

# **Malvern Wells Parish Council**

## **Minutes of full Council Meeting held on Wednesday 27<sup>th</sup> July 2022 at 7:30pm at Malvern Wells Village Hall**

### **Present**

Cllrs. C O'Donnell (Chair), B Knibb, A Pitt, P Stanier, C Gates, D Booker, K Wagstaff J Black

### **In Attendance**

Mrs S Hart (Clerk), 2 members of the public

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

#### **1. Apologies**

- a) There were apologies received for Cllr G Turrell, D Preece

#### **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. Village Green Management**

- a) The proposal for the future management of the village green was **adopted**. See Annex A.

#### **4. Minutes**

- a) The minutes of the previous council meeting held on 29<sup>th</sup> June 2022 were **agreed** as an accurate record and signed by the chair.

#### **5. Vacancies**

- a) It was **noted** that the council has a new vacancy in St Peter's ward due to the resignation of Cllr T O'Donnell.
- b) It was **noted** that there is still a vacancy on the Finance and General Purposes Committee.
- c) It was **noted** that F&GP was inquorate again for the July meeting.
- d) It was **noted** that there were no volunteers for the vacancy on F&GP.

#### **6. Financial Matters**

- a) The payment of accounts was approved:

Date	Description	Supplier / customer	Account	Net	VAT	Total
09/04/2022	Account fee Mar/Apr	HSBC	Bank charges	8.00	0.00	8.00
10/05/2022	Account fee Apr/May	HSBC	Bank charges	8.00	0.00	8.00
19/05/2022	Jubilee mugs	Everything Branded	Platinum Jubilee	595.37	119.07	714.44
09/06/2022	Account fee May/Jun	HSBC	Bank charges	8.00	0.00	8.00
09/07/2022	Village Hall Broadband Q2	BT	Office Admin and Travel	30.39	-1.92	28.47
13/07/2022	Remote meetings Jul22 to Au	Zoom	Meeting costs	11.99	2.40	14.39
19/07/2022	Account fee May/Jun	Lloyds Bank	Bank charges	7.00	0.00	7.00
21/07/2022	Jun	EON	Cemetery Labour and Maintenan	26.89	1.34	28.23
22/07/2022	Jubilee banner	Printed Banners and Sig	Fete	37.80	7.56	45.36
22/07/2022	Jubilee banner	Printed Banners and Sig	Fete	37.80	7.56	45.36
23/07/2022	Clerk salary Jul21	S Hart	Salaries, PAYE, Pension and NI	1,764.60	0.00	1,764.60
26/07/2022	Mobile monthly fee	ID Mobile	Office Admin and Travel	5.83	1.17	7.00
28/07/2022	Annual contract	Franklynair Ltd	Gas Lamps maintenance	9,500.00	1,900.00	11,400.00
28/07/2022	Jubilee fizz, cups, napkins etc	Anglesey Luxury Lodges	Platinum Jubilee	255.56	51.12	306.68
28/07/2022	Q1	Malvern Wells Village H	Meeting costs	69.00	0.00	69.00
28/07/2022	Adjustment PO Box Cemetery	Royal Mail	Office Admin and Travel	30.00	6.00	36.00
28/07/2022	Outdoor work Jul	S Maund	Open spaces maintenance	240.00	0.00	240.00
28/07/2022	Outdoor work Jul	S Maund	Cemetery Labour and Maintenan	500.00	0.00	500.00
28/07/2022	Outdoor work Jul	S Maund	Lengthsman	160.00	0.00	160.00
28/07/2022	Sorting out banners	S Maund	Fete	60.00	0.00	60.00
28/07/2022	Pension Jul21	LGPS Worcs	Salaries, PAYE, Pension and NI	715.06	0.00	715.06
28/07/2022	Outdoor work Jul	M Thomas	Cemetery Labour and Maintenan	444.60	0.00	444.60
28/07/2022	Epoxy for holes in granite	M Thomas	Cemetery Labour and Maintenan	4.89	0.00	4.89
28/07/2022	Gas Q1	British Gas	Gas supply	1,283.88	256.78	1,540.66
28/07/2022	Cemetery management Jul	M Alexander	Burial Ground Manager	407.68	0.00	407.68

