

Malvern Wells Parish Council

Minutes of full Council Meeting held on Wednesday 29th September 2021 at 7:30pm in Malvern Wells Village Hall

Present

Cllrs. B Knibb, C O'Donnell (Chair), C Gates, G Turrell, D Preece, P Stanier, T O' Donnell, K Wagstaff, H Burrage

In Attendance

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

Public participation:

One member of the public wished to comment on agenda items as they arose.

The second member of the public, (as Chair of the Gas Lamps working group) spoke at Agenda item 10. They arrived after Public Participation.

1. Apologies were received for the following Councillors:

J Black, J Baker, D Booker

Cllrs Absent: D Preece

County Councillor Jack Satterthwaite sent his apologies

2. Declarations of Interest

a) Register of Interests: there were none

b) Disclosable Pecuniary Interests: Cllr Burrage declared a payment item to herself and I Burrage with regards to fete expenditure.

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. The minutes of the previous Council meeting held on 28th July 2021 were **approved** and signed by the Chair.

4. Financial matters

a) The payment of accounts was approved. **Cllr Burrage did not vote.**

Payments from 30/07/2021 - 30/09/2021					
Date	Description	Supplier / customer	Account	Total	Paid/To pay
03/08/2021	CiLCA Qualification Fee	SLCC	Training	410.00	Paid
06/08/2021	Fete postcards	EW Commercial Publications	Newsletters/Wells News	1,255.16	Paid
13/08/2021	Sep-Oct21	Zoom	Meeting costs	14.39	Paid
13/08/2021	Aug21-Sep21 Remote meeting month	Zoom	Office Admin and Travel	14.39	Paid
15/08/2021	Water cemetery	Water Plus	Cemetery Labour Supplies and Maintenance	36.71	Paid
15/08/2021	Water cemetery	Water Plus	Cemetery Labour Supplies and Maintenance	41.85	Paid
16/08/2021	Pension Jul21 adjustment	Local Government Pension Scheme	Salaries, PAYE, Pension and NI	96.57	Paid
17/08/2021	Map photo fee	The Hive	All Saints Land Purchase/Equipment/Maint	8.00	Paid
17/08/2021	Jun-Jul21	Lloyds Bank	Bank charges	7.85	Paid
23/08/2021	Hi vis jackets x10	Hivis	Fete	43.07	Paid
24/08/2021	Electricity cemetery	EON	Cemetery Labour Supplies and Maintenance	26.75	Paid
24/08/2021	Data protection annual fee	ICO	Data protection	40.00	Paid
24/08/2021	Scanning minutes from 1986 to 20	Plan Copy	Office Admin and Travel	85.02	Paid
24/08/2021	Files and copy paper	Viking	Office Admin and Travel	40.13	Paid
26/08/2021	Pension Aug21	Local Government Pension Scheme	Salaries, PAYE, Pension and NI	517.84	Paid
27/08/2021	Cemetery management	M Alexander	Burial Ground Manager	404.68	Paid
27/08/2021	Outdoor work Aug21	S Maund	Cemetery Labour Supplies and Maintenance	497.92	Paid
27/08/2021	Fuel	S Maund	Cemetery Labour Supplies and Maintenance	33.70	Paid
27/08/2021	Skip hire	Digaway Clearaway	Cemetery Labour Supplies and Maintenance	120.00	Paid
27/08/2021	Outdoor work Aug21	S Maund	Footpaths/Lengthsman	241.18	Paid
27/08/2021	Outdoor work Aug21	S Maund	Open spaces maintenance	256.74	Paid
31/08/2021	Bouncy castle hire	Castle Kings	Fete	110.00	Paid
31/08/2021	Salary Aug21	S Hart	Salaries, PAYE, Pension and NI	1,339.31	Paid
06/09/2021	Portaloos and generator hire	Brandon Hire	Fete	362.69	Paid
08/09/2021	First aid cover	Severn Valley Training Services	Fete	70.00	Paid
08/09/2021	Float for change	S Hart	Fete	500.00	Paid
12/09/2021	C O'Donnell	Tombola prizes	Fete	188.04	Paid
13/09/2021	Microsoft annual subscription	Microsoft	Office Admin and Travel	79.99	Paid
19/09/2021	Jul-Aug21	Lloyds Bank	Bank charges	10.40	Paid
21/09/2021	Electricity cemetery Aug21	EON	Cemetery Labour Supplies and Maintenance	20.35	Paid
28/09/2021	Salary Sep21	S Hart	Salaries, PAYE, Pension and NI	1,339.31	Paid
30/09/2021	External audit fee	PKF Littlejohn	Audit and Payroll Fees	480.00	To pay
30/09/2021	Cemetery management	M Alexander	Burial Ground Manager	491.10	To pay
30/09/2021	Loo rolls	M Thomas	Cemetery Labour Supplies and Maintenance	1.50	To pay
30/09/2021	Outdoor work rest of Aug and Sep	M Thomas	Cemetery Labour Supplies and Maintenance	232.05	To pay
30/09/2021	Bin collection	Malvern Hills District Council	Cemetery Labour Supplies and Maintenance	59.86	To pay
30/09/2021	Outdoor work Sep21	S Maund	Cemetery Labour Supplies and Maintenance	630.18	To pay
30/09/2021	PA Equipment hire	Stage Services Event Production	Fete	150.40	To pay
30/09/2021	Band hire	Worcester Ukulele Club	Fete	150.00	To pay
30/09/2021	Emergency picnic table hire plus	I Burrage	Fete	618.65	To pay
30/09/2021	Car show trophies and envelopes	H Allen	Fete	106.80	To pay
30/09/2021	Band hire	Malvern Chase Brass Band	Fete	150.00	To pay
30/09/2021	Fete weekend setup and take down	S Maund	Fete	404.56	To pay
30/09/2021	Outdoor work Sep21	S Maund	Footpaths/Lengthsman	147.82	To pay
30/09/2021	Gas lantern for column MW50 Wate	Sight Designs	Gas Lamps maintenance	422.40	To pay
30/09/2021	Annual finance software fee Easy	Milan Limited	Office Admin and Travel	50.00	To pay
30/09/2021	Travel and expenses Apr-Sep21	S Hart	Office Admin and Travel	112.67	To pay
30/09/2021	Outdoor work Sep21	S Maund	Open spaces maintenance	217.84	To pay
30/09/2021	Pension Sep21	Local Government Pension Scheme	Salaries, PAYE, Pension and NI	517.84	To pay
30/09/2021	PAYE Q2	HMRC	Salaries, PAYE, Pension and NI	1,299.88	To pay
30/09/2021	Chairmanship training Cllr Preece	WCALC	Training	30.00	To pay
30/09/2021	5P's training Cllr Booker	WCALC	Training	30.00	To pay
30/09/2021	3M's Cllr Booker	WCALC	Training	30.00	To pay
30/09/2021	Community Engagement Cllr Gates	WCALC	Training	30.00	To pay

Carly Tinkler £600 for work undertaken on the NDP LSCA – attending meetings, updating and issuing final version of LSCA (Dec 2020)

b) It was **approved** to set up a Direct Debit payment to the Information Commissioner's Office for the annual renewal.

c) It was **noted** that the external audit for 2020-2021 is complete with no issues.

d) It was **requested** that the Clerk double check whether the quotes for the gas lamps painting included the paint costs.

5. It was **noted** that the Assarts Playground group have asked the Clerk to arrange site visits with the play equipment companies, in order for them to advise what equipment will work best in the space available. A mixture of toddler equipment and disability friendly equipment is wanted.

6. Highways

- a) The following traffic regulation order was considered and Council were **in favour** of the proposal:
Initial Consultation - B4209 Hanley Road, Malvern Wells, Proposed raising of 30mph speed limit to 40mph
- b) It was **approved** for an additional bin to be installed at the top of the Wyche on the railings opposite the Wyche Inn.
- c) It was determined that Cllr C O'Donnell (as liaison officer on the Three Counties Organising Committee) would speak to the organisers and pass on the complaints received by the Council.

7. The Terms of Reference for the Neighbourhood Development Plan working group were **approved**. See **Annex A**

8. Comms

The minutes of the Comms working group were **noted**. See **Annex B**
It was **approved** that the group could spend up to £2,000 of the remaining Wells News budget.

9. The minutes of the Public Rights of Way working group were **noted**. See **Annex C**

10. Gas lamps contract renewal

The meeting was adjourned to allow a member of the public to speak.

- a) It was **noted** that the Gas lamps contract ended on September 22nd 2021.
- b) It was **noted** that the working group have approached Sight Designs with regard to sub-contracting some of the work to Steve Maund, (approved by Council July 2021), and that Sight Designs has taken no action to make contact with Steve Maund.
- c) It was **noted** that Sight Designs have not invoiced for any maintenance since March 2021.
- d) It was noted that Sight Designs propose to begin the Annual maintenance on September 27th 2021 (it should start in May). It was **noted** that this is now outside of any contractual arrangement and Sight Designs have been asked by the Clerk not to undertake any further work, and that the Council will not pay invoices relating to such work.
- e) It was **approved** that Sight Designs could continue with **basic maintenance** on a monthly basis until a new contract is in place. To be invoiced on a monthly basis. However Sight Designs **must not undertake any Annual Maintenance** until a quote has been submitted to the Council for approval.
- f) It was **noted** that the Clerk has found a supplier in the South East who may be interested in training Steve Maund and may also quote for gas lamps maintenance.

11. Events

Fete

- a) The fete report from the Events working group was **noted**.
- b) A budget of £3,250 was **approved** for fete expenditure in 2022.
- c) The date of September 11th 2022 was **agreed** for next year's fete.
- d) A small working group of H Allen, D Preece and the Clerk was **approved** to consider the issue of fete car parking.

Remembrance

- a) It was **noted** that the road closure has been requested and it is restricted to 30 minutes only. 11:45 – 12:15
- b) It was **noted** that the hall is booked for Sunday November 14th.
- c) It was **noted** that we don't yet have a bugler but Councillor Black thinks he may be able to find someone. Malvern Chase Brass band may also be able to help.
- d) It was **noted** that the WI have offered to do the refreshments.
- e) It was **decided** to invite Dave Bruce to lead the service this year.
- f) It was **decided** that the following would usually lay wreaths: WI, Scouts, Wells school, Council; also to be invited: Wyche school, Guides.
- g) It was **decided** that there will be a parade.
- h) It was **decided** that the Scouts can join in the parade along with all the other wreath layers.

12. Planning

- a) It was **approved*** that the Clerk be delegated to make decisions on minor non-contentious planning applications which fall between meetings and for which the Council is unable to get an extension for. Comments from Councillors will be collated by the Clerk to inform the decision.

**Cllrs K Wagstaff, B Knibb and H Burrage voted against.*

- b) The following comments were made on new applications:

21/01511/HP	Proposed Parking Platform & Open Timber Garage	Grove Cottage, 6 Westminster Road, Malvern, WR14 4ES	Malvern Wells Parish Council is in support of this application
21/01481/HP	Provision of a green 'living' retaining wall and enlarged parking area (retrospective)	27 Wyche Road, MALVERN, WR14 4EF	Malvern Wells Parish Council is in support of this application
21/01193/LB	Removal of natural and fibre cement slates, underfelt and battens and leadwork and replacement with natural slates, battens, underlay and new leadwork.	Rock House, Holywell Road, Malvern, WR14 4LE	Malvern Wells Parish Council is in support of this application
21/01610/LB	Re-roof front roof pitch with new lining and battens and reusing original roof tiles.	The Ruby, 110 Wells Road, Malvern, WR14 4PG	Malvern Wells Parish Council is in support of this application
21/01621/HP	Construction of two bay windows with hipped roof to front of the property.	Linneys Acre, Shuttlefast Lane, Malvern, WR14 4JB	Malvern Wells Parish Council is in support of this application

- c) The following comment was made on an application amendment:

Cllr Wagstaff did not vote due to knowing the developer.

