



Draft Minutes of Council Meeting held on Monday, 27th January 2025, at Malvern Wells Village Hall.

Present:

a) Cllrs. M. Driscoll [MD], F. Victory [FG], R. Price [RP], M. Victory [MV], J. Black [JB], John Raine (JR)

b) Absent: none notified.

c) Apologies received – Christine Wild (CW)

c) In attendance - Dr K Howe (Clerk), Three members of the public (MOPs), Chris Wayman (CALC), Matthew Davies (MHDC)

Election of Chair/Vice Chair

JB and MF proposed and seconded MD as Chair of MWPC. Carried unanimously.

RP and JR proposed and seconded RP as Vice Chair of MWPC. Carried unanimously.

The Chair thanked the Councillors. He stated that he was in an unusual position as he and four other Councillors were s91 appointees following the Parish Council becoming inquorate. He hoped that his role as Chair would be temporary and that he could quickly pass back the Chair to those who live within the Parish. He highlighted that he hoped the Council could quickly resolve the challenges confronting the Council.

Welcome to S91 Councillors

Councillors Fran Victory, Malcolm Victory and John Raine were welcomed to the Council and made brief introductions. They highlighted their hope that they could pass the baton back to local parishioners. Christine Wild sent her apologies for her absence due to pre-existing commitments.

Public Participation:

MOP 1 asked:

- a) I would like to thank s91 Councillors for stepping in and helping our Parish Council. I am a volunteer on the Cemetery Committee and would like to see this Committee continue as a standalone Committee.

Response: We agree that it's essential that work continues despite these challenging times for the Council. The Council decided (as in the minutes below) that this work continues as a Working Group with the same remit, and we thank you for your commitment to this work.

MOP 2 asked:

- a) A point was made that the phone box, due for repainting, referred to in the agenda, was not at Fruitlands but was at the bottom of Green Lane.

Response: This was noted.



MOP 3 asked the following questions:

- a) Are the s91 appointees aware that the primary reason for the Parish Council becoming inquorate is the resignation of at least 6 Parish Councillors in the past 15 months, including the immediate and past chair and vice chair, because they felt unable to establish and/or maintain a satisfactory working relationship with the current clerk.

Response: As a new Council, we know that several Councillors have departed over the last few months and hope we can get new Parish Councillors to fill in the gaps.

- b) Unless, of course, the S91 appointees are to remain on the Parish Council indefinitely, what steps does the Parish Council propose to take to avoid a similar situation where the Parish is unable to attract or retain Councillors, bearing in mind that this has not been an issue in the past.

Response: Currently, the Parish Council has not drawn up any plan. The S91 appointees sincerely hope their appointment is on a short-term basis and will be able to pass back the running of the Council to Parishioners. We will pass recommendations to the Council to avoid similar future situations.

- c) Four out of the appointees are also members of the Board of Trustees of the Malvern Hills Trust, Mr Driscoll, who is vice chair of the Governance Committee. Given that they constitute a voting majority on the Parish Council and would have a clear conflict of interest, will they please confirm that they will recuse themselves from any discussion or voting on matters relating to the Malvern Hills Trust and to the Private Bill currently pending in Parliament?

Response – We can confirm this is the case and that councillors are aware of their responsibilities in declaring interests under the Localism Act.

1. Declarations of Interest

- a) The Chair reminded councillors of the need to update their register of interests and notify any pecuniary interests on the agenda. There were no declarations of interest declared.

2. Apologies for absence

Christine Wild.

3. Minutes of the previous council meeting

- a) RP proposed, JB seconded, and the Council approved the minutes of the last Council meeting held on 22nd January 2025. The chair signed the minutes of the meeting.

4. Matters arising

None

5. Schedule of Council Meetings

These were confirmed as posted.

6. Governance



a) **Staffing Committee:** MD Proposed and RP seconded that CW be appointed Chair of the Staffing Committee. Approved unanimously. FV Proposed, and MD seconded that JR be appointed Vice Chair of the staffing committee. Approved unanimously. Other appointees of the staffing committee are MD, FV, MV, RP and JB

b) **Staffing Committee Terms of Reference:** New Staffing Committee Terms of reference were proposed by MD and seconded by FV. These were approved unanimously.

c) **Finance and Governance Committee:** Given the limited number of Councillors on the Parish Council, it was proposed that Finance and Governance be dealt with at full Parish meetings as an interim measure. Proposed by MD, seconded by RP and unanimously approved.

d) **Cemetery Committee:** This would become the cemetery working group led by RP. There are three members of this working group at the moment Proposed by MV seconded by JB and approved unanimously.

e) **Amendment to Standing Orders:** The Council considered an amendment to the Standing Orders confirming that the Quorum for Council decisions will be rounded down from 4.3 to 4. MV proposed, FV seconded, and it was passed unanimously.