- b) The quarterly budget was **reviewed**. See Annex B.
- c) The council's reserves were **reviewed**. See Annex C.
- d) It was **resolved** to close the HSBC and Natwest bank accounts and transfer the balances to the Lloyds savings account.
- e) It was **resolved** to re-instate items 5.6 and 5.7 of the financial regulations to enable regular payments to be made by the end of the month, even if there is no meeting.
- f) It was **resolved** to delegate renewal of the electricity contract to the clerk.
- g) It was **resolved** to approve an increase in the clerk's standard hours to 29 per week (plus 5 for CiLCA training until the end of October 2022). Reverting from 34 to 29 on November 1<sup>st</sup>.

## 7. Standing Orders

- a) It was **resolved** to replace chairman with chair.
- b) It was **resolved** to keep using the pronouns their/they and not include his/her as well.
- c) It was **noted** that the financial controls section now has no references to the European Commission.

## 8. Fete arrangements

- a) The report from the fete working group was **noted**.
- b) Councillors were appointed to help with the following tasks for the fete:
  - Erect marquee etc and take down – Jim Black, Andy Pitt and Dan Booker (Chris also said her husband would be available to help with that).
  - Pam Stanier (aided by) Dan Booker will run the bouncy castle.
  - Pam Stanier will also help the clerk cash up at the end.
  - Clerk will do site maintenance throughout and will also do site prep 10-11.
  - Cllrs Wagstaff, Gates and Knibb would be unable to attend this year.

## 9. Planning

- a) It was **resolved** to make the following comments:

**M/22/00877/FUL** 1 Chestnut Hill, Green Lane, Malvern, WR14 4JQ  
Sub-division of plot 3 (Approved for one detached dwelling on Planning Application Nos. 13/00012/FUL + 15/00637/S73 + 15/00160/CCO) to form two semi-detached dwellings.  
**Malvern Wells Parish Council objects to this application.**

**M/22/00327/HP** Hamelin Cottage, 43 Assarts Road, Malvern, WR14 4HW  
Erection of side extension.  
**Malvern Wells Parish Council supports approval of this application.**

**M/22/00889/HP** The Stables Green Lane Malvern WR14 4JQ  
Installation of 14 ground mounted solar photovoltaic panels.  
**Malvern Wells Parish Council supports approval of this application.**

#### **10. Electoral Boundary Review**

- a) It was **decided** to object to the electoral boundary review with delegation to the clerk to submit a compilation of the council's comments.

#### **11. Public Rights of Way Working Group (PROW)**

- a) The minutes of the April PROW group meeting were **noted**.
- b) The terms of reference for the PROW group were **approved**.

#### **12. Adoption of Minerals Plan**

- a) The adoption of the Worcestershire Minerals plan was **noted**.
- b) It was **agreed** that no legal challenge was warranted.

#### **13. District and County Councillor reports**

- a) The District report was **noted**. See Annex D.

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

- a) Members of the cemetery working group enquired when they would have a meeting and to avoid dates when they would be away.

#### **15. Meeting date**

- a) The date of the next scheduled meeting was **noted** as 28<sup>th</sup> September.

**There being no further business the meeting closed at 9:39pm.**

### **Meeting Annexes**

#### **Annex A**

The following proposal suggested by the AONB has been discussed and reviewed by the Clerk and Steve Maund for accuracy and viability.