21/00617/FUL	Independent opinion on outline stability assessment	Properties 48 To 60, Wyche Road, Malvern	Malvern Wells Parish Council has no confidence that this report will reduce the risks already identified.
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13. The County Councillor report was **noted**. See Annex D. There was no District Cllr report.

14. Correspondence

- a) An invitation to a planning peer review focus group was **noted**.
- b) It was **agreed** to make the following comment on the closure of the Evesham and Malvern ambulance stations: "The ever growing population of 30,000 plus people needs a local station."
- c) It was **agreed** to ask the Safer Neighbourhood Team to issue a by law to allow cyclists to ride on the pavement between Malvern Wells and Great Malvern due to the lack of safety cycling on the road.

- d) It was **agreed** to make no comment on the Welland Parish Council Neighbourhood Plan consultation.
- e) It was **agreed** to respond to a letter of complaint regarding the 2021 fete to apologise and state that the issues of parking and venue would be looked at by the working groups set up for Events and Car parking at the fete.

15. Other matters

a) Cllr Knibb reported that NALC would be increasing their fee by 1.1% but that WCALC would hold next year's fee at the same rate as 2021.

In addition there would be discount incentives available to Councils:

5% discount for a CiLCA qualified clerk.

5% discount for a Gold award council.

5% discount for a KITE award council.

b) Cllr Knibb reported that he had discussed the Fruitlands land purchase with Vic Allison (MHDC Chief Executive) who had stated that the Council cannot compulsory purchase the land but that they may be able to purchase through escheat.

c) Cllr Knibb requested 'purchase of a mobile phone for the Clerks use' be added to a future agenda.

16. The date of the next meeting was confirmed as **October 27th 2021**.

There being no further business the meeting closed at 9:56pm

Meeting Annexes:

Annex A

MALVERN WELLS PARISH COUNCIL

NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP

TERMS OF REFERENCE

Versions		
Date	Editor	Reason
27 Feb 21	Tim K	Andy P and Helen P comments
4 Mar 21	Tim K	Andy P comments. In italics.
6 Mar 21	Tim K	Sarah H
30 Jun 21	Tim K	Further amendments
17 Jul 21	Tim K	Members' amendments

Background

- Malvern Wells Parish Council (MWPC) took the decision to produce a Neighbourhood Development Plan (NDP) at its meeting on November 30th 2016 following a presentation that September from David Clarke (Neighbourhood Development Planning Officer for Malvern Hills District Council).
- The Parish Council has established a working group (NDPWG) to oversee the process that will result in the preparation of a draft plan which will be put to a public referendum.

3. The NDPWG is an advisory group, all decisions will be ratified at full Parish Council meetings. The Group will deliver on those decisions.
4. The Parish Council will be the body that formally submits the NDP to Malvern Hills District Council.

Objective

5. The objective of the NDP Working Group is to deliver, on behalf of the Parish Council, a plan that will enable the NDP vision¹ to be realised.

Working Practices

6. The NDPWG, in January 2021, is very much a re-furbished Group and will take on a great deal of previously undertaken work, including principles and policy.
7. Between September 2020 and April 2021, the NDPWG and NDP were suspended to enable both to be reviewed. In April 2021, MWPC approved a new NDPWG and the amendments to the June 2020 pre-Regulation 14 version of the NDP.
8. The NDP is a living document and subject to a rolling, five-year revision, taking account of the South Worcestershire Development Plan and other National and local developments.
9. The NDPWG is bound by the guidelines for the development of an NDP contained in the [Localism Act 2011](#).
10. The personal working principles of the NDPWG are:
 - a. Members of the NDPWG need to set aside whatever personal interests they might have if there is wider benefit for the Parish.
 - b. Recognise and maintain the diversity of character within the Parish
 - c. Collaboration and transparency
11. The NDP Working Group will be supported by a delivery plan which will set out the activities and resources required to deliver the NDP over time.
12. Document Production. See Annex A.
13. Finance. See Annex B.
14. Communications. The work of the NDPWG will need to be communicated to a range of stakeholders through a variety of media including events, surveys and information broadcast. Ensuring that the right messaging is issued at the right time will be key to ensuring a successful NDP. Lessons learnt from previous NDPWG communications efforts have shown that this area will require particular attention. Information regarding Group and public communications activity (other than meeting notes) will only be published once the activity has been ratified by Council.
15. Information Management. The range of stakeholders and the amount of documentation involved with the NDP production demands particular effort to ensure that the NDPWG has access to as much relevant information as possible in a timely manner. The Group Dropbox will be used to build a library of people, organisations, documentation, and internet links.
16. Meetings.
 - a. The NDPWG will usually meet monthly. Additional meetings can be called as necessary.
 - b. As a working group, meetings are not open to the public.

¹ MW NDP Part 3, Vision.

- c. The NDPWG shall be quorate when 4 members are present.
- d. NDPWG members must declare any conflicts of interest, pecuniary or otherwise, at each Group meeting. The NDPWG Secretary will maintain a log of such declarations. Members with a declared conflict of interest must withdraw from any discussion and not vote on that topic. Non-Councillor Members are required to complete the Members' Register of Interests form at Annex D. The completed forms are held by the Clerk of the Malvern Wells Parish Council.
- e. The NDPWG shall keep notes of meetings which will be open to public scrutiny. Notes will include a record of members attending and apologies for absence. Notes will be published on the Parish Council Neighbourhood Plan web page.
- f. Notices, agendas, minutes, and associated papers will be emailed where possible to all NDPWG.
- g. Decisions made by the NDPWG will be by consensus. Where a vote is required each member will have one vote. A simple majority will be required to support any motion. In the event of a tied vote, the Chair will have the casting vote. Proxy voting may be allowed after agreement of the Chair.
- h. NDPWG Members are expected to attend scheduled meetings. Members with non-attendance at 3 consecutive meetings (without apologies) will be deemed to have left the Group.

17. Other.

- a. The NDPWG will update and report its progress at Parish Council Meetings.
- b. The NDPWG will remain in place until the Neighbourhood Development Plan has been approved by the independent examiner and the Chair of the Parish Council dissolves it.

Membership

18. The NDP Working Group is formed from members of the following:

- a. Malvern Wells Parish Council
- b. Malvern Wells residents
- c. Experts and consultants co-opted as required.

19. The NDP Working Group will comprise a maximum of 12 members.

20. Any person who wishes to become a member of the NDPWG shall apply to the Parish Council Clerk.

21. If there is a vacancy at the time of application, and the candidate is eligible, then they will be accepted. If there are more candidates than vacancies a vote will be taken by the NDPWG.

- a. Eligibility is defined here as:
 - i. Be over 18 years of age and one of the following:
 - ii. Registered as a Local Government Elector for the area of Malvern Wells Parish Council, or
 - iii. Resided in the Civil Parish of Malvern Wells, or within 3 miles (4.8 kilometres) of it, during the whole of the last 12 months, or
 - iv. Occupied (as owner or tenant) land or premises in the Civil Parish of Malvern Wells during the whole of the last 12 months, or
 - v. Main place of work been within the Civil Parish of Malvern Wells during the whole of the last 12 months.
- b. Ineligibility is defined here as:

- i. Now or in the last 12 months held any paid office or any other position of profit with the Malvern Wells Parish Council
- ii. Ever been surcharged by the District Auditor for £500 or more
- iii. Been disqualified by a Court from holding Public Office
- iv. Been declared bankrupt
- v. Been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)?
- vi. Been found guilty of corrupt or illegal practices under Election Laws

Roles

- 22. For details on NDPWG roles see Annex C.
- 23. NDPWG Members may hold more than one role.
- 24. The NDPWG Secretary will maintain a list of roles, members filling them, date appointed and date discharged.
- 25. In case of a member's illness, a role may be re-allocated by the Chair.
- 26. Roles that are felt to be redundant (through lack of work) can be suspended.