7. Finance

a) Budget 24/25

a) Council noted the draft budget report from the previous Chair Finance & Governance Committee (F&G). Unfortunately, F&G meeting earlier was inquorate and no further work to budget was done following resignations.

b) A detailed discussion was held on the draft 24/25 budget, given the need to submit the MWPC precept by 31st January 2025. In principle, the following budget was agreed, with changes made by the Clerk in conjunction with the Chair. The Council to bring final budget back to Council in February.



Malvern Wells Parish Council		Draft budget January 2025							
Payments									
	Budget for year	Actual to 10th Dec	Variance	Projected to end of 2025	Variance	Approved Budget 25-26			
Administration									
Audit and Payroll Fees	746.00	1,869.00	-1,123.00	2,000.00	-1,254.00	2,000.00			
Bank charges	240.00	57.70	182.30	100.00	140.00	100.00			
Burial Ground Manager	0.00	0.00	0.00	0.00	0.00	0.00			
Chairmans Allowance	250.00	250.00	0.00	250.00	0.00	250.00			
Data protection	50.00	35.00	15.00	35.00	15.00	40.00			
Insurance	1,697.24	1,815.98	-118.74	1,816.00	-118.76	2,000.00			
Meeting costs	360.00	529.00	-169.00	540.00	-180.00	600.00			
Members expenses	250.00	0.00	250.00	0.00	250.00	50.00			
Miscellaneous Payments	0.00	0.40	-0.40	0.00	0.00	0.00			
Newsletters/Wells News	2,500.00	0.00	2,500.00	0.00	2,500.00	1,000.00			
Office Admin and Travel	3,931.75	3,703.20	228.55	6,500.00	-2,568.25	1,500.00			
Salaries, PAYE, Pension and NI	59,498.82	38,277.59	21,221.23	59,500.00	-1.18	62,890.00			
Subscriptions WCALC and SLCC	1,650.00	1,457.67	192.33	1,450.00	200.00	1,500.00			
Training	1,000.00	156.00	844.00	200.00	800.00	350.00			
Website/Email hosting	1,000.00	1,034.10	-34.10	2,000.00	-1,000.00	1,500.00			
Elections	0.00	0.00	0.00	0.00	0.00	0.00			
Total Administration	73,173.81	49,185.64	23,988.17	74,391.00	-1,217.19	73,780.00			
Maintenance									
Cemetery Labour and Maintenance	12,000.00	9,405.13	2,594.87	14,107.70	-2,107.70	12,000.00			
Grass cutting	3,800.00	3,867.50	-67.50	4,000.00	-200.00	4,000.00			
Gas Lamps maintenance	9,500.00	0.00	9,500.00	9,500.00	0.00	9,500.00			
Gas supply	2,567.76	3,851.64	-1,283.88	4,000.00	-1,432.24	5,500.00			
Jubilee Garden	500.00	273.00	227.00	500.00	0.00	500.00			
Lengthsman	4,000.00	2,152.50	1,847.50	3,000.00	1,000.00	3,000.00			
Open spaces maintenance	2,510.00	2,049.17	460.83	2,500.00	10.00	2,000.00			
Parish Assets (bus shelters, bins etc)	500.00	1,689.18	-1,189.18	1,700.00	-1,200.00	1,400.00			
Playground safety Inspection	130.00	142.02	-12.02	142.00	-12.00	150.00			
Tree surgery	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	use reserves if needec		
Footpaths tools and safety gear	100.00	0.00	100.00	0.00	100.00	0.00	use reserves if needec		
