

Malvern Wells Parish Council

From the Locum Clerk, Kate Howe

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Notice is hereby given that a meeting of the Council will be held on **Wednesday 26th April 2023 at 7:30pm** 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. 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** the minutes of the previous Council meeting held on **29th March 2023**.

4. Meeting dates

To **approve** meeting dates as proposed schedule circulated for new Council year.

4. Financial Matters

- a) To **approve** the payment of accounts – Schedule circulated.
- b) To **note** the final quarterly budget – document circulated.
- c) To **resolve** to approve both 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) To review / amend and **resolve** to approve the donations policy. Document circulated.
- e) To consider / **resolve** to approve budget previously agreed for street parties (if not requested for events) be used for tree planting as Coronation commemoration for Malvern Wells.
- f) To **resolve** 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.
- g) To **review** the Risk Register – document circulated.

5. Governance

a) Council to **note** Register of Interests forms - document circulated. Every Councillