

Malvern Wells Parish Council

Minutes of Council Meeting held on **Wednesday 27th March 2024 at 7.30pm** at Malvern Wells Village Hall.

Present:

- a) Cllrs. J. Black [JB], R. Price [RP], C. Gates [CG], Andy Pitt [AP], C O'Donnell [CO], M. Birks [MB], G. Lowe [GL], J. Baker [JEB].
- b) **Absent:** none notified.
- c) **In attendance** - Dr K Howe (Clerk), Cllr. C. Wild (District Councillor), 1 Member of Public (MOP).
- d) **Election of Meeting Chair** – CG proposed, RP seconded, Council unanimously **resolved** to appoint JB as chair of meeting.

Public Participation:

No request to speak in session. MOP arrived at 7.50pm, at end of meeting, he asked when public had chance to speak. Clerk advised at start of meeting session as agenda published.

1. Apologies for absence:

- a) Cllrs. P. Stanier (Chair), G. Turrell (V. Chair), P. Merrifield notified – council **accepted** apologies.
- b) Cllr. J. Gallagher (District Councillor).

2. Declarations of Interest

- a) None further notified.

3. Minutes of the previous Council meeting held on:

- a) **28th February 2024.** CO proposed, JEB seconded, council unanimously **resolved**.

4. Matters Arising from above:

- a) None.

5. Police

- a) Council **noted** verbal update from Karen Watson (Community Support Officer). Chair thanked her for attendance. Karen explained Community Police Charter. Jason Maiton is Sargeant for Malvern. High visibility patrols, speed monitoring, traffic calming, Safer Roads survey system placed across roads. Prioritised Malvern Wells & Wyche school. Steet Watch on Fruitlands – walk around with MOP's once a month – signage v. visible.
- b) CO proposed, GL seconded, council **approved** new quarter police contract priorities as speeding / cycling / doorstep peddling.

6. District and County Councillor reports:

Council **noted** Cllr C. Wild (CW) verbal report:

- a) CW reported MHDC priorities. Health & Well-being, Environment & food waste saving campaign, net zero & biodiversity. CW asked why precept raised to 9%? WCC only raised by 3%.
- b) JB asked CW if any council grants available for environmental issues regarding reducing emissions from gas lamps?

7. Governance

- a) Council **noted** updated current appointments to Committee / Working Groups / external partners.
- b) GL requested her removal from all WG – council noted / Clerk amended document.
- c) MB notified council F&G Committee had been cancelled by Chair.
- d) Council noted signing of acceptance of Office and Declaration of Interest forms in meeting by JEB (newly co-opted councillor).

8. Training

a) Council **noted**:

- J Baker attended Councillor training 13.3.24 Worcs. CALC.

- P Merrifield booked to attend Code of Conduct training 14.5.24 Worcs. CALC.

9. Cemetery

- a) Council **noted** Cemetery Safety contract let to preferred supplier, confirmed cost at rate quoted for red alert items only. Work to be undertaken May / June 2024.
- b) Council **noted** new Cemetery noticeboard installed on site.
- c) Council **noted** cost for Clerk attending Cemetery Management training £390 & VAT.

10. Finance

- a) Council **noted** Clerk confirmed internal auditor confirmed to Ruth Mullet for 2023-24 year.
- b) Council **noted** Clerk continues to work with Nat West bank to amend signatories, access Nat West accounts, amend mandate, change primary contact to Clerk and postal address to MWPC PO Box.
- c) CO proposed, JB seconded, council unanimously **approved** request from National Landscapes (AONB) for £1,000 contribution for year 2023-24.
- d) CG proposed, JB seconded, council unanimously **approved** payment of annual SLCC membership cost £357 & VAT.
- e) CO proposed, GL seconded, council unanimously **approved** payments for March 2024 (as circulated).

11. Planning

- a) Council **noted** no new applications.
- b) Council **noted** Planning decision:
 - **M/23/01785/CU** – 60 Old Wyche Rd, Malvern WR14 4EP. Change of use of existing residential outbuilding to holiday let. APPROVED (circulated).

12. Projects

- a) Council **noted** information panels now installed at Assarts and Village Green.

13. Community Events

- b) Council **noted** update from Community Events Working Group (CEWG). RP advised WG meeting being held this week. RP requested information regarding WG bank account, Clerk advised.

14. Open Spaces

- a) Council **noted** report from Open Spaces Working Group on Assarts Playground Proposal. RP advised he will have 3 quotes to supply, meeting with local contractor for suggested path installation. Clerk advised community consultation, surveys, quotes all necessary and helpful to further project. Council **noted** Clerk will have more time to advise WG after June following audit requirements.

15. Parish Assets

- a) Defibrillators
 - Council **noted** MB update on defib project, funding applications and costs identified (as documents circulated). Worcs. Public Health 65+ age population data exercise confirmed preferred locations: Fruitlands – approved at October council. Wel Medical Heart Start preferred contractor. Required electricity supply to phone box. Andy Box approved contractor. Green Lane - already electricity supply. Current Defibs – Wyche end of life next year. Primary School & Morrisons replacement pads very expensive consumables – cost £380 for multiple pads. New defibs only require one set pads. Recommend phased defibs replacement. MB advised foolish and costly to replace pads on machines obsolete within year. Better to request grants to replace at £900 up front. MB recommends council put aside £6,787 cost from 2024-25 budget and underspend £2,809 underspend from 2023-24 budget for all 5 defib items. Order Fruitlands first (place order for post and brackets with Jacksons). Negotiate with Steve Maund to install pole. MB has worked with Steve Maund and Andy Box. MB advises order defibs Dept. of Health funding closes in 2 weeks but try to swing into next financial year. Clerk thanked MB for her sterling work on defibs. project. JB requested advice from Clerk on workload availability – Clerk advised v. willing to enact but must focus on urgent cemetery requests and year end legals – no capacity until June. CO proposed, GL

seconded, council **resolved** phased programme to enact within Clerk's workload and 2024/25 budget allocations.

b) Traffic Calming

- Council **noted** MB report (documents circulated). VAS posts now installed. In contact with MHT considering heritage signs. Intention to remove old signs, MHT wish to eliminate street signage clutter. Cllr. M. Victory £1,700 funding approved and confirmed he is happy to use for heritage signage. MB recommends, requests council approve new heritage signs and costs / funding of project £1,3,762 within agreed 2024-25 budget expenditure.
- JB (chairing meeting) requested Clerk availability to enact project given workload. Clerk advised again v. willing - June onwards. CO proposed, CG seconded, council **approved**.
- Council **noted** additional work for Lengthsman to progress project. Cost still to be calculated and notified against Defib budget.

c) Gas Lamps

- Council **noted** update from Gas Lamps WG. JB advised meeting of WG on 9th April. RP reported he has spoken to Franklyn Air chasing quote for light sensor mechanism to enable transit from day to night. Franklyn advise parts no longer available – WG seeking replacement mechanism.
- Council **noted** PM and RP advice on contractor invoice – amended invoice received (document circulated).

16. Communications

- a) Council **noted** update from Communications Working Group. RP reported spent afternoon with Hugo Fox on website update. Now seen preview – he will share.
- b) Council **noted** GL report on Information Sharing. GL requested council agree to add additional information to website as urgent priority. Clerk advised Comms. WG were working on as RP had advised. GL requested immediate need to establish single online file storage and councillor access. RP pointed out Microsoft One Drive is currently being enacted to create; Clerk confirmed. GL recommended Information and Management Storage policy produced immediately. JB (acting Chair) in consultation with Clerk recommended any actions proposed must match Clerk workload and provide current access for internal audit in progress. RP proposed, CO seconded, council **approved**.

17. Correspondence

- a) MB took floor to thank council for co-opting her. She will be stepping down as MWPC councillor at end of April. Council thanked her for her work.

18. Next meeting

- a) Council **noted** date of next scheduled Council meeting is **Wednesday 24th April** at Malvern Wells Village Hall 7.30pm.

Meeting closed 9.55pm.

..... **Chair of Council** **Date**