#### **The management of Malvern Wells Village Green – a proposal July 2022**

##### **The site**

The village green at Malvern Wells adjacent to The Crescent is approximately 1ha in size. It is a small but important area of local green space, hosting both the annual village fete as well as the remnant of a species-rich hay meadow. Up to 50 species of native grass and wild flower have been recorded from the site and the grassland was described as 'outstanding' by an experienced botanist during a 2021 survey of

grasslands in the AONB. Sites like this are now very rare with an estimated 97% (over 7 million acres) of lowland hay meadow having been lost in England in the last 100 years.

### **Current management of the site**

One part of the village green (covering approximately 40% or 0.4ha% of the site) is notably rich in wild flowers and grasses. Very laudably, this area is left to grow in the spring and summer during which time it produces a beautiful display as well as a rich and valuable resource for bees, butterflies etc. It is cut by Steven Maund at the end of July/early August. This mimics the traditional cycle of hay management to be found in a species rich meadow. The cuttings from the meadow are removed by Steven. The grassland across the remainder of the village green (approximately 60%) is cut by Steven with a petrol mower every two weeks from approximately early March until the start of September when the site is made ready for the village fete.

### **Proposed future management of the site – a pilot**

In 2023 it is proposed that the majority (all open areas) of the village green are left to grow as a meadow between March and the end of July/early August, at which time it will all be subject to a hay cut. The grass will be cut – at no or minimal cost to the Council – by local farmer Matt Gardner using a small tractor, at the same time as he is cutting the meadow at the adjacent St Wulstan's Nature Reserve. The cut grass will be baled, removed and fed to cows. From March of the same year it is proposed that Steven Maund will cut and maintain paths around the edge of the Green and through the meadow to facilitate access and enjoyment. As now, people would also be able to walk through the longer meadow grass. At the end of August/early September the green will be prepared for the village fete. One option is for the County Council Greenspace Team to do this when they are in the area cutting roadside verge nature reserves. A flail mower would be used with raking if necessary. Alternatively, a cut and collect machine (like the one used at Welland Green) could be used.

The benefits of the proposed change in management can be summarised as follows:

- Reduced cost to the Council – through reduced mowing.
- Reduced pollution/reduction in greenhouse gases – through reduced mowing.
- Support to a local farmer – harvested grass is put to productive use as cattle feed rather than being left to rot.
- Boon to nature – seeds from the species-rich part of the site would be expected to spread to other areas of the Village Green. This process could be speeded up if seeds from the core area were collected and strewn around the rest of the site. The AONB Unit would be happy to manage this process and local people – perhaps the local cubs and scouts – could participate in this process.

It is recognised that the suggested management approach would lead to a loss of short, amenity grass on the site for approximately 4 months of the year.

*Paul Esrich, MHAONB Partnership Manager*



The site in summer, showing the longer grass of the meadow and closely mown sward



Machinery used to cut and bail hay at St Wulstan's LNR





The BCS flail mower used for roadside verge cutting

## Annex B

**Malvern Wells Parish Council**

Budget report from 1-Apr-2022 to 30-Jun-2022 (figures exclude VAT)

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£1000] or [15%] of the budget.

