

Malvern Wells Parish Council

Minutes of full Council Meeting held on Wednesday 25th January 2023 at 7:30pm at Malvern Wells Village Hall

Present:

Cllrs. C O'Donnell (Chair), B Knibb, A Pitt, D Preece, P Stanier, C Gates, M Birks, G Turrell, J Black.

Absent:

Cllr. R Price

In Attendance

Dr K Howe (Locum Clerk)

1. Apologies

- a) No formal apologies received.

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. AONB

- a) K Humphries – notified she was unavailable to provide training session – she will circulate notes to councillors.

4. Minutes

- a) The minutes of the previous two council meeting held on **30th November 2022** and **9th January 2023** proposed by BK, seconded by JB, Council **RESOLVED** as an accurate record and signed by the chair CD in meeting.

5. Neighbourhood Development Plan

- a) Council **NOTED** very brief report from Chair Andy Pitt. Council **RESOLVED** to approve Cllr. A Pitt as single point of contact for Locality.

6. Policing

- a) Council **RESOLVED** retrospective approval for Clerk having notified policing priorities (for Jan-March) the same last quarter, previously **agreed** at September meeting as: speeding, other traffic offenses and peddlers.
- b) Council **NOTED** feedback regarding priority 3 - doorstep pedlars.

7. Vacancies

Council unanimously elected and **RESOLVED to appoint** the following councillors:

- a) Cllr. J Black to the Hanley Castle Alms Committee.
- b) Cllr. M Birks to the Finance and General Purposes Committee.
- c) Unnecessary to appoint a further member to the Finance and General Purposes Committee.
- d) Unnecessary as Cllr Preece will remain on Staffing Committee.
- e) Cllr P Stanier to the Staffing Committee
- f) Unnecessary as Cllr Preece will remain on Play and Open Spaces Working Group.
- g) Unnecessary as Cllr Preece will remain on Events Working Group.

h) Cllr. A Pitt to the Events Working Group.

8. Financial matters

- a) BK proposed, CG seconded, Council unanimously **RESOLVED** to approve F&GP recommendation of 2023-24 budget.
- b) BK explained need to propose a 5% increase to Precept request. BK proposed, CG seconded, Council unanimously **RESOLVED** to approve F&GP recommendation for 2023-4 with 5% increase.
- c) BK proposed, CG seconded, Council unanimously **RESOLVED** to approve F&GP recommendation for Q3 2022-23 budget.
- d) BK proposed, C Gates seconded, MB abstained, Council **RESOLVED** to approve F&GP recommendation to appoint Iain Selkirk as the internal auditor for 2022-2023. Document circulated.
- e) BK proposed, CG seconded, Council unanimously **RESOLVED** to approve F&GP recommendation for a change of internal auditor for the financial year 2023-2024, following F&GP review of candidates supplied by Worcestershire CALC. Document circulated.
- f) BK proposed, DP seconded, Council unanimously **RESOLVED** to approve F&GP recommendation to use Kendall Wadley for payroll. Document circulated.
- g) JB proposed, BK seconded, Council unanimously **RESOLVED** to approve F&GP recommendation for draft Scout land lease be forwarded to Scout Committee for signing off. Document circulated.
- h) Council **NOTED** the standing order for the clerk's final salary payment will need an adjustment to reflect hours worked in final month and any holiday accrued not taken. DP confirmed he will cancel standing order to Clerk for salary when final payment made.
- i) Council **NOTED**, Council currently has no means of making payments. DP offered to make online payments against approved payments schedule with BK as authoriser.
- j) DP proposed, PS seconded, Council unanimously **RESOLVED** to **approve** the payment of accounts. Document circulated.
- k) DP proposed, BK seconded, Council unanimously **RESOLVED** to appoint Cllr. G Turrell as new signatory to the Lloyds bank mandate.
- l) Council **RESOLVED** to approve F&GP recommendation to delay cemetery contract review until the Staffing Committee/Council determine the parameters for permanent Clerk recruitment. Document circulated.
- m) Due to lack of time Council **NOTED** documents circulated:
 - consultation on LGPS Pension Funding Strategy Statement
 - proposed LGPS pension contributions outcome of the 2022 actuarial valuation.
- n) JB proposed, BK seconded, Council **RESOLVED** to approve gas lamp restoration - for lamps 38 and 44 - quote £4,762.46 (expires 06/02/23). Document circulated.
- o) DP proposed, BK seconded, Council **RESOLVED** to approve delegation to the Locum Clerk to complete the Information Board project within the given budget of £2500 and project timescale, placing urgent order with Clerk's recommended signage contractor Shelley Designs. Council **NOTED** 3 quotes requested/ 2 quotes received. Now confirmed no planning permission required.
- p) Council **NOTED** grant to Scouts to attend their foreign jamboree had previously been **RESOLVED** at November 2022 meeting.

