

# Malvern Wells Parish Council

**Minutes of full Council Meeting held on Wednesday 1<sup>st</sup> March 2023 at 7:30pm at Malvern Wells Village Hall.**

**Present:**

Cllrs. C O'Donnell (Chair), B Knibb, A Pitt, P Stanier, C Gates, M Birks, G Turrell, R Price.

**Absent:** None.

**In Attendance**

Dr K Howe (Locum Clerk)

**1. Apologies**

- a) Cllrs. D Preece, 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**

The minutes of the previous council meeting held on **25<sup>th</sup> January 2023** were proposed by BK, seconded by CD, Council **RESOLVED** as an accurate record and signed by the chair CD in meeting.

**4. Neighbourhood Development Plan**

- a) Council **NOTED** verbal report from Chair Andy Pitt. NDP Working Group will submit formal report to 29<sup>th</sup> March Council meeting.

**5. Financial Matters**

- a) Council **NOTED** Locum Clerk notified Malvern Hills District Council of 2023-4 Precept request with 5% increase on 26.1.23.  
b) Council **NOTED** Locum Clerk forwarded draft Scout land lease to Scout Committee for consideration /signing off. Document previously circulated.  
c) Council **NOTED** the standing order for the outgoing clerk's final salary payment adjustment. Standing order to Clerk for salary to be cancelled.  
d) BK proposed, CO seconded, Council unanimously **RESOLVED** 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) Council **NOTED** (deferred item from January 25<sup>th</sup> 2023 agenda) Carols event report and expenses—total cost £134.71. CD proposed, BK seconded, Council unanimously **RESOLVED** to approve costs be reimbursed to Helen Burrage as document circulated.  
f) CD proposed, BK seconded, Council unanimously **RESOLVED** to approve the payment of accounts as document circulated.  
g) CO proposed, PS seconded, Council unanimously **RESOLVED** 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 as document circulated.  
h) Council **NOTED** order issued by Locum Clerk for gas lamp restoration - for lamps 38 and 44 - quote £4,762.46 as resolved at January meeting as document circulated.  
i) Council **NOTED** order issued by Locum Clerk for Information Board project with Shelley Designs as resolved at January 25<sup>th</sup> Council meeting.

**6. Staffing**

Council **NOTED** verbal update from PS on behalf of Staffing Committee on combined Clerk /BGM role.



- a) Staffing Committee - currently comprising DP, PS, CO, BK - delegated to produce combined Clerk / BGM JD and PS.
- b) BK advice – BGM contract runs out end of July.
- c) Finalised draft of combined JD /PS to be added to 29<sup>th</sup> March Council agenda for Council approval.

## 7. Events Working Group

Council **NOTED** the report supplied from Chair of Working Group (Ian Burrage), and proposed ongoing management of the Events Working Group as document circulated.

- a) Ian Burrage confirmed he will continue as Chair and organise this year's Fete agreed date 10<sup>th</sup> September.
- b) Council **NOTED** IB has done a wonderful job in previous years for which they acknowledged thanks.
- c) RP volunteered as new Chair of Events. OD proposed, BK seconded and Council **RESOLVED** to appoint RP as 'deputy' for this year to work with IB to 'learn the ropes' and take over as Chair of Events Working Group next year.
- d) Council **NOTED** MB suggestion of need for Events Working Group be constituted as Sub-Committee of Finance & General Purposed Committee with Terms of Reference (for approval 29<sup>th</sup> March Council meeting) with limitation to budget and decision making, and the overall Events budget for 2023-24 be subdivided to include Coronation Events managed by community groups. CO proposed, CG seconded, Council unanimously **RESOLVED**.

## 8. Cemetery

- a) Council **NOTED** BK advice currently DP, CO, JB appointees to Cemetery Committee.
- b) Council elected MB as new councillor member to the Cemetery Committee. PS proposed, BK seconded, Council **RESOLVED** to appoint MB to Cemetery Committee.
- c) PS proposed, CG seconded, Council unanimously **RESOLVED** draft Terms of Reference for newly appointed Cemetery Committee as document circulated, (deferred from January 2023 meeting).
- d) Council **NOTED** advice of Burial Ground Manager. CG proposed, PS seconded, Council **RESOLVED** to approve Memorial safety inspection by BRAMM registered stonemason and selected Steve Allard as contract documents circulated. BGM to notify contractor.
- e) Council **NOTED** the advice of the Burial Ground Manager. BK proposed, RP seconded, Council unanimously **RESOLVED** to approve BGM obtain 3 quotes and specifications for proposed cemetery digitisation project. If quotes available, to be added as agenda item for 29<sup>th</sup> March Council meeting.
- f) Council **NOTED** the advice of the Burial Ground Manager. PS proposed, RP seconded, Council unanimously **RESOLVED** to defer business cards until August when new permanent Clerk/BGM combined role appointed and to approve BGM obtain 3 quotes and artwork for proposed new sign at the cemetery gate entrance. and ID badges and business cards for cemetery staff.