**Payments**

	Period				
	Budget	Actual	Variance	Variance	
	£	£	£	%	
<b>Administration</b>					
Audit and Payroll Fees	700.00	764.00	-64.00	-9.14%	
Bank charges	24.99	46.70	-21.71	-86.87%	HSBC has started to charge £8 a month for the current account.
Burial Ground Manager	1,395.33	1,439.16	-43.83	-3.14%	
Chairman's Allowance	0.00	0.00	0.00		
Data protection	0.00	0.00	0.00		
Insurance	1,700.00	1,882.24	-182.24	-10.72%	
Meeting costs	87.51	100.17	-12.66	-14.47%	
Members expenses	0.00	0.00	0.00		
Miscellaneous Payments	0.00	0.00	0.00		
Newsletters/Wells News	1,750.00	1,461.32	288.68	16.50%	Spring/Summer issue cheaper than expected.
Office Admin and Travel	755.00	977.10	-222.10	-29.42%	Broadband higher due to start of new contract; will be offset by a much lower figure in Q2.
Salaries, PAYE, Pension and NI	8,386.98	9,363.31	-976.33	-11.64%	
Subscriptions WCalc and SLCC	1,015.00	1,171.18	-156.18	-15.39%	Didn't include VAT element in budgeted costs.
Training	249.99	167.87	82.12	32.85%	Budget is equally profiled; no specific dates for courses.
Website/Email hosting	0.00	0.00	0.00		
<b>Total Administration</b>	<b>16,064.80</b>	<b>17,373.05</b>	<b>-1,308.25</b>	<b>-8.14%</b>	
<b>Maintenance</b>					
Cemetery Labour and Maintenance	3,500.00	3,706.54	-206.54	-5.90%	
Grass cutting	1,750.00	1,750.00	0.00	0.00%	
Gas Lamps maintenance	0.00	0.00	0.00		
Gas supply	1,348.00	1,540.66	-192.66	-14.29%	
Jubilee Garden	0.00	0.00	0.00		
Lengthsman	800.00	954.50	-154.50	-19.31%	Hourly rate increase - higher than anticipated.
Open spaces maintenance	1,200.00	1,060.67	139.33	11.61%	
Parish Assets (bus shelters, bins etc)	0.00	0.00	0.00		
Playground safety Inspection	100.00	113.40	-13.40	-13.40%	
Tree surgery	0.00	0.00	0.00		
<b>Total Maintenance</b>	<b>8,698.00</b>	<b>9,125.77</b>	<b>-427.77</b>	<b>-4.92%</b>	
<b>Projects and Events</b>					
Assarts Road Play Equipment	0.00	0.00	0.00		
Carol concert	0.00	0.00	0.00		
Christmas trees/lights	0.00	0.00	0.00		
Fete	900.00	1,007.00	-107.00	-11.89%	
Fruitlands Land All Saints	0.00	0.00	0.00		
Gas Lamps painting/refurbishment	0.00	0.00	0.00		
Neighbourhood Plan	0.00	0.00	0.00		
Noticeboards	0.00	0.00	0.00		
Platinum Jubilee	1,000.00	1,049.44	-49.44	-4.94%	
Remembrance	0.00	0.00	0.00		
Telephone box Rothwell Rd/Green Lane	0.00	0.00	0.00		
<b>Total Projects and Events</b>	<b>1,900.00</b>	<b>2,056.44</b>	<b>-156.44</b>	<b>-8.23%</b>	
<b>Grants and Donations</b>					
Community grants	0.00	0.00	0.00		
Section 137	0.00	100.00	-100.00	100.00%	Contribution to St Richards Hospice not budgeted.
<b>Total Grants and Donations</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>		
<b>Total Payments</b>	<b>26,662.80</b>	<b>28,655.26</b>	<b>-1,992.46</b>	<b>-7.47%</b>	
<b>Receipts</b>					
	Period				
	Budget	Actual	Variance		
<b>Precept</b>					
Parish Precept	43,200.00	43,200.00	0.00		
<b>Total Precept</b>	<b>43,200.00</b>	<b>43,200.00</b>	<b>0.00</b>		
<b>Grants and Donations</b>					
Lengthsman Scheme WCC	736.83	871.20	-134.37	-18.24%	Additional payment from 21/22.
NDP Grant	0.00	0.00	0.00		
Other Grants	0.00	0.00	0.00		
<b>Total Grants and Donations</b>	<b>736.83</b>	<b>871.20</b>	<b>-134.37</b>	<b>-18.24%</b>	
<b>Other Receipts</b>					
Bank Interest	41.25	41.94	-0.69	-1.67%	
Cemetery	945.00	877.00	68.00	7.20%	
Fete	0.00	0.00	0.00		
Miscellaneous Receipts	0.00	23.59	-23.59	100.00%	Refund for broken jubilee mugs
Scout lease	0.00	0.00	0.00		
VAT Repayments	0.00	2,677.26	-2,677.26	100.00%	Not budgeted
<b>Total Other Receipts</b>	<b>986.25</b>	<b>3,619.79</b>	<b>-2,633.54</b>	<b>-267.03%</b>	
<b>Total Receipts</b>	<b>44,923.08</b>	<b>47,690.99</b>	<b>-2,767.91</b>		

