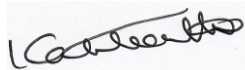


Malvern Wells Parish Council

Councillors are **summoned** to attend the **Meeting of the Parish Council** on **Wednesday 26th June 2024** at **7:30pm** at **Malvern Wells Village Hall**.



Clerk, Dr Kate Howe

19th June 2024

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

Public participation

Residents are invited to give their views and ask questions on the agenda, or to raise issues for future consideration. Time allowed at discretion of the Chair.

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 minutes** of previous Council meeting 29th May 2024 (circulated).
4. To **note matters arising** from above.
5. **District and County Councillor reports** – if present to **note**.
6. **Governance**
 - a) To **note** re-elected Chair (Cllr. P. Stanier) signing of Declaration Acceptance of Office).
 - b) To consider, if approved, **adopt** new 2024 National Association of Local Councils (NALC) model Financial Regulations for Malvern Wells Parish Council (circulated).
 - c) To **note** newly published 2024 NALC Good Councillors guide.
 - d) To **note** Cllr. Janet Baker accepted elected role as Chair Finance & Governance Committee.
7. **Co-option of Members**
 - a) Council to **note** six vacancies notified by MHDC closing date Friday 21st June. If no request made to returning officer before that date recommend Council **resolve** to publish vacancies for co-option:

(i) That the Council believes that it is in the interests of the parish that the vacancies on the Council are filled, and that this be achieved by co-option.

(ii) That persons eligible to become co-opted be encouraged to put their names forward to the Chair.

(iii) That consideration be given to advertising vacancies and a process of selection at the next meeting scheduled for **26th June 2024** or as soon as possible thereafter.

Council to **note**:

Eligibility for co-option, is as follows:

(a) 21 years of age, **and**

(b) either:

- Be a local government elector for the parish, or
- Be an occupier (owner or tenant) of land or premises in the parish for the previous 12 months, or
- Have their place of work in the parish for the previous 12 months, or
- Have resided in the parish for the previous 12 months, or

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- Have resided within three miles of the parish boundary for the previous 12 months.

8. Finance

- To **note** the outcome of the internal audit inspection 2023/24, findings and recommendations.
- To **note** Clerk and Chair advice on Internal Audit recommendations, consider, and **approve** appropriate actions.
- To **ensure** any requirements notified in internal audit report and Annual Governance and Accountability Return (AGAR) for 2022/23 have been actioned.
- To **confirm** that the assertions in Section One of the AGAR are correct for year ending 2023/24.
- To **agree** financial statements and figures in Section 2 of the AGAR for 2023/24 and **authorise** Chair and Clerk sign section. Copy to be available in advance of / or at the meeting for approval.
- 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 28^h June. The inspection period would then commence on Monday 1st July and end on Friday 9th August 2024.
- To **consider**, if agreed, **approve** authorising the Clerk to forward the completed AGAR to the External Auditor.
- To **note**, consider and **approve** June payments schedule (circulated).
- To **note**, bank reconciliation to May 31.5.24 (circulated).
- To **note**, budget comparison to 31.5.24 (circulated).
- To **consider** and if agreed **approve** use of reserves (circulated).
- To **note** Cllr. J. Baker agreed role as signatory to Lloyds and Nat West accounts. Clerk to work with both banks to amend signatories on accounts.
- To **note** Cllr. J. Baker accepted role as new authoriser for online payments once approved by Lloyds and Nat West bank accounts.

9. Planning

- To note, consider and **agree** comments on previously circulated and any new applications received between agenda circulation and meeting:
 - **M/24/00662/FUL** – Three Counties Showground – Extension to Shower Block & Refurbishment.
 - **M/24/005555/LB** – Malvern College – create secure lobby entrance / repurpose reception room.
- To **note** Planning decisions:
 - **M/24/00336/HP** – 2 Walton Mews, Hanley Rd, WR14 4PH – extension APPROVED.
 - **M/24/2400494PIP** – Land at Chestnut Hill, Green Lane - 4 no. open market dwellings REFUSED.

10. Cemetery

- To **note** report from Cemetery Committee meeting 29th May, consider and **approve** any actions necessary.
- To **note** proposal and quotation for Cemetery mapping (circulated), council to consider, **note** Clerk advise, **recommend** any actions.
- To **note** Duty of Care Waste Transfer Licence for Cemetery renewal confirmed by Clerk to 2026.

11. Community Events

- To **note** Community Events Working Group (CEWG) now have own bank account. £3,000 grant paid.
- To **note** any update from CEWG, consider any recommendations and if agreed **approve**.

12. Open Spaces

- To **note** any issues notified in ROSPA Playground Inspection reports supplied by Steve Maund, if relevant approve any actions required.
- To **note** report from Open Spaces Working Group on Assarts Playground Proposal, **consider**, if agreed **approve** any recommendations.
- To **note** new noticeboard ordered for location at Assarts playpark – delivery 6 weeks.

13. Working Groups

- Defibrillators

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- To **note** replacement pads and charge stick units for Primary School and Wyche Institute installed.
- b) Traffic Calming
- To consider update on Traffic Calming project, if agreed **approve** recommendations.
- c) Gas Lamps
- To consider update from Gas Lamps WG, if agreed **approve** any recommendations.

14. Communications

- a) To **note** update from Communications Working Group.
- b) To **consider** transfer to new website provider (as previously advised by Clerk), if agreed **approve** Clerk obtain quotes.

15. Correspondence (as notified at meeting / additional as circulated)

- a) To **note** legacy £1,000 from estate of the late Mrs Freda Ann Wilcock and approved use.
- b) To **note** Clerk in communication with Malvern Hills Trust new CEO to confirm attendance at MWPC September council meeting.

16. Next meeting

- a) To **note** next Council meeting is **Wednesday 31st July** at Malvern Wells Village Hall 7.30pm.

17. Exclusion of the Public and Press

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the confidential nature of the following item.

- a) It is recommended that the Council **resolve** to exclude the public and press.

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18. Finance and Governance

- a) To **note** report from Chair, consider and if agreed, **approve** recommendations.

19. Staffing

- a) To **note** report from Chair (notified apologies from of Chair Staffing Committee), consider and if agreed, **approve** recommendations.