

Malvern Wells Parish Council

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Notice is hereby given that a **Meeting of the PARISH COUNCIL** will be held on **Wednesday 25th October 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. To receive and consider **apologies** for absence.
2. **Declarations of Interest**
 - 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)**

*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.

3. To **approve** the minutes of the previous Council meeting held on **27th September 2023**.
4. To **note** Matters Arising from the above.
5. **Councillor Co-option**
 - a) To **note** two new councillors accepted co-option invitation.
 - b) Gemma Lowe and Paul Merrifield to **sign** Declaration of Acceptance of Office in meeting.
6. **Malvern Hills Trust (MHT) Q&A**
 - a) To note MHT candidate written presentations (circulated) from:
 - John Stock
 - Robert Berry
 - b) Q&A session with both candidates – 5 mins per candidate (due to time constraints of agenda).
7. **Finance**
 - a) To **receive** report from Chair of Finance & Governance (F&G) Committee following meeting held on 25.10.23 (minutes to be supplied at November meeting)
 - b) To **note** F&G Committee September meeting minutes circulated.
 - c) To consider and if agreed **approve** amended Finance & Governance Committee Terms of Reference (circulated)
 - d) To consider Grant application policy recommended by F&G Committee and if agreed **approve** (circulated).
 - e) To **resolve** to approve change of primary contact and business address on Lloyd's bank account to Interim Clerk and PO Box (required by Lloyd's to remove resigned councillors as signatories from account)

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- f) If council approve above Cllrs. G Turrell and P. Stanier to **sign / authorise** in meeting Lloyd's bank change of primary contact and business address form as supplied by Interim Clerk.
- g) To **note** BT broadband refund of £965.47 received in Lloyds current account following Village Hall contract cancellation.
- h) To **note** Lloyd's current acc. bank reconciliation closing balance £25,959.67.
- i) To **note** updated budget report to 13.10.23.
- j) To **note** and if agreed **resolve** to approve October payments (circulated).

8. Staffing

To **note** update on permanent Clerk recruitment from Chair of Staffing:

- a) 5 candidates shortlisted will be interviewed on 31st October by Staffing Committee.
- b) Linda Blake will support administration of interviews and recruitment of new permanent Clerk as approved by council at September meeting.
- c) Staffing Committee preferred candidate will be recommended to November council meeting and requested to attend for council to meet. Council will be asked to consider preferred candidate and approve contract details if appointment agreed.

9. Training

To **consider** and if appropriate **approve** costs incurred by Chair/Clerks delegated authority:

- a) Interim Clerk Hugo Fox website training – 17th October – no cost - included in website Gold package.
- b) Interim Clerk – Scribe Internal Audit training – 19th October – free webinar.
- c) F&G committee attendance WALC seminar - Investment of Funds (£30 per participant) attending - Interim Clerk, M. Birks, P. Stanier, S. Freeman.
- d) AONB Webinar 28th November previously circulated. Clerk and Cllr. Pitt have accepted invitation. No cost.

10. Planning

- a) To consider and **resolve** agreed comments on the following new applications and any others received between agenda circulation and meeting -21 days to respond (previously circulated):
 - **M/23/01406/HP** - Thornton, 131 Wells Road, Malvern, WR14 4PD. Resubmission first floor side extension over existing utility, single storey rear extension and landscaping and replacement of existing garage and shed with larger garage built into hillside. Garage previously approved M/22/01788/HP. Notified 12th October.
 - **M/23/01348/HP** - Mulberry House, 229 Wells Road, Malvern, WR14 4HF Extension of outbuilding for private residential use and works to driveway. Notified 11th October.
- b) To **note** MHDC planning decisions notified (previously circulated):
 - **M/23/01006/HP** - The White Cottage, 260 Wells Road, Malvern, WR14 4HD Single-storey side extension **APPROVED**.
- c) To **note** Planning Appeal:
 - **21/02130/FUL** - Land at (OS 7721 4202) Holywell Road Malvern Proposed, low energy, new Self Build Two Bedroom House on existing Garden/wooded area, on land adjacent to Benhomle.

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11. Communications

a) Notice boards

To **receive** update from Communications working group, consider and **approve** any decisions required (circulated). To **note** when considering that website AND noticeboards are legally required as public face of MWP Council and must be managed accordingly.

- Consider – 3 best located noticeboards to manage / use for legal publication
- Refurbish - if recommended required
- Consider de-commissioning extraneous notice boards / handing over formally to community group for use.

b) Website

To **note** update from Communications working group, consider and **approve** any decisions required.

