5.00
30/06/2022	Outdoor work	M Thomas	Cemetery Labour and Mai	285.00	0.00	285.00
30/06/2022	Bronze plaque Owens	Arnell and Hurcombe	Cemetery Labour and Mai	135.10	27.02	162.12
30/06/2022	Pension Jun	LGPS Worcs	Salaries, PAYE, Pension an	735.55	0.00	735.55
30/06/2022	Clerk salary Jun	S Hart	Salaries, PAYE, Pension an	1,774.46	0.00	1,774.46
30/06/2022	Clerk travel/expenses	S Hart	Office Admin and Travel	61.47	0.00	65.07
06/07/2022	PAYE and NI Q1	HMRC	Salaries, PAYE, Pension an	1,854.91	0.00	1,854.91
30/06/2022	Cemetery management	M Alexander	Burial Ground Manager	499.10	0.00	499.10

- b) It was **approved** to change the Microsoft 365 Personal license to a Microsoft 365 Business Standard license when the renewal falls due at the beginning of September.
- c) It was **approved** to purchase a SIM card at a cost of £6 per month for a dedicated phone number for the cemetery (as discussed at the council's April 2022 meeting). The card will be hosted on the clerk's council phone which is dual SIM (the Burial Ground Manager does not want another phone). The number will be diverted to the Burial Ground Manager's existing phone.

## 6. Scout land lease

- a) It was resolved to **approve** the inclusion of the clauses required by the Scouting Association in the lease.
- b) It was **approved** that the clerk should seek support from a member of the public (a retired solicitor) who has helped previously with the scout lease. If they are unable to help, the clerk should seek quotes for independent legal advice to draw up the lease document – as advised by Worcestershire CALC. (The costs are expected to be in the region of £800 to £2,000).

## 7. Fete car parking

- a) It was **approved** that the Assarts Road playing field be used for fete car parking in the event that an alternative parking option does not become available. With the proviso that the field is not used if it is very wet and there is to be no parking by the scout hut. Cones and directions should be used to guide traffic appropriately.

## 8. Fruitlands land

- a) It was **noted** that the last owner of this land is now a dissolved company.
- b) It was **noted** that the assets of a dissolved company are dealt with by the Treasury.
- c) It was **noted** that the Treasury Solicitor has disclaimed this land.
- d) It was **noted** that because the land is disclaimed it may be subject to escheat and falls to the Crown Estate. (Burgess Salmon solicitors act for the Crown Estate).
- e) It was **noted** that the clerk is in discussions with Burgess Salmon regarding the next steps.
- f) It was **noted** that the costs associated with any potential purchase will be at least £10,000.

## 9. Code of Conduct

- a) The revised code of conduct distributed and adopted by Malvern Hills District Council was **adopted** with no amendments.

## 10. Planning

- a) It was resolved to make the following comments:
  - i. **M/22/00547/LB Malvern Squash Court, Wells Road, Malvern, WR14 4HA**  
Conversion of redundant changing rooms, which previously served the squash courts, into a dustbin storage area and a laundry room.  
Malvern Wells Parish Council has no objection to this application on the proviso that suitable soundproofing is used (as stated in the supporting statement) to safeguard the neighbours in the adjacent and overhead residential properties.
  - ii. **22/00255/HP 18 Assarts Lane, Malvern, WR14 4JR**  
Single storey extension and relocation of window in existing room  
Malvern Wells Parish Council has no objection to this application.
  - iii. **22/00770/HP 3 Yew Tree Lane, Malvern, WR14 4LJ**  
Single storey side extension to form attached annex; Single storey front extension to link and convert existing garage.  
Malvern Wells Parish Council has no objection to this application.

## 11. Policing

- a) A response to the Town and Parish Council survey was **agreed**.
- b) The policing priorities for July-September were **agreed** as: speeding, other traffic offenses and peddlers.

## 12. District and County Councillor reports

- a) The District report was noted. See Annex A.

## 13. Correspondence

- a) The Minerals inspection report was **noted**.

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

- a) It was **noted** that the Worcestershire Wildlife Trust have small grants available for small areas of land that might be appropriate for re-wilding.
- b) It was **noted** that a working group member had passed away last week.

## 15. 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.

## 16. Gas Lamps Contract

a) The final version of the gas lamps maintenance contract was **approved**.

**There being no further business the meeting closed at 9:11pm.**

## Meeting Annexes

### Annex A



# 23 June 2022

## Talk to Tom

Our new regular Leader's Surgery will take place on the first Monday of each month, between 10am - 12pm at the Council House, beginning on 4 July 2022.

'Talk to Tom' is an opportunity for residents to meet Cllr Tom Wells and chat face to face about any issues they believe we can assist them with.

If you know of any residents that would like to discuss any issues, please ask them to visit our website [www.malvern hills.gov.uk/talktotom](http://www.malvern hills.gov.uk/talktotom) to make an appointment via an online form.

## Social media event

Businesses across the Malvern Hills District will have the opportunity to learn more about the benefits of social media at an upcoming event near Tenbury.

We have joined forces with Community First and Esther Partridge-Warner from Online Media Works for a session on Friday, 1 July from 1pm to 3.30pm at Lindridge Village Office.

The session will cover why social media is good for business, top tips to boost online presence and making the most of LinkedIn.

It will be held in-person at Lindridge Village Office which is based at Lindridge Parish Hall near Tenbury.

There will be a Q&A session at the end and refreshments available. Email [ecodev@malvern hills.gov.uk](mailto:ecodev@malvern hills.gov.uk) to register for the event.

## Visit England Awards

After successfully winning at the 2021/2022 Visit Worcestershire Awards, local winners went through to the national Visit England Awards.

Treeopia took home Gold in the Self-Catering Accommodation category.

Rowley Farm Holidays received bronze in the New Tourism Business of the Year category, and The Severn Valley Railway also took bronze in the Resilience and Innovation category.

Local tourism businesses can [apply here](#) for the 2022/23 awards which close on 29 July 2022.

## Volunteers needed

Volunteers are needed to support the Commonwealth Games Queen's Baton Relay on Friday 22 July.

Tasks include handing out flags, crowd control and providing the public with event information. Support is needed at the following places:

- Malvern Hills – approx. 3 hours mid-late afternoon
- Upton Marina/Town Centre
- Worcestershire Beacon
- Malvern Town Football Club
- Priory Park/Church Street

If you are interested in taking part email: [sophie.jackson@malvern hills.gov.uk](mailto:sophie.jackson@malvern hills.gov.uk)

**End of Annexes**

Date.....

Signed.....