Changes to the Terms of Reference

- 27. These Terms of Reference will be reviewed annually throughout the NDP development and amended as required by the NDPWG for ratification by the Parish Council.
- 28. If a substantial revision of the NDPWG or NDP is required, this will be brought to the attention of the Council.

ANNEX A TO
NDPWG ToRs
DATED JUL 21

DOCUMENT PRODUCTION

The production of NDP documents will follow this process:

1. NDPWG will determine the need and purpose for a document, along with a timescale for production.
2. The project manager will create an activity required to progress the NDP, a production programme, and seek a lead and resources (other Members and/or consultants). This includes NDPWG activity or external stakeholders and might include preparation of documents, communications, events, grant application.
3. The project manager will, with the finance member, determine any costs associated, such as consultancy and printing.
4. The lead will produce a framework for what is to be delivered, when and by whom, and agree it with the Group.
5. An initial draft will be produced, and the lead will present it to the Group for review.
6. Group comments will be addressed and incorporated as appropriate by the lead. If necessary, comments can be discussed at an NDPWG meeting.
7. A second draft will be circulated by the lead for Group approval.
8. The Group will approve the document to be presented to Parish Council for ratification.

ANNEX B TO
NDPWG ToRs
DATED JUL 21

FINANCE

1. The Parish Council will hold and ringfence all funds for the Neighbourhood Development Plan.
2. The Clerk of the Parish Council, (as Responsible Financial Officer), is to be kept up to date of the on-going budgetary implications associated with the project.
3. Any funds remaining after the completion of the project will be retained by the Parish Council or handed back to the organisation from where they were obtained dependant on the regulations at the time.
4. Sources of funding will be from Locality grants, other sources of grant funding identified by the group and the Parish Council precept.
5. Process for expenditure. The Group has no delegated authority to spend. Authorisation to spend is granted by the Council or the Clerk (as Responsible Financial Officer) in line with the Council's Financial Regulations. Spend can only be authorised for activities approved by Council.

ANNEX C TO
NDPWG ToRs
DATED JUL 21

NDPWG ROLES

1. Chair: for 2021/2 – Tonya O’Donnell
 - a. Appointed by and responsible to the Parish Council
 - b. Chair NDPWG meetings
 - c. Prioritise NDPWG activities
 - d. Sign off plans and products for presentation to the MWPC
 - e. Represent the NDP at Parish Council Meetings
2. Secretary: for 2021/2 – Tim Kidwell
 - a. Responsible to the NDPWG Chair
 - b. Schedule NDPWG Meetings and events
 - c. Produce notes from NDPWG meetings and publish them on the Parish Website.
 - d. Maintain an NDPWG diary
 - e. Manage internal NDPWG communications
 - f. Maintain the NDPWG members’ conflict of interest log
 - g. Act as deputy to the NDPWG Chair when necessary
3. Project Manager: for 2021/2 – Tim Kidwell
 - a. Responsible to the NDPWG Chair
 - b. Establish and maintain an NDP delivery plan workbook to:
 - i. Identify tasks and activities required to deliver the NDP over time
 - ii. With others, manage the resources required
 - iii. Plan and manage NDPWG activities in accordance with the priorities set by the Chair
 - c. Manage NDPWG non-finance resources
4. Finance: for 2021/2 – No one identified. Sarah Hart, the MWPC Clerk, will maintain the financial records and submit Grant applications when supplied with the relevant information by the Group.” Or take out the finance role altogether
 - a. Responsible to the NDPWG Chair
 - b. With the Responsible Financial Officer, ensure appropriate disbursement of allocated NDPWG monies
 - c. Maintain a record of income and expenditure
 - d. Submitting Grant applications
5. Communications: for 2021/2 – Andy Pitt

- a. Responsible to the NDPWG Chair
 - b. Plans and executes NDP related communications
 - c. Leads on NDPWG events
 - d. Produce a NDPWG communications policy
6. Information Management: for 2021/2 – Tonya O'Donnell
- a. Responsible to the NDPWG Chair
 - b. Maintains and manages the NDPWG Dropbox
 - c. Maintains the NDPWG library of documents and links
 - d. Maintains the NDPWG stakeholder list
 - e. Produce an NDPWG information management policy, including GDPR
7. Activity Lead: TBC
- a. Responsible to the NDPWG Chair for the delivery of a NDPWG products to the standard agreed with the NDPWG Chair at the agreed time and cost
 - b. Manage people working on the activity

ANNEX D TO
NDPWG ToRs
DATED JUL 21

NDPWG DECLARATION OF INTERESTS FORM

Name of NDPWG Member: _____

I confirm that:

1. I have received and read a copy of the NDPWG ToRs relating to conflicts of interest;
2. I understand and agree to comply with its requirements;
3. I understand that the NDPWG is an officially constituted body acting in the public interest, and in order to maintain its integrity and independent decision making, it must engage primarily in activities which accomplish one or more of its NDP development purposes.
4. Nature of NDPWG member's interest or involvement outside of the NDPWG.

5. Detail of connected persons, including business interests, directorships, shareholdings, elected office, trusteeship, other public appointments, which may be relevant to the NDPWG.

6. NDPWG Member or members of his/her household I have no personal or financial interests to declare ()
(tick if applicable)

Signed:

Date:

Annex B

Malvern Wells Parish Council

Comms Working Group Meeting Record September 15th 2021 7:30pm

Attending: C O'Donnell, T O'Donnell, D Booker (Chair), Sarah Hart (Clerk) C Gates

Website

The Clerk has setup the new website. The security issues raised by the National Cyber Security Centre are now resolved.

There was no cost other than the time spent by the Clerk.

It would be useful to activate the social media links so that we can have auto updates and users can share through the icons. This is not part of the free package. **Clerk to get a quote on the cost for that.**

Clerk to request feedback from Councillors on the new website.

Social Media

It was agreed that Twitter is not a relevant platform for a Parish Council due to the nature of comments being personal opinion and the need for it to be used frequently on a daily basis. **It is recommended that the Twitter account is put on hold.**

Cllr T O'Donnell and Clerk to work on the Facebook profile/page/group to determine which is the best one to use.

Wells News

Cllr T O'Donnell has drafted an Autumn Wells News. The budget is for an A5 postcard format. However the content would be better on A4 folded into an A5 booklet. **Clerk to get costs of A4 folded booklet** to be posted, on fairly weighty paper. Cllr Booker may be able to find volunteers to fold the booklets (if the printers can't do that).

There has been no interest in the editor role yet. This will be added to the content of the newsletter.

It was discussed that All About Malvern magazine take inserts of flyers and this could be a cost effective efficient way of distributing a hardcopy newsletter to residents. Distribution can be targeted at Malvern Wells residents only. Costs are from £40 per 1,000. **Clerk to find out more details re costs and whether there are any areas which are not delivered to.**

This will not be an option for the Autumn newsletter because the submission deadline has passed.

Agree date of the next meeting

October 20th 2021, 7pm Village Hall or Zoom if hall unavailable.

There were no other matters to discuss.

Annex C

Minutes of the Malvern Wells Parish Council PROW Working Group held at 7.30pm Wednesday July 21st 2021 at Malvern Wells Village hall

In attendance: Norman Nimmo-Smith (Parish Paths Warden), Peter Clement, Cllr Chrissie Gates, Cllr Pam Stanier, John Stiggers, Richard Winterton

1. Norman Nimmo- Smith chaired the meeting

2. Apologies: Steve Atwell

Norman welcomed Chrissie and John to the group. He was pleased that they wanted to contribute to the work! He explained the purposes and remit of the PROW committee for the benefit of the new members,

including the work by the County Council through Fiona Argyle, the work done by the parish Lengthsman Steve Maund, and the training offered by the CC.

3. The minutes of the previous meeting were approved, with no matters arising.

4. Report of the Parish Paths Warden – Norman Nimmo-Smith

We're in the midst of the 'growing season' when vegetation needs to be continually cut back to keep the footpaths clear. This has kept the volunteers constantly busy. Steve Maund has been very helpful by strimming a number of paths.