9. Events Working Group

- a) Council considered the remit and ongoing management of the Events Working Group. Document circulated. Council determined to facilitate active community engagement, canvas on level of community events, set a capped budget for community events grants and adopt terms of reference for community events grants. To be further considered at later meeting when more time allows.

10. Cemetery – this item was deferred to March meeting due to lack of time - to consider:

- a) Draft terms of reference for newly appointed Cemetery Committee to be deferred to next meeting for approval.
- b) Appointing at least one more councillor member to the Cemetery Committee to minimise the risk of meetings being inquorate.

11. Governance

- a) Council considered and unanimously **RESOLVED** to adopt the Civility and Respect pledge. Document circulated. Chair Cllr. C O'Donnell signed in meeting.

12. Planning

- a) Council **NOTED** there were no new applications notified for consultation.

13. Correspondence

- a) Council **NOTED** External Auditor for next 5 years is confirmed as PKF Littlejohn.
- b) Council **NOTED** advice from Burgess Salmon re: 31932.7564 - Property at Fruitlands, Malvern Wells in relation to the consultation requirement. CG proposed, JB seconded, MB abstained, Council **RESOLVED** to **approve** budget and actions required. BK and DP offered to distribute leaflets when produced.
- c) Council considered request from Howard Allen for St Wulstans Estate to use Village Green for an event to celebrate King's Coronation. DP proposed, JB seconded, Council **RESOLVED** to allow use of Village Green for event, but NOT as exclusive use. Others may wish to use the village Green to participate in celebration. Council wished to keep options for community use open. If no other groups apply before 1st April 2023, St. Wulstan's may be allowed exclusive use of Village Green.
- d) Council **NOTED** Brian Wilcock (ex-councillor) bequest of £1,000 via his widow's estate. Locum Clerk to write to Brian Wilcock's estate with note of thanks for bequest. Council will consider at future meeting what sum should be spent on as Council already has chain of office.
- e) Council **NOTED** request from Ian Burrage (Chair of Events Working Group). Due to lack of time at meeting item to consider if Events Working Group should become a (decision making) Committee was deferred to future meeting. Chair to draft note for Locum Clerk to write to Ian Burrage and thank him for running the Fete.

14. District and County Councillor reports

Neither in attendance to provide verbal report.

15. Any other matters to report or for future consideration

None notified.

16. Meeting date

Council **NOTED** the date of the next scheduled council meeting is **1st March 2023**.

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

18. Locum Clerk / Permanent Clerk replacement

- a) CG proposed, JB seconded, BK voted against, Council **RESOLVED** to extend the current Locum Clerk contract in place (from 15 h.p.w. for 3 months) to 30 h.p.w. for 6 months to provide full Clerk/ RFO (Proper Officer) support and ensure effective recruitment of new permanent Clerk. DP as Chair of Staffing to sign on behalf of MWPC extended LCC Locum Clerk contract. Confidential documents circulated previously for meeting held 9th January.
- b) Council **RESOLVED** to approve Cllr. Preece to sign off Locum Clerk timesheet for return to LCC (no later than 5th of every month) to ensure timely payment to Locum Clerk from LCC.
- c) DP proposed, JB seconded, Council **RESOLVED** that Burial Ground Manager role be incorporated back into new permanent Clerk responsibilities to be advertised as combined f/t role.
- d) CG proposed, PS seconded, Council unanimously **RESOLVED** to request CALC review permanent Clerk f/t role remuneration and hours required once new combined job description and person specification is approved.

Meeting closed at 10.10 pm.

Date.....

Signed.....

