

Malvern Wells Parish Council

Minutes of full Council Meeting held on Wednesday 26th April 2023 at 7.30pm at Malvern Wells Village Hall.

Present:

- a) Cllrs. C O'Donnell (Chair) [CO], D Preece [DP], J. Black [JB], A Pitt [AP], P Stanier [PS], M Birks [MB], G Turrell [GT], R Price [RP].

Absent: None.

In Attendance - Dr K Howe (Locum Clerk).

Public Participation: No requests to speak.

1. **Apologies:** Cllr. C. Gates notified apologies via email to Clerk.
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 **29th March 2023** were proposed by CD, seconded by JB, Council **resolved** as an accurate record and signed by the chair CD in meeting.

4. Meeting dates

- a) Council considered and **resolved** to approve meeting dates schedule as circulated for new Council year.
- b) Council **noted** commitment to hold Parish meeting next year, not this current year.

4. Financial Matters

- a) CO proposed, JB seconded, Council **approved** payment of accounts as Schedule circulated.
- b) Council **noted** the final quarterly budget – deferred to next meeting.
- c) JB proposed, CO seconded, Council **resolved** to approve newly elected Chair and Vice Chair sign signature final copy Scouts Hut lease. Both councillors to sign lease on behalf of MWPC in meeting. Document circulated.
- d) Council reviewed. MB proposed, AP seconded, Council **resolved** to retain current donations policy limited to £250 per grant.
- e) MB proposed, JB seconded, Council **resolved** to invest budget (previously agreed for street parties) be used for tree planting as Coronation commemoration. MB and AP to lead on project, request AONB advice, consider suggested MWPC owned locations and other community projects:
 - Village Green
 - Assarts Playing Fields
 - Jubilee Gardens
 - Fruitlands Play Area
 - Malvern Wells Schools
 - Scouts hut adjacent area
- f) DP proposed, CO seconded, Council **resolved** to extend Sarah Hart financial / signatory role (previously approved) to use MWPC debit card to administer Events Committee

payments required for Fete and other urgent payments until new permanent Clerk appointed.

- g) Council **reviewed** the Risk Register circulated. Council questioned should Marquee and 8 Gazebos be included on Risk Schedule index. Council questioned are contractors completing paper inspections and where are they stored. Council decided to change noticeboard inspections to monthly (currently by Cllr. Pitt but when recruited by new Clerk).
- h) Council **noted** GT to be added as bank signatory (as previously resolved) – GT to provide ID documents to Clerk for Sarah Hart to enact.

5. Governance

a) Council **noted** they had been reminded to **complete Register of Interests** forms - document circulated. Every Councillor (new and returning/ elected and co-opted MUST complete the form supplied and return to the Monitoring Officer by the end of May.

6. Planning

AP proposed, JB seconded, Council **resolved** to make agreed comments on the following two applications:

a. M/23/00337/HP.

9 King Edwards Road, Malvern, WR14 4AJ

Replacement of single storey rear extension and other ground works, with external and internal alterations.

NO OBJECTION to this substantial flat roof extension with atrium light but request consider proviso to install automatic internal blinds to limit light pollution re. Dark Skies.

b. M/23/00430/HP

3 Yew Tree Lane, Malvern WR14 4LJ

Additional window to side extension

NO OBJECTION to installation of additional window in west facing wall subject to site visit by MHDC Case Officer to verify there would be no unreasonable reduction in privacy levels (residential amenity) arising from installation.

7. Consultation

a) JB proposed, AP seconded, Council **resolved** agreed response to **B4218** Wyche Road/ Lower Wyche Road, Malvern Wells - proposed prohibition of waiting at any time TRO (Initial Consultation).

Approve proposal to improve sight lines in both directions at junction. But request if double yellow lines – these are narrow version to limit visual impact in AONB.