<b>Bank reconciliation – Q1</b>	
Malvern Wells Parish Council	
	£
<b>Balance per bank statements as at 30/6/22:</b>	
Lloyds current	37,061.19
Lloyds savings	25,567.36
Natwest current	100.00
Natwest savings	77,750.86
HSBC current 379	25,074.23
HSBC savings 891	25,660.57
HSBC savings 738	31,066.88
<b>Balance at 30/06/22</b>	<b>222,281.09</b>
<b>Cashbook as at 30/06/22:</b>	
Opening balance at start of year	203245.36
Add receipts	47,690.99
	250,936.35
Less Payments	28,655.26
	222,281.09
Less unpresenteds	0.00
	<b>222,281.09</b>
<b>Reserves 30th June 2022</b>	
Earmarked reserves:	
All Saints/Fruitlands Recreation project	20,992.00
Assarts Rd playground additional eqpt	20,000.00
BGM shortfall costs	1,757.49
Cemetery eqpt purchase	10,741.36
Cemetery land purchase	72,000.00
Clerk shortfall costs	7,043.71
Community grants	2,000.00
Election costs	4,000.00
Gas lamps painting	6,000.00
Neighbourhood plan	20,000.00
Platinum jubilee	69.63
Play equipment replacement	500.00
Section 106 St Wulstans grass cutting	5,100.00
Telephone box	500.00
	170,704.19
General reserve	51,576.90
Total reserves (must agree to bank rec	<b>222,281.09</b>

## Annex C



Malvern Wells Parish Council Reserves Table 22/23						Notes
Item	Actual opening balances 1st April 2022	Estimated Contribution or Use of Balance 2022/23	Actual contribution or Use of Balance to date	Estimated Balances at 31/03/23	Actual Balances at 30/06/22	
	£	£	£	£	£	
General reserve	35,940.68	0.00	15736.22	35,940.68	51,676.90	
Future Cemetery Equipment Purchase	9,741.36	1,000.00	1,000.00	10,741.36	10,741.36	
Future Cemetery Land Purchase	67,000.00	5,000.00	5,000.00	72,000.00	72,000.00	
Future election costs	4,000.00	0.00	0.00	4,000.00	4,000.00	
Future play equipment replacement	250.00	250.00	250.00	500.00	500.00	
All Saints/Fruitlands - recreation area project	20,992.00	-6,000.00	0.00	14,992.00	20,992.00	
Assarts Road Playground - equipment purchase	20,000.00	-20,000.00	0.00	0.00	20,000.00	
Community grants	2,000.00	-2,000.00	-100.00	0.00	1,900.00	
Gas lamps painting	6,000.00	-3,000.00	0.00	3,000.00	6,000.00	
Neighbourhood Plan	20,000.00	-15,000.00	0.00	5,000.00	20,000.00	
Platinum jubilee celebrations	1,000.00	-1,000.00	-930.37	0.00	69.63	
Section 106 - St Wulstans	6,000.00	-900.00	-900.00	5,100.00	5,100.00	was £1,000 a year from 106 funds - used towards grass cutting the green. Starting to taper otherwise in 5 years' time the grass cutting costs will jump by £1,000.
Shortfall clerk	8,020.04	-8,020.04	-976.33	0.00	7,043.71	
Shortfall bgm	1,801.32	-1,801.32	-43.83	0.00	1,757.49	
Telephone box	500.00	-500.00	0.00	0.00	500.00	May not all be needed if there is a grant available.
Total reserves	203,245.40		19,035.69	151,274.04	222,281.09	
Total earmarked reserves	167,304.72		3,299.47	115,333.36	170,604.19	
Total cf from 31/3/22	203,245.40					
*General reserve - should be 6 months operating costs saved as per Governance and Accountability 5.32 - APPROXIMATELY £40,000						
Estimated general reserve balance at 31/3/23	51,971.36					
Actual general reserve balance 30/06/22	51,676.90					
Estimated total reserves balance at 31/03/23	167,304.72					
Actual total reserves balance at 30/06/22	222,281.09					

