

Malvern Wells Parish Council

From the Locum Clerk, Kate Howe

Email: clerk@malvernwells-pc.gov.uk Tel: 07988 427 507 Website: www.malvernwells-pc.gov.uk

Notice is hereby given that a meeting of the Council will be held on **Wednesday 29th March 2023 at 7:00pm** 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. Apologies

- a) To receive and consider apologies for absence.

2. Declarations of Interest¹

- 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)**

3. Minutes

- a) To **approve** the minutes of the previous council meeting held on **1st March 2023**. Document circulated.

4. Neighbourhood Development Plan

- a) To **receive** progress report from Chair Andy Pitt. Document circulated.

5. Financial Matters

- a) To **elect** and **resolve** to approve appointment of at least one additional member of the Staffing Committee to replace Cllr. B. Knibbs due to resignation.
- b) To **note** the standing order for the clerk's salary has been cancelled.
- c) To **note** following Cllr. B Knibbs resignation Council had no means of making payments. Locum Clerk is not an authorised bank signatory. Currently only Cllr Dan Preece is authorised signatory.
- d) To **resolve** to retrospectively approve – as emergency action taken by delegated authority of Locum Clerk and Vice Chair (due to urgent business / lack of signatories) - short term contracted role to outgoing Clerk (as current bank signatory of Lloyds current account) to make payments / administer urgent account transactions. Payment to be invoiced at previous hourly rate.
- e) To **note** and retrospectively **resolve** to approve Locum Clerk (by delegated authority) requested Sarah Hart authorise payments uploaded by second signatory to Lloyds current account (as notified to Council 1st March 2023)).
- f) To **note** and **resolve** to approve Locum Clerk requested Sarah Hart administer adding – Cllr. Geoff Turrell – as additional Lloyds bank account signatory (as **resolved** by Council - 25th January meeting).


¹ 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.

- g) To **note** and retrospectively **resolve** to approve BT Village Hall broadband charge be changed to quarterly payment by DD from Lloyds account. Payment currently by quarterly invoice – additional unnecessary cost and administration as standing charge.
- h) To **approve** the payment of accounts as schedule up to 28th March. Document circulated.
- i) To **note** at statement date 1st March £14,315.65 in Lloyds current account. Following payments made against 1st March payments schedule total reduced to £5,769.13. Council to consider / **resolve** to approve transfer of £20,000 from Lloyds savings account to Lloyds current account to ensure sufficient funds available to cover payments until precept received in April.

6. Staffing

- a) To **elect** and **resolve** to approve appointment of an additional member of the Staffing Committee to replace Cllr. B. Knibbs.
- b) To **note** verbal update from Staffing Committee on combined Clerk /BGM role. Finalised draft of combined JD /PS for Council approval. Documents circulated.
- c) To consider / **resolve** to approve NALC Civility & Respect Model Councillor – Officer Protocol. Document circulated.
- d) To consider / **resolve** to approve Civility & Respect training for all current councillors and Locum Clerk at cost of £300 as report. Document circulated.

7. Events Sub-Committee

- a) To **note** the 4 documents circulated from the Events Sub Committee meeting held 21st March 2023:
 - 1. Draft TOR's
 - 2. Outline Plan of Fete
 - 3. Items for Approval
 - 4. Minutes of Sub Committee Meeting 21.3.23
- b) To **consider** / and if appropriate **resolve** to approve the draft Terms of Reference for the newly appointed Events Sub-Committee. Document circulated.
- c) To **note** the Outline Plan of Fete report from the Chair of the Events Sub-Committee meeting. Document circulated.
- d) To consider / **resolve** to approve any requests received from Community Groups to hold Coronation events and any grant applications. Documents circulated.
 -  Wings Coronation MWPC grant flyer
 - MWPC Donations Policy (approval date 27.4.22). Document circulated.
 - St Wulstan's Estate Coronation Party grant application - £500. Document circulated.

8. Cemetery

- a) To **appoint at least** one more councillor member to the Cemetery Committee to replace Cllr. B. Knibbs and minimise the risk of meetings being inquorate.
- b) To consider any quotes / specifications (if received) for the proposed cemetery digitisation project.
- c) To consider any quotes / artwork (if received) for the proposed new sign at the cemetery gate entrance.

9. Planning

- a) To consider / **resolve** agreed comments on planning applications circulated and any new applications notified since agenda circulated:
 - **M/22/01609/HP** - 20 Jasmine Road, Malvern, Worcestershire, WR14 4XD
Two storey rear extension
- b) To **note** Malvern Hills District Council Planning Committee decisions notified:
 - **M/23/00149/HP** - 2 Hanley Terrace, Malvern, Worcestershire, WR14 4PF Single Storey Orangery Extension – **APPROVED**.

- **M/22/01452/HP** - 2 Peachfield Road, Malvern, WR14 4AR New 2 Vehicle Car Parking and bin storage platform. Replacement Glazing to house rear elevation – **APPROVED**.
- **M/22/01788/HP** – Thornton, 131 Wells Rd, Malvern, WR14 4PD New multi-car garage built into hillside – **APPROVED**.
- **M/23/00116/HP** - 168 Welland Road, Malvern, WR14 4LA Refurbishment and extension of an existing outbuilding located in the rear garden for use as home office/guest bedroom – **APPROVED**.

10. May Elections

- a) To **note** councillor candidate submission dates as previously advised, (nominations must be submitted by hand to the Returning Officer at the Council Chamber, the Council House, Avenue Road, Malvern, WR14 3AF between 10am and 4pm on any working day (excluding bank holidays) by **4pm on Tuesday 4 April 2023**), nomination packs and briefing update for candidates supplied to all current MWPC candidates in 1st March meeting pack. Documents previously circulated.

11. Police

To consider / **resolve** to approve priorities for next quarter Local Policing Charter - Malvern Wells Safer Neighbourhood Team – currently Speeding, Cold Callers and Operational Pass.

12. Locum Clerk Report

- To **note** Locum Clerk has sought training costs for urgent councillor Roles & Responsibilities and Planning Training via Worcestershire CALC. Council to consider / **approve** Locum Clerk books two in person training sessions with specialist trainer Gill Lumley post May elections. Costs 2 x 2-hour sessions (£75 per hour) plus £30 mileage for each.
- To **note** Scouts hut lease has been reviewed and approved through the Scout's Committee and SATC who will sign on behalf of Scout's Committee. SATC requested final copy for signature be supplied by solicitor acting on MWPC behalf. Council to **approve** Chair sign final version of lease on behalf of MWPC.
- To **note** Gas lamp no.35 Holywell Rd severely damaged by (Malvern Hills Trust) falling tree. Steve Maund confirmed gas closed off and supplied photos. Locum Clerk requested Franklyn Air provide quote for repair / replacement.
- To **note** Steve Maund advised repair of Playground clatter bridge is beyond his remit. Locum Clerk currently seeking quotes from Wicksteed and other specialist contractors for repair, if possible, rather than remove play item.
- To **note** new grass cutting regime has been agreed between AONB and contractor. Contractor happy with outcome. New regime encourages wildflower growth.
- To **note** Locum Clerk has formal agreement from AONB that grant for new information panels can be made in next financial year. This necessary due to previous delay and agreed contractor current workload.
- To **note** Assarts ROSPA Play Inspection report 23.3.23. Document circulated.
- To **note** if need to make urgent contact with Locum Clerk please email clerk@malvernwells-pc.gov.uk or text on 07988 427507. Voicemail notifications are significantly delayed.

13. Correspondence - Document circulated:

- To consider offer, from David Prescott new Chief Executive Officer Three Counties Agricultural Society, to attend forthcoming Parish Council meeting and if agreed notify relevant dates.
- To consider / **approve** request from Senior Women's Gay Group to promote their group via newsletter and noticeboards and respond accordingly.

14. District and County Councillor reports – to note.

15. Matters for future agendas

16. Meeting dates

- a) To **note** date of the next scheduled Council meeting is **Wednesday 26th April 2023**, Parish meeting to be held on the same day.
- b) To **note** date of the next scheduled Finance & General Purposes meeting is **Wednesday 12th April 2023**.