12. Parish Assets

Fruitlands bus shelter

- a) To **note** Cllr. Birks notified shelter in need of repair. This is parish asset. To consider and if appropriate **approve** Clerk delegated authority to Steve Maund to repair roof (new battens and felting) and smarten appearance.

Defibrillators

- a) To **note** update from Cllr. Birks (circulated)
- b) To **note** MB intending to make application on behalf of council for Dept. of Health £1m defibrillator fund (circulated). To consider and if appropriate **approve** Clerk/Chair delegated authority for application.
- c) To consider and if appropriate **approve** relevant actions / costs to further the defibrillator project.

Visual Advice Speed (VAS) signage

- a) To **note** update from Cllr. Birks (circulated)
- b) To **note** Chair / Interim Clerk delegated authority to Cllr. Birks to confirm to Cllr. M Victory that MWPC will pay for maintenance and occasional re-siting of the sign, Cllr. Victory will pay for VAS sign and installation on Green Lane/Wells Rd/ Hanley Road triangle. Council to **confirm** approval.

Speed signage / White Gates Traffic Calming

- a) To **note** report (circulated) suggesting 3 locations and approximate costs for white gates and speed signs.
- b) To consider and if appropriate **approve** relevant actions / costs to further the project.

13. Gas Lamps

- a) To **note** update from Gas Lamps Working Group (GLWG) following meeting held 5/10/23.
- b) To consider and if appropriate **approve** recommendations made by GLWG.
- c) To **note** new councillor Paul Merrifield accepted invitation to join GLWG – council to formally **approve**.
- d) To consider and if appropriate **approve** updated Terms of Reference as recommended by GLWG (circulated).
- e) To **note** draft minutes of GLWG held on 5th October (circulated). If appropriate **approve**.

14. Cemetery

- a) To **note** Cemetery Committee meeting date still to be agreed.

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- b) To **note** Cemetery Committee to draft new terms of reference and delegated authority to be approved by Council at future meeting.
- c) To note Cemetery Committee to **appoint** a councillor as Committee Chair at their next Committee meeting.
- d) To **note** cemetery memorial safety check report (previously circulated). Some red alert items identified. Cemetery Committee to consider at their agreed meeting.
- e) To **note** Interim Clerk currently administering burial, ashes plot purchase, burial plot purchase and memorial installations using new documentation supplied by Ann Dobbins.
- f) To **note** Martin Thomas correspondence (circulated) regarding recovery and re-start.

15. Neighbourhood Development Plan (NDP)

- a) To **receive** update from NDPWG Chair deferred from September.
- b) To consider and if appropriate **resolve** to approve amended Invitation to Tender for NDP Consultant to produce revised NDP (amended document circulated).
- c) To **note** NDP questionnaire survey response (circulated).

16. Events

- a) To **note** items deferred from September meeting due to weight of business.
- b) To **note** update on Carols 2022 & Fete 2023 from Ian & Helen Burrage (circulated).
- c) To **note** retirement of Helen Burrage from Events sub-committee.
- d) To consider **and** if appropriate **resolve** that events should be organised by a separately constituted community events group, to limit costs impacting paid Clerk time.
- e) If resolved to **agree** grant to Community Events Team as separately constituted body to produce Fete, Christmas events and any other events. Community Events Group will then undertake all administration / make payments from own financial resources to reduce administration and enable more responsive payments.
- f) To **note** minutes and report of Events Sub Committee with revised costings and accounts for Fete (circulated) supplied by Ian Burrage.
- g) To **receive** new items notified.
- h) To **note** update on arrangements for Remembrance Sunday (circulated)
- i) To **note** Chair recommends no requirement for Clerk to attend the Remembrance event. Councillors to **agree** roles as necessary.
- j) To **note** update on arrangements for Christmas – tree ordered / lights installation.
- k) To **consider** management of any proposed Christmas events and if appropriate **approve** any actions and costs.

16. Forward Plan

- a) To **note** Cllr. M Birks update on meeting with Community Builder to encourage community cohesion in geographically disparate parish.
- b) To **consider** new ideas and **agree** priorities for council aims and objectives to inform 2024-25 plan and budget.

17. Tree Warden Scheme

- a) To note correspondence from Worcs. County Council (circulated), **consider** and **approve** any agreed actions resulting.

18. Correspondence (circulated)

- a) To note complaint about Assarts Playing Field - email and Andy Pitt response. To consider and **approve** any necessary actions resulting.

19. District and County Councillor reports – if present to **note**.

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20. Matters for future agendas.

- b) Website upgrade
- c) Fruitlands

21. Next meeting

- a) To **note** the date of the next scheduled Council meeting **Wednesday 29th November at Malvern Wells Village Hall 7.30pm.**