## Annex D



**22 July 2022 (MHDC)**  
**TO SHARE**

## Summer of Fun



Our Summer of Fun campaign has been created to attract more visitors (particularly families) to The Malverns on a day trip, a short break, or a family holiday to support our local tourism, hospitality and retail businesses.

It aims to inspire visitors to The Malverns and keep residents informed of all the great venues and summer activities happening right on the doorstep.

The campaign includes five new inspirational graphics created by a local graphic designer which each depict the wonderful things to see and do across The Malverns.

Summer of Fun also has its own web page on our Visit The Malverns website, which details local outdoor activities, heritage and gardens, festivals, events, and more.

Visit [www.visitthomalverns.org/summeroffun](http://www.visitthomalverns.org/summeroffun) for more information.

## What can the Household Support Fund offer?

In Worcestershire, support provided countywide includes:

- ✓ Food vouchers for those in receipt of free school meals which will be managed through the schools.
- ✓ Support with energy bills and essentials linked to energy will be provided through Act on Energy for those residents meeting certain criteria.
- ✓ Support for pensioners through cashable vouchers issued to those on pension credit and a scheme for other pensioners on low incomes

Citizens Advice South Worcestershire has received funding to support individuals and families with food and essentials. Please note Citizen's Advice won't cold call and if in doubt, residents should hang up and call them on the official number. Visit at [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk) or call 0808 278 7891/01684 563611.

## Talk to Tom

Our new regular Leader's Surgery started this week and will continue to take place on the first Monday of each month, between 10am - 12pm at the Council House.

'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.

## Connected communities network event



We recently held our latest Connected Communities network session which focused on funding opportunities and supporting our communities.

There were talks from the National Lottery team, Locality, and Malvern Town Football Club about their crowdfunding project. We hold these network events to bring community groups and voluntary services together to connect and collaborate, which is all part of our commitment to asset-based community development.

To find out more about our Connected Communities work visit [www.malvern hills.gov.uk/community/connected-communities](http://www.malvern hills.gov.uk/community/connected-communities). We always welcome new members to the network and they can email [communityservices@malvern hills.gov.uk](mailto:communityservices@malvern hills.gov.uk) to find out more.

## Great Malvern Food Festival



For the second year in a row, the Great Malvern Food Festival took over Priory Park with between 6,000 – 7,000 people attending across the two-day event.

Visitors and residents were delighted by the scrumptious food and drink, street food vendors, cookery demonstrations by local businesses, street entertainment and live music.

Thank you to Cllr. John Michael for opening the festival along with our host Andrew Easton from BBC H&W. The festival will be back next year from 8 - 9 July 2023.

## Malvern Pride event next week



Malvern Pride will take place in Priory Park on Saturday 30 July, from 12pm - 6pm.

There will be stalls, refreshments, family-friendly activities, and entertainment. It is also an opportunity to take a look at the new rainbow benches installed under the shelters. Visit [www.malvernpride.org/](http://www.malvernpride.org/) for more information.

## Bursaries for apprentices

We will give you £500 if you sign up to an apprenticeship or training in the Malvern Hills District! Support payments of up to £1,000 are also available to help cover the cost of travel, equipment and clothing.

Visit [www.malvernhills.gov.uk/skills](http://www.malvernhills.gov.uk/skills) for more information on support payments as part of the Community Renewal Fund.

**End of Annexes**

Date.....

Signed.....