Cemetery equipment	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	use reserves if needec		
Play Equipment - future	250.00	0.00	250.00	0.00	250.00	0.00	use reserves if needec		
Total Maintenance	37,857.76	23,430.14	14,427.62	39,449.70	-1,591.94	38,050.00			
Projects and Events									
Assarts Road Play Equipment	20,000.00	0.00	20,000.00	20,000.00	0.00	0.00			
Carol concert	275.00	0.00	275.00	275.00	0.00	300.00			
Christmas trees/lights	1,770.00	833.33	936.67	1,770.00	0.00	500.00			
Fete	3,000.00	3,000.00	0.00	3,000.00	0.00	2,000.00			
Fruitlands Land All Saints	0.00	0.00	0.00	0.00	0.00	0.00			
Gas Lamps painting/refurbishment	500.00	0.00	500.00	0.00	500.00	500.00			
Neighbourhood Plan	15,000.00		15,000.00	0.00	15,000.00	0.00			
Noticeboards	2,500.00	812.79	1,687.21	2,000.00	500.00	0.00			
Platinum Jubilee	0.00		0.00		0.00	0.00			
Remembrance	350.00	718.00	718.00	550.00	-200.00	200.00			
Telephone box Rothwell Rd/Green Lane	800.00	0	800.00		800.00	0.00			
Speed gate and signage	9,000.00	14,223.10	8,533.80	9,000.00	0.00	0.00			
Defibrillators project	6,000.00	466.20	5,596.80	6,000.00	0.00	0.00			
Coronation - tree planting project	2,000.00		2,000.00	0.00	2,000.00	0.00			
Cemetery mapping	15,000.00	6,690.00	8,310.00	6,690.00	8,310.00	500.00	annual fee		
Total Projects and Events	76,195.00	26,743.42	49,451.58	49,285.00	26,910.00	4,000.00			
Grants and Donations									
Community grants	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	Close grant for this ye		
Section 137 Grants	1,000.00	0.00	1,000.00	0.00	1,000.00	500.00			
Total Grants and Donations	6,000.00	0.00	6,000.00	0.00	6,000.00	500.00			
Total Payments	193,226.57	99,359.20	93,867.37	163,125.70	30,100.88	116,330.00			
Receipts									
Precept									
Parish Precept	100,283.25	100,283.26	0.00	100,283.00		106,304.68	6.00 % increase		
Total Precept	100,283.25	100,283.26	0.00	100,283.00					
Grants and Donations									
Lengthsman Scheme WCC	2,798.32	1,853.82	-2,488.00	2,798.00	-0.32	3,073.32			
NDP Grant	15,000.00	0.00	-15,000.00	0.00	-15,000.00				
Other Grants	0.00	3,700.00	3,700.00	3,700.00	3,700.00				
Total Grants and Donations	17,798.32	5,553.82	-13,788.00	6,498.00	-11,300.32	3,073.32			
Other Receipts									
Bank Interest	1,000.00	1,737.25	-724.75	1,000.00	2,500.00	2,400.00	assumes £70k @ 4%		
Cemetery	4,000.00	5,158.88	-1,158.88	4,000.00	0.00	4,500.00	increase fees		
Fete	500.00	0.00	-500.00	0.00	-500.00	0.00			
Miscellaneous Receipts	0.00	1,160.62	1,085.62	1,086.00	1,086.00	0.00			
Scout lease	52.00	0.00	-52.00	0.00	-52.00	52.00			
VAT Repayments	0.00	324.66	324.66	324.00	324.00	0.00			
Total Other Receipts	5,552.00	8,381.41	2,829.41	6,410.00	3,358.00	6,952.00			
Total Receipts	123,633.57	114,218.49	-9,415.08	113,191.00	-9,415.08	10,025.32			
Use of Reserves	69593			56793		116,330.00			



