

Malvern Wells Parish Council

From the Locum Clerk, Kate Howe

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Notice is hereby given that a **Meeting of the Parish Council** will be held on **Wednesday 28th June 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 AGM Council meeting held on **17th May 2023**.
4. To **note** Matters Arising from the above
5. **Cemetery Committee**
 - a) To **note** written report from Burial Ground Manager – to be supplied
 - b) To **note** date of Cemetery Committee meeting – to be supplied
6. **Assets Management**
 - a) To **note** verbal report from Lengthsman and **resolve** any decisions required.
 - b) To **note** update from Gas Lamps Working Group and **resolve** any decisions required.
7. **Finance Matters**
 - a) **Resolve** to approve payments made by Cllr. D Preece and S Hart on 9.6.23 due to urgent business need – no Council meeting since 17th May – see payment schedule circulated.
 - b) **Resolve** to approve payments as schedule 27.6.23 (docs to be supplied).
 - c) To **note** Bank reconciliation for 2022-23 Q4 (doc to be supplied).
 - d) To **note** the final March 2023 year end Q4 budget (doc to be supplied)..
 - e) **Resolve** to add Cllr. C. Gates as signatory to Lloyds current account.

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- f) To **note** correspondence from Lloyds Bank - Financial Services Compensation Scheme (FSCS) and consider any relevant action – copy circulated.
- g) To **note** the outcome of the internal audit inspection and any findings. To **ensure** any requirements notified in internal audit report and AGAR from 2021/22 have been actioned.
- h) To **confirm** that the assertions in Section One of the Annual Governance and Accountability Return are correct for year ending 2022/23 – copy circulated.
- i) To **agree** the financial statements and figures in Section 2 of the Annual Governance and Accountability Return for year ending 2022/23 and **authorise** the Chair and Locum Clerk to sign this section. Copy to be available in advance of / or at the meeting for approval.
- j) To **set** the period for the public inspection of the accounts and arrangements, to include an exact 30 working day period during which public rights may be exercised inclusive of the start and finish dates. The inspection period must commence no later than 3 July 2023 and must include the first 10 working days of July. The elector's rights must start exactly one day after the annual return has been published on the Parish Council website – **recommend publishing AGAR on Friday 30th June**. The inspection period would then commence on Monday 3rd July and end on Friday 11th August 2023.
- k) To **consider** agreeing to authorise the Locum Clerk to forward the AGAR to the External Auditor as soon as the Internal report has been received subject to this being satisfactory.

8. Planning Matters

- a) To consider and **resolve** agreed comments on the following new applications and any others received between agenda circulation and meeting:
 - b) To **note** response made by Locum Clerk (by delegated authority) due to deadline – 16th June:
M/23/00665/FUL Ground Floor Flat, Bernard Lodge, 262 Wells Road, Malvern, WR14 4HD Replacement of individual window units to lounge and bedroom to front (East) elevation. **NO OBJECTION**
- c) To **note** Malvern Hills District Council Planning Committee decisions notified:
 - M/23/00449/HP** 46 Lower Wyche Road, Malvern, WR14 4ET
Construction of a Summerhouse/Shed at the topmost level of the terraced garden within the curtilage of 46 Lower Wyche Road. **APPROVED.**

9. Consultation

- a) To **consider** and **approve** an agreed response to consultation on the Welland Neighbourhood Plan – notification circulated.

10. Meeting Management

- a) To **note** Chair's verbal report on proposed Council working practices following discussions at informal meeting held on 31st May.
- b) To **consider** and if appropriate **resolve** to approve suggested meeting schedule – document circulated.

11. Staffing Matters

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- a) To **note** the combined Clerk role advertised as Chris Wayman Worcester CALC pay review and advice received – documents circulated.

12. Police Matters

- a) To **resolve** to approve the new 2023-24 Policing Contract note new Chair and Locum Clerk added as contacts to Police contracts – document circulated.
- b) To **resolve** to approve the new policing priorities remain as previously resolved - speeding, doorstep Pedlars, other traffic offences.

13. NDP Update

- a) To **note** verbal update from Chair of NDP Working Group

13. Appointments to Working Groups

- a. To **appoint** members to the following working groups
 - i. Neighbourhood Development Plan – maximum of 12; up to 6 residents/locals and 6 cllrs.
 - ii. Cemetery – 3
 - iii. Gas Lamps – 4
 - iv. Play and Open Spaces – 6
 - v. Public Rights of Way (PROW) - 3
 - vi. Events - 3
 - vii. Fete Car Parking – 2

14. Appointments to external committees

- a) To **appoint** members to represent the council on the following external committees:
 - i. Malvern Wells Village Hall Management Committee – 1
 - ii. Monitoring Group of the Three Counties Showground – 1
 - iii. CALC Malvern Hills Area Committee – 2
 - iv. Worcs. CALC Executive Committee – CALC confirmed not applicable.
 - v. Wyche Institute Committee – 1

15. Public Rights of Way Group

- a) To **note** verbal update (PROW minutes circulated)
- b) To **approve** allocation of funding agreed in 2023-24 budget.

16. Correspondence

- a) Email from Cllr. Andy Pitt 5/6/23 Village Green and communicating its success.
- b) Email from Cllr. Chris O'Donnell 22.5.23
MW would like to use Assarts Rd playing field for their Sports day. They have used it in previous years. I told them it would be alright.
- c) Emails from Burial Ground Manager.
- d) Email 19/5/23 via Hugo Fox requesting Assarts field is mown.
- e) Email 16.5.23 via Hugo Fox road safety in Lower Wyche Road
- f) Email from Dawn Jolley Village Hall 22.6.23 regarding BT broadband.

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

17. Matters to report for future agendas.

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18. To confirm the date of the next scheduled Council meeting **Wednesday 26th July 7.30pm.**