In May, the WCC Countryside Service organised the repair of the handrail on the steep flight of steps on footpath MW-510. Four rotten posts were replaced and the railing re-attached securely.

Also in May, a new waymark post was installed at the junction of bridleways MW-543 and MW-544. The previous post had become rotten and was eventually knocked over by cattle in the field.

In June, a new stile step was installed on footpath MW-548 to replace the wobbly, rotten one that made crossing the stile a tricky operation.

In May, landowner David Beech reported that a large, deep hole had appeared in the middle of bridleway MW-523 when the weight of a horse and rider had broken through the surface into a culvert. The horse-rider suffered a minor injury. It transpired that the brick culvert had been damaged by BT Openreach contractors when they were installing an underground broadband cable to Summer Hill Farm. The incident was reported to the Countryside Service, and BT Openreach eventually repaired the damage four weeks later.

The saga of the underground cabling continued in June when an access cover installed by BT Openreach on MW-524 (the continuation of MW-523) was displaced by farm machinery, leaving another deep hole on the bridleway. This was also reported to the Countryside Service, and is currently awaiting repair by BT Openreach contractors. The farmer has temporarily moved the cover back over the damaged installation and placed a large cone on top to warn people.

6. Steve Maund had been strimming some paths, some remained to be completed, particularly 528 and 526

7. Reports from assistant wardens:

Peter Clement: (Report attached)

Pam Stanier and Richard Winterton: (Report attached) Norman explained that the issue of the overflowing ditch on 517 was in hand.

Steve Atwell had reported that all his paths seemed clear.

John Stiggers reported that all his paths seemed clear.

8. Reallocation of footpaths in the light of new attendees.

Chrissie is to take over paths MW-530, MW-531, MW-558, and MW-559

9. AOB: All members offered to walk path MW-553 in view of the challenges posed by the landowner.

Norman offered to accompany Chrissie and John on a footpath walk to point out some of the issues, to go alongside any CC training.

10. Date of next meeting: October 20th 2021 .

The meeting closed at 8.40pm

Annex D

County Councillor Report:

At the recent County Council meeting I put forward a motion to improve electric car charging points for residents who are not able to charge their cars at home because they live in flats or do not have driveways. It's an issue that I get in my inbox regularly from residents, particularly in the Wyche area. The council voted for this motion and I hope we can see progress soon as more and more people in Malvern Wells switch to hybrid or fully electric vehicles.

A number of residents in Malvern Wells have recently spoken about new LED lights disturbing them at night. I am pursuing this issue in the County Council at the moment and will I believe it is also being discussed on the AONB committee which I have recently joined. Everyone I've spoken to appreciates the environmental benefits of the lights and the fact it saves money on electricity that can be spent on other priorities. No one wants to detract from that. I do want to see if any minor changes can be implemented to reduce the glare of some of the lights that are particularly close to peoples windows. There is a streetlight review coming up in one of my committees that I can raise these issues in and I can pursue individual cases behind the scenes in the meantime.

Disabled access to footpaths and pavements is something I raised in a committee meeting last week. Residents with mobility issues want to be able to access information more easily about which rights of way are accessible to them and if there are any obstacles on any pedestrian routes. If this information were more widely available then people would be able to travel without cars more comfortably when they are able to or would like to. If there are any 'pinch points where there are no dropped kerbs and mobility is an issue then let me know and I can try and get funding to make them more accessible.

I am disappointed that there are still no firm commitment on going ahead with the Malvern-Worcester and Malvern-Three Counties-Upton bike routes. This has been in the early stages of planning since at least 2012 but has not progressed much at all. It was one of my election priorities and something I have already asked about in council meetings. Information so far suggests that very small sections could be in place by 2023, but only if bids are successful. There has been trouble with Worcestershire getting full amounts from cycling infrastructure bids in recent years so it is clearly something they need to improve on.

I'm always happy to answer any other questions that any councillors or residents might have.

Signed.....

Date.....