c) **Precept** – The Council approved a Precept of 6% with some cost savings made on the draft budget submitted. Proposed by MV, Seconded by JR and unanimously approved. The Clerk will update figures and submit them to MHC by 31st January 2025.

d) **Audit** – It was agreed upon that Iain Selkirk be appointed auditor. Proposed JB, seconded by RP. Unanimously agreed

e) Use of Reserves

The reserves situation is as follows:

USE OF RESERVES	Start of 2023/24	End of year reserves 2024	agreed use 2024/25 budget	Use to date	balance	
Reserve						
Information boards	2500	2500	2500	2500	0	
Coronation event	2000	2000	2000		2000	
Fruitlands	20000	10000				To general reserve
Assarts Road playground	20000	19993	19993	19993	0	
S106 St Wulstans grass cutting	800	800	800	800	0	
Elections	4000	4000	1000	0	4000	
Fete	3575	3575			3575	
Rothwell Road phone box	800	800	800	0	800	
NDP	15000	15000		0		To general reserve
Gas lamps materials	5000	5000		0	5000	
	73675	63668	27093	23293	15375	
Additional reserves						
Cemetery equipment purchase	10741	4735		0	4735	
						6k mapping, 9k speed gates, 6k defib,
Cemetery Land purchase	77000	54000	30000	21000	33000	
Community grants	900	900	800	0	900	
	87741	59635	30800	21000	38635	
Earmarked Reserves at start of year	161416	123303			54010	
General reserve	22670	19622	12500	12500	32122	inc £25k transf to Ger
Total balances	184086	142925	69593	56793	86132	

f) **Bank Authorisation:** RP, JB and Pam Steiner (pro tem) will continue as bank signatories in the short term. Proposed MD, Seconded FV. Passed unanimously.

g) Approve December and January Payments -

RP proposed that JB seconded, and the council approved the circulated December/January payment schedule.

8. **Cemetery:** Emergency expenditure to unblock cemetery toilets and remove compacted tree roots at a cost of £950 plus VAT was approved for action by the Clerk under delegated authority. Proposer – FV seconded by MV



Invoices for payment December 2024

To APPROVE

Supplier	Invoice Number	Invoice Date	Description	Net	VAT	Gross
Aubergine	AUB13410	18/12/2024	WCAG website build ON HOLD	£399.00	£79.80	£478.80
WV Computers	10634	30/11/2024	Access to all files for interim Clerk	£60.00	£12.00	£72.00
Leigh Sinton Farm	4270	03/12/2024	20ft Fir Tree	£333.33	£66.67	£400.00
Ann Dobbins	Dec-24	13/12/2024	Bank recs and budget comparison Nov	£100.00	£0.00	£100.00
Ella Wayman	MWPC003	31/12/2024	Finance support Dec 2024	£1,053.00	£0.00	£1,053.00
Steve Maund	Dec-24	19/12/2024	Lengthsman duties Dec 2024	£1,389.88	£0.00	£1,389.88
Martin Thomas	146	19/12/2024	Dec 24 Cemetery maintenance	£247.65	£0.00	£247.65
Arkell & Hurcombe	34213	18/12/2024	Plaque for P Godsland G of R	£171.20	£34.24	£205.44
Kate Howe	Dec-24	31/12/2024	Clerk's salary December 2024	£2,385.59	£0.00	£2,385.59
HMRC	Dec-24	31/12/2024	PAYE & NI December 2024	£316.69	£0.00	£316.69
LGPS	Dec-24	31/12/2024	Clerk's Pension Dec 24	£759.84	£0.00	£759.84
MHDC	Jan-25	01/01/2025	360L bin hire - due on invoice date	£68.51	£0.00	£68.51

To NOTE

Eon	KI-2F7C4EB5-0050	02/12/2024	Power at public toilets	£18.42	£0.92	£19.34
Microsoft	G067913372	03/12/2024	Clerk's Office 365	£20.60	£4.12	£24.72
Microsoft	G070752656	16/12/2024	CLRs Office 365	£34.30	£6.86	£41.16
Three	No access to invoice	20/12/2024	Clerk's mobile phone Dec 24			£15.68
The Printworks	02624EE5-0408	07/12/2024	Membership renewal to shared working	£75.00	£0.00	£75.00
Waterplus	wp-INV07779101	15/12/2024	Monthly bill acct 842 cemetery water	£14.63	£0.00	£14.63
Waterplus	wp-INV0777350	15/12/2024	Monthly bill acct 172 cemetery water	£14.63	£0.00	£14.63
ES Solutions	19817 & 19818	18/11/2024	Boundary Signs x4	£9,204.00	£1,840.80	£11,044.80
Hugo Fox	INV-10804	19/12/2024	Web hosting gold subscription	£29.99	£6.00	£35.99
				£16,696.26	£2,051.41	£18,763.35

Income to NOTE

The Printworks	3626-1342	10/12/2024	Refund of membership renewal	£75.00	£0.00	£75.00
CALC	Intended for LGPS	17/10/2024	Refund of incorrect payment September	£1,011.07	£0.00	£1,011.07