## 9. Planning

- a) Council **NOTED** 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) Council considered their response to the following planning applications:
  - **M/23/00123/HP** - White Cottage, 96 Wells Road, Malvern, WR14 4PG **OBJECTION**  
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.  
**MWPC's** main concern was that the scale of the proposed side extension, when coupled with the extensive use of anthracite coloured zinc cladding, would (detrimentally) dominate the appearance of the Victorian property which the enclosed Heritage & Water Management Statement acknowledged was in a Conservation Area and (in part) visible from the Wells Road. On this basis AP proposed, CG seconded, Council unanimously **RESOLVED** to respond with an objection. Council noted current proposal was not 'in keeping' with character of surrounding archetypal



Victorian Malvern Wells villas. Council noted, if constructed in brick with slate roof, the scale of development would 'dominate' less detrimentally. Council also noted that their comments and concerns were in line with the AONB Unit's response. It was noted that the reflectivity value of the cladding did not appear to be specified nor how the management of artificial light arising from the flat glass roof above the kitchen would be controlled and that a requirement for the provision of internal blinds should be a condition of any approval given the sensitivity of the area. For these reasons, MWP Council resolved to urge MHDC that currently this application should be refused – or appropriate amendments be stipulated.

• **M/22/01452/FUL - 2 Peachfield Road, Malvern, WR14 4AR NO OBJECTION**

New 2 vehicle car parking and bin storage platform. Replacement glazing to house rear elevation. Council noted following a speed survey Highways have now concluded that appropriate splay lines can be met and have therefore, in their letter dated 31st January 2023, withdrawn their objection subject to conditions. One condition states: "...The splays shall at all times be maintained free of level obstruction exceeding a height of 0.6m above the adjacent carriageway...". By way of local knowledge, it was felt prudent for MWPC to contact Highways to relate that the double yellow lines in front of the proposed parking bay terminate at the boundary line of 2 Peachfield Road and that in consequence there is normally always a line of cars parked on-street which could obstruct the critical 'near-side' splay line within Peachfield Road. Council therefore request an amendment to planning consent, with extension to double yellow lines /no parking given there are parked cars (potentially detrimentally impacting road safety) all along the road in front of property.

• **M/22/01788/HP Thornton, 131 Wells Road, Malvern WR14 4PD NO OBJECTION**

It is proposed to build the new multicar garage into the hill side to minimize bulk, impact and eliminate a visible roof there was **no objection** to this application, under the following understanding as the Design and Access Statement makes reference to "remodel the levels in the upper part of the drive to reduce the initial steep gradient and provide a passing point and area for delivery vehicles to park rather than negotiate the drive..." any approval would be granted subject to 'no major impact occurring to the present street scene and its associated views'.

## 10. May Elections

- a) Council **NOTED** Locum Clerk attended Elections briefing in Worcester on 7<sup>th</sup> February.
- b) Council **NOTED** 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 as documents circulated.

## 11. Correspondence as documents circulated:

- a) Council **NOTED** email received from Steve Maund 15.2.23, notifying damaged playground item to be repaired or removed. RP proposed, CG seconded, Council unanimously **RESOLVED** Steve Maund to repair if able and safety check all other playground equipment (providing brief written report and photos). Clerk to request Playground Inspection Co. to provide formal safety check when remedial repairs notified completed as photos and advice supplied in meeting pack.
- b) Council **NOTED** email from Ian Burrage 23.1.23, Chairman Malvern Wells Village Hall Trust regarding Big Lunch on Sunday of Coronation weekend.
- c) Council **NOTED** email from Laura Claire 23.1.23, regarding bus shelter on Upper Welland Rd. Council confirmed MWPC managed bus shelter. AP notified it had been repaired. CG proposed, AP seconded, Council **RESOLVED** to approve related costs of remedial work.
- d) Council **NOTED** email from Andrew Isaac 23.2.23, regarding issues notified on Assarts Playing Field. BK advised additional annual fee for dog bins. Council delegated PS to phone Dan Booker of Abbey College (ex MWPC councillor) as informal inquiry to dissuade students from engaging with children using play equipment. PCSO to be requested to investigate regular culprit of dog mess not collected. Highlight ongoing dog mess issue in Spring/ Summer newsletter. Clerk to respond to correspondent.
- e) Council **NOTED** Howard Allen request for St Wulstan's Estate to use Village Green for a coronation event. Council **RESOLVED** to wait until 1<sup>st</sup> April to see if other groups come forward.



Add as agenda item for 29<sup>th</sup> March. AP to produce notice and display in noticeboards community grants available.

- f) Council **NOTED** Brian Wilcock (ex-councillor) bequest of £1,000 via his widow's estate. PS proposed a bench be suggested to estate in memory of Brain Wilcox. MB seconded, Council **RESOLVED**. Clerk to inform estate of decision if accepted.

**12. District and County Councillor reports** – none present.

**13. Any other matters to report or for future consideration** – none notified.

**14. Meeting date**

Council **NOTED** the date of the next scheduled council meeting is **Wednesday 29<sup>th</sup> March 2023**.

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

**PART B Confidential Session**

**1. Exclusion of the Public and Press**

- a) Council **RESOLVED** to exclude the public and press.
- b) Council **NOTED** Cllr. B Knibb resignation from Council following agenda item 11, having previously notified the Locum Clerk, Chair, Vice Chair and two other councillors of his intention to resign at March 1<sup>st</sup> Meeting.
- c) Council unanimously **RESOLVED** to accept Cllr. B. Knibb resignation. Council wished to acknowledge Cllr. B Knibb long service to Malvern Wells Parish Council with a donation to a charity of his choice. Locum Clerk to write to B. Knibb formally accepting his resignation.
- d) Council **NOTED** items for 29<sup>th</sup> March agenda – new signatory and replacement of B. Knibb on Staffing and F&GP Committees.
- e) Council **NOTED** Cllr. G. Turrell accepted B. Knibb's keys for Village Hall (and Council assets).
- f) Council **NOTED** at start of meeting a councillor had asked for formal confirmation from the Locum Clerk that all councillors had signed up to the Civility & Respect Pledge. Locum Clerk advised that Council had unanimously resolved to do so, at 25<sup>th</sup> January meeting as included in minutes Council subsequently unanimously approved at this meeting.
- g) Council **NOTED** a councillor notified they have sought advice from Worcester CALC regarding procedure and meeting conduct.

Meeting **CLOSED** at 10.20 pm. Chair thanked all councillors for their support and participation.

Signed as accurate minutes by Chair .....

Date of signing at meeting .....

Name of Chair .....

Malvern Wells Parish Council

Listing of Payments between 27/02/2023 and 03/03/2023 - amended

Date	Ref.	Description	Type	Supplier / customer	Supplier ref.	Account	Bank Account	' Net	VAT	Total
02/03/2023	TO PAY	Outdoor work	Payment	S Maund		Lengthsman	Lloyds Main curr II	960.00	0.00	960.00
02/03/2023	TO PAY	Cemetery management	Payment	M Thomas		125 Cemetery Labour and Maintenance	Lloyds Main curr II	471.20	0.00	471.20
02/03/2023	TO PAY	Village Hall Broadband	Payment	BT		Q030ZZ Meeting costs	Lloyds Main curr II	71.85	14.37	86.22
02/03/2023	TO PAY	Meeting room hire	Payment	Malvern Wells Village Hall		PC030 Meeting costs	Lloyds Main curr II	40.00	0.00	40.00
02/03/2023	TO PAY	Cemetery management	Payment	M Thomas		126 Cemetery Labour and Maintenance	Lloyds Main curr II	300.02	0.00	300.02
02/03/2023	TO PAY	Cemetery management	Payment	Brookside Fire		94953 Cemetery Labour and Maintenance	Lloyds Main curr II	236.75	46.55	283.30
02/03/2023	TO PAY	Cemetery management	Payment	M Alexander		02/2023/MWPC Burial Ground Manager	Lloyds Main curr II	509.00	0.00	509.00
02/03/2023	TO PAY	Clerk laptop upgrade and service	Payment	Tech Media		26712 Office Admin and Travel	Lloyds Main curr II	159.40	0.00	159.40
02/03/2023	TO PAY	Cemetery management	Payment	S Maund		Cemetery Labour and Maintenance	Lloyds Main curr II	1,600.00	0.00	1,600.00
02/03/2023	TO PAY	Carols event expenses	Payment	I Burrage		Carols 2022 Carol concert	Lloyds Main curr II	134.71	0.00	134.71
23/12/2023	TO PAY	18ft Christmas tree	Payment	Coddington Trees		CCT22/08 Carol concert	Lloyds Main curr II	260.00	0.00	260.00
03/11/2022	TO PAY	Autumn / Winter newsletter	Payment	EW Commercial		104972 Newsletter/Wells News	Lloyds Main curr II	1,746.67	0.00	1,746.67
16/02/2023	TO PAY	Professional fees / Locum	Payment	LCC Consultancy		496 Office Admin & Travel	Lloyds Main curr II	3,045.30	609.06	3,654.36