

Malvern Wells Parish Council

From the Locum Clerk, Kate Howe

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Notice is hereby given that a meeting of the Council will be held on **Wednesday 1st March 2023 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. Apologies

- a) To receive and consider apologies for absence.

2. Declarations of Interest¹

- 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)**

3. Minutes

- a) To **approve** the minutes of the previous council meeting held on **25th January 2023**.

4. Neighbourhood Development Plan

- a) To **receive** brief progress report from Chair Andy Pitt.

5. Financial Matters

- a) To **note** Locum Clerk notified Malvern Hills District Council of 2023-4 Precept request with 5% increase on 26.1.23.
- b) To **note** Locum Clerk forwarded draft Scout land lease to Scout Committee for consideration /signing off. Document previously circulated.
- c) To **note** the standing order for the clerk's final salary payment adjustment. Standing order to Clerk for salary to be cancelled.
- d) To **note** and **resolve** to approve (action taken by delegated authority due to urgent business need by Chair of Staffing and Locum Clerk) professional report and invoice from Tech Media for Clerk laptop system performance upgrade - inv. no. 26712 - total cost £159.40. Document circulated.
- e) To **note** (deferred item from January 25th 2023 agenda) Carols event report and expenses— total cost £134.71. Council to consider / **resolve** to approve to be reimbursed to Helen Burrage. Document circulated
- f) To **approve** the payment of accounts. Document circulated
- g) To **resolve** to approve:
 - consultation on LGPS Pension Funding Strategy Statement
 - proposed LGPS pension contributions outcome of the 2022 actuarial valuation, and form to be signed by Locum Clerk. Document previously circulated.
- h) To **note** order issued by Locum Clerk for gas lamp restoration - for lamps 38 and 44 - quote £4,762.46 as resolved at January meeting. Document previously circulated.

¹ 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.

- i) To **note** order issued by Locum Clerk for Information Board project with Shelley Designs as resolved at January meeting.

6. Staffing

- a) To **note** verbal update from Staffing Committee on combined Clerk /BGM role.

7. Events Working Group

- a) To consider the report from Chair of Working Group, remit and ongoing management of the Events Working Group and **decide** the best option. Document circulated.

8. Cemetery

- a) To **appoint** at least one more councillor member to the Cemetery Committee to minimise the risk of meetings being inquorate.
- b) To **note** draft terms of reference for newly appointed Cemetery Committee (previously circulated) deferred from January 2023 meeting, consider and if appropriate / **resolve** to approve.
- c) To **note** the advice of the Burial Ground Manager and consider / **resolve** to approve to approve Memorial safety inspection by BRAMM registered stonemason and select a preferred contractor from the 3 quotes supplied (documents circulated).
- d) To **note** the advice of the Burial Ground Manager and consider / **resolve** to approve to move forward on the proposed cemetery digitisation project.
- e) To **note** the advice of the Burial Ground Manager and consider / and if appropriate **resolve** to approve to move forward on the proposed new sign at the cemetery gate entrance, and ID badges and business cards for cemetery staff.

9. Planning

- a) To **note** responses made by Clerk (by delegated authority) due to deadline:
- **M/23/00116/HP** -168 Upper Welland Road, Malvern, WR14 4LA
Proposal: Refurbishment and extension of an existing outbuilding located in the rear garden for use as home office/guest bedroom - notified prior to closing date 24th Feb - **NO OBJECTION**
 - **M/23/00149/HP** - 2 Hanley Terrace, Malvern, Worcestershire, WR14 4PF
Single Storey Orangery Extension - notified prior to closing date 28th Feb – **NO OBJECTION**
- b) To **consider** planning applications circulated and any new applications notified since agenda circulated:
- **M/23/00123/HP** - White Cottage, 96 Wells Road, Malvern, WR14 4PG
Proposal - Demolition of existing conservatory and single-storey store to side. Erection of single-storey extension to the front and one and half storey extension to side to provide garage with kitchen over - original closing date 24th Feb extension to **response date until 7th March agreed.**
 - **M/22/01452/FUL** - 2 Peachfield Road, Malvern, WR14 4AR
New 2 vehicle car parking and bin storage platform. Replacement glazing to house rear elevation.
 - **M/22/01788/HP** Thornton, 131 Wells Road, Malvern WR14 4PD
New multicar garage built into hillside - re-notified 24.2.23 - **extension to response date to 2nd March agreed.**

10. May Elections

- a) To **note** Locum Clerk attended Elections briefing in Worcester on 7th February.
- b) To **note** required submission dates, (nominations must be submitted by hand to the Returning Officer at the Council Chamber, the Council House, Avenue Road, Malvern, WR14 3AF between 10am and 4pm on any working day (excluding bank holidays) from the publication of the Notice of Election on Monday 20 March 2023 until 4pm on Tuesday 4 April 2023), nomination packs and briefing update for candidates supplied to all current MWPC candidates in meeting pack. Documents circulated.

11. Correspondence (documents circulated)

- a) To note email received from Steve Maund 15.2.23, notifying damaged playground item needs to be repaired or removed, consider and if appropriate / **resolve** to approve required actions be taken and necessary costs incurred. Photos in meeting pack.
- b) To **note** email from Ian Burrage 23.1.23, Chairman Malvern Wells Village Hall Trust regarding Big Lunch on Sunday of Coronation weekend.
- c) To **note** email from Laura Claire 23.1.23, regarding bus shelter on Upper Welland Rd, and if appropriate / **resolve** to approve required remedial work and costs related.
- d) To note email from Andrew Isaac 23.2.23, regarding dog mess on Assarts Playing Field, and consider appropriate response / **resolve** to approve required actions to be taken.
- e) Brian Wilcock (ex-councillor) bequest of £1,000 via his widow's estate. Council to consider / **resolve** what sum should be spent on as Council already has chain of office.

12. District and County Councillor reports – to note.

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

14. Meeting date

To **note** the date of the next scheduled council meeting is **Wednesday 29th March 2023**.