Invoices for payment January 2025

	Invoice Number	Invoice Date	Description	Net	VAT	Gross
To approve						
Steve Maund	Jan-25	27/01/2025	Lengthsman / cemetery Jan 25	£1,449.00	n/a	£1,449.00
Martin Thomas	147	23/01/2025	Cemetery maintenance	£251.78	n/a	£251.78
Malvern Tree Services	2664	07/12/2024	Tree pruning war memorial	£300.00	n/a	£300.00
First Drainage	11850	15/01/2025	Emergency call blocked drains	£180.00	£36.00	£216.00
First Drainage	11730	17/01/2025	Specialist cut root and line drain	£950.00	£190.00	£1,140.00
British Gas	1800055359	13/01/2025	Gas street lighting	£79.41	£15.88	£59.29
Aubergine	AUB13410	18/12/2024	New website - CHASING PAYMENT	£399.99	£79.80	£478.80

To note

LGPS	Pension	28/01/2025	January Pension	£1,408.08	n/a	£1,408.08
Kate Howe	Salary	28/01/2025	January 2025 salary	£2,408.27	n/a	£2,408.27
HMRC	PAYE & NI	28/01/2025	January 2025 Clerk's tax	£433.60	n/a	£433.60
				£7,860.13	£321.68	£8,144.82

Card and BACS Payments

Mr Monkey	Receipt	10/01/2025	Stationery			£3.49
Sainsbury	Receipt	17/01/2025	Stationery			£3.00
Home Bargains	Receipt	22/01/2025	Stationery			£9.35
Microsoft	G071796965	03/01/2025	Microsoft 365 Business Clerk	£20.60	£4.12	£24.72
Microsoft	G074626659	16/01/2025	Microsoft 365 Business Cltrs	£34.30	£6.86	£41.16
				£54.90	£10.98	£65.88

Direct Debits

Namesco		10/01/2025	Domain			£56.39
Lloyds		20/01/2025	Service charge			£8.50
Eon	KI-2F7C4EB5-001D	17/01/2025	Electricity to public conveniences	£18.62	£0.98	£19.60
Three	107198128	20/01/2025	Clerk's Mobile	£12.54	£3.14	£15.68
Hugo Fox	INV-11557	19/01/2025	Website Hosting	£29.99	£6.00	£34.99
				£61.15	£10.12	£70.27

Total payments January

£8,280.97

Receipts to note

P. Stanier Chair allowance	Return	03/01/2025	Return remaining allowance			£150.00
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i) **Higher interest account** - It was agreed that the Clerk should transfer Nat West Bank reserves to a higher interest 35-day notice account. Proposed by MD, seconded by JR.

9. District and County Council Reports

None

10. Planning

The following planning applications were noted with no comments

- M/24/01746/HP 3 Cambridge Rd, Malvern WR14 4JZ Proposed carport, porch and canopy. Circulated 23.12.24 – no objections received before closing date 13.1.25.
- M/24/01807/HP 5 Holywell Road, Malvern, WR14 4LE New porch and extensions to existing conservatory and balcony. Circulated 9.1.25 – 21 days to respond.
- M/25/00001/CLE 250 Wells Road, Malvern Certificate of Lawfulness for the existing Garage and Workshop and First Floor Circulated 13.1.25 – 21 days to respond



- M/25/00064/HP Thornton, 131 Wells Rd, WR14 4PD First floor side extension, single storey rear extension, landscaping and replacement of existing garage and shed with new garage (amended scheme following M/23/01406/HP).

11. Play Park Project Update

a) JR Proposed and JP seconded the following requests for funding for additional works quoted by the playpark contractor:

- Additional 11m² pathway - £884.28 - VAT
- Additional 11m² rubber mulch for under train - £894.85 + VAT
- Remove x 2 existing goal posts - £100 & VAT.

12. Communications

- a) Proposed by MD, seconded by FV, the Council approved site plan for the website as distributed
- b) The Council confirmed that the current MWPC logo was acceptable
- c) It was confirmed that s91 Councillors would use their current MHDC email addresses, and no WMPC emails would be required.
- d) PO Box: It was agreed that this will need to be moved to RP address.

13. Correspondence

- a) The Council noted a letter from the pension's regulator
- b) The Council noted a letter sent via email from B Knibb regarding the Gas lamps. RB said the Gas working group were looking to resolve the issues with the gas lamps

13) Next meeting

Council noted:

- a) The next Council meeting is Wednesday 26th February at Malvern Wells Village Hall at 7.30 pm (please note the subsequent change to 6 pm). The meeting closed at 10.00 pm. The chair thanked councillors for their attendance.

..... Chair of Council Date