8. Gas Lamps

- a) Council **noted** Locum Clerk contacted Malvern Conservation Trust to notify liability of damage to Gas Lamp No. 35 by falling tree. CEO responded undertaking own investigations and will respond.
- b) Council **noted** Locum Clerk correspondence with Franklyn Air. Gas Lamp No. 35 budget costs £3-4,000 notified. JB notified his site visit – its well-made Foster & Pullen lantern. Foundation is splayed hollow casting. JB will take down and attempt to repair lantern. Mantle and burner will still require specialist.
- c) To **note** Franklyn Air coming to site to install and commission 2 newly restored gas lamps.
- d) Council **noted** JB visited Sight Designs to request return of MWPC owned Maxillan lantern (ex. No. 27 lamp). Lamp lodged with Sight Designs for infill scheme on Wells Rd. not

subsequently funded. Locum Clerk to request Simon Freeman send letter before action to demand immediate surrender of lantern.

9. Staffing

Council **noted** PS verbal update on Staffing Committee recommendations for the new Combined Clerk / RFO / Burial Ground Manager post:

- a) DP proposed, RP seconded, Council **resolved** to approve circulated Job Description for combined role with minor amendments agreed at recommended F/T role 37 hours per week.
- b) PS proposed, JB seconded, Council **resolved** to approve the draft Person Specification for combined role as circulated.
- c) Council **noted** WALC advised HR consultant to assess required SCP for newly combined role if possible - supplied to 17th May Council meeting to inform job advert.
- d) Council **noted** Staffing Committee recommended schedule for new Clerk recruitment process:
 - Council agreement of job advert at 17th May meeting.
 - Advertise for 6 weeks via SLCC, Indeed, WALC website, Worcester News, Malvern Gazette, MWPC noticeboards with closing date end of June.
 - Staffing Committee to shortlist and interview during July.
 - Hopefully appoint from 1st September.
 - 1 month handover from Locum Clerk to new permanent Clerk.
 - Need to extend Locum Clerk contract to end September / October dependent upon dates impacting of new Clerk recruitment.

10. Fete

- a) DP proposed, CO seconded, Council **resolved** that Sarah Hart continue to manage Fete payments authorisation and use credit card to make urgent payments as process used to administer last year.
- b) Co Proposed, PS seconded, Council **resolved** to approve modification to Fete Risk assessment as circulated. Council noted it was the role of the Fete organiser to produce written assessment.
- c) CO proposed, DP seconded, Council **confirmed** Sub-Committee's authority to approve practical decisions made for Fete within budget previously agreed. Any additional expenditure above agreed budget to be brought to Council for decision.
- d) CO proposed, SP seconded, MB abstained, Council **resolved** to approve request from Fete Sub-Committee to print 250 flyers at cost of £70.

11. Correspondence

- a) Council **noted** letter from WCALC CEO advice and welcoming new and returning Councillors.
- b) Council **noted** Land drainage enforcement notification. **Hanley Road Malvern WR14 4JF**, aim to restore proper flow within this ditch.
- c) Council **noted** Land drainage enforcement notification. **Brick Barns Farm Lodge** with the aim to restore proper flow within this ditch.
- d) Council **noted** Locum Clerk (by delegated authority) responded to Rick Banbury Malvern Spa Association email 5 April 2023 to approve request for permission to dress St Anne's Well for Well Dressing Event.
- e) Council **noted** Burial Ground Manager short written report.

12. District and County Councillor reports – none present.

13. Future Agenda items

Council **noted** matters for future agenda below:

- a) NDP Cllr A. Pitt to stand down as Chair – will continue in role of facilitator. Cllr. M. Birks is willing to accept role of Chair.
- b) Proposed installation of Pump Track.

- c) Cemetery Committee meeting – request BGM calls a meeting - Cemetery Extension project.
- d) Police to be invited to attend Council meeting.
- e) Progress on Fruitlands project.
- f) Highways issues – Cllr. P Stanier will address orange barriers left too long in road with no permanent repair.
- g) Facebook – Cllr. R Price will address.

14. Date of next meeting

Council **noted** and confirmed the date of the next meeting as **7.30pm Wednesday 17th May.**

Statement from Chair

Chair informed Council that she would be stepping down from role at next meeting. She had enjoyed her last four years, but it was time for someone new to take over. Council informally considered nominations for new Chair and Vice Chair – to be elected at May AGM on 17th May. Council wished to make donation to charity in recognition of Chris O'Donnell's long service. CO nominated Breast Haven Unit in Worcester.

Meeting closed 10.15 pm. Chair thanked all councillors for their attendance and contributions.