Malvern Wells Parish Council

Listing of Payments between 02/12/2022 and 24/1/2023

Date	Ref.	Description	Supplier / customer	Account	Net	VAT	Total
02/12/2022	PAID	Mobile monthly fee 07378 384 (ID Mobile	ID Mobile	Cemetery Labour and Main	5.83	1.17	7.00
05/01/2023	TO PAY	Cemetery management	M Alexander	Burial Ground Manager	410.32	0.00	410.32
05/01/2023	TO PAY	Pension Dec	LGPS Worcs	Salaries, PAYE, Pension and	702.53	0.00	702.53
06/01/2023		PAYE and NI Q3	HMRC	Salaries, PAYE, Pension and	2,059.47	0.00	2,059.47
23/12/2022	PAID	Clerk salary	S Hart	Salaries, PAYE, Pension and	1,754.79	0.00	1,754.79
26/01/2023	TO PAY	Whistle Stop A Pitt	WCALC	Training	30.00	6.00	36.00
26/01/2023	TO PAY	Social Media Strategy Clerk	WCALC	Training	30.00	6.00	36.00
26/01/2023	TO PAY	Community Engagement Clerk	WCALC	Training	30.00	6.00	36.00
07/12/2022	PAID	MS365 Business Standard	Microsoft	Office Admin and Travel	9.40	1.88	11.28
09/12/2022	PAID	Projector cable	TV CABLES	Office Admin and Travel	7.39	1.48	8.87
22/12/2022	PAID	Electricity cemetery	EON	Cemetery Labour and Main	29.71	1.49	31.20
22/12/2022	PAID	Water cemetery	Water Plus	Cemetery Labour and Main	10.78	0.00	10.78
22/12/2022	PAID	Water cemetery	Water Plus	Cemetery Labour and Main	10.78	0.00	10.78
19/12/2022	PAID	Oct-Nov	Lloyds Bank	Bank charges	7.85	0.00	7.85
16/12/2022	PAID	Confidential shredding	Bennetts of Malvern	Office Admin and Travel	20.00	0.00	20.00
26/12/2022	PAID	Mobile monthly fee Clerk	ID Mobile	Office Admin and Travel	5.83	1.17	7.00
17/12/2022	PAID	AONB Annual grant	AONB	Section 137 Grants	1,000.00	0.00	1,000.00
17/12/2022	PAID	Grant	CAB Worcs	Section 137 Grants	1,000.00	0.00	1,000.00
17/12/2022	PAID	Trip contribution	1st Malvern Scouts	Community grants	1,000.00	0.00	1,000.00
06/01/2023	PAID	Bin collection	Malvern Hills District Cot	Cemetery Labour and Main	59.86	0.00	59.86
10/01/2023	PAID	Outdoor work	S Maund	Open spaces maintenance	260.00	0.00	260.00
10/01/2023	PAID	Outdoor work	S Maund	Cemetery Labour and Main	720.00	0.00	720.00
10/01/2023	PAID	Lengthsman Dec	S Maund	Lengthsman	380.00	0.00	380.00
10/01/2023	PAID	Fuel, moss spray, lock	S Maund	Cemetery Labour and Main	56.01	0.00	56.01
10/01/2023	PAID	Initial payment	Burges Salmon	Fruitlands Land All Saints	750.00	150.00	900.00
26/01/2023	TO PAY	Standing order adjustment	S Hart	Salaries, PAYE, Pension and	0.40	0.00	0.40
01/12/2023	TO PAY	Mobile monthly fee 07378 384 (ID Mobile	ID Mobile	Cemetery Labour and Main	5.83	1.17	7.00
03/11/2022	TO PAY	Autumn/winter newsletter	EW Commercial	Newsletters/Wells News	1,746.67	0.00	1,746.67
11/01/2022	TO PAY	Training 2 Councillors	Worcs CALC	Training	60.00	12.00	72.00
23/12/2022	TO PAY	18ft Christmas tree	Coddington Trees	Events	260.00	0.00	260.00

01/12/2022 TO PAY	Planning training	WALC	Training	36.00	7.20	43.20
09/12/2022 TO PAY	Electricity toilets	EON	Cemetery Labour and Main	41.77	2.09	43.86
08/01/2023 TO PAY	Water cemetery	Water Plus	Cemetery Labour and Main	11.14	0.00	11.14
08/01/2023 TO PAY	Water cemetery	Water Plus	Cemetery Labour and Main	11.14	0.00	11.14
undated TO PAY	Painting gas lamps	Bobby Maund	Gas lamps painting/ refurb	150.00	0.00	150.00
09/01/2023 TO PAY	Broadband - quarterly	BT	Office Admin and Travel	71.85	14.37	86.22
09/01/2023 TO PAY	Renewal SMTP access	Namesco	Office Admin and Travel	20.99	4.20	25.19
13/12/2022 PAID	Nov-Dec	Lloyds Bank	Bank charges	7.85	0.00	7.85
21/01/2023 TO PAY	Dec-Jan Outdoor work	Martin Thomas	Cemetery Labour and Main	471.20	0.00	471.20
01/02/2023 TO PAY	Mobile monthly fee 07378 384 (ID Mobile		Cemetery Labour and Main	5.83	1.17	7.00
23/01/2023 TO PAY	Clerk travel/expenses Q3	S Hart	Office Admin and Travel	66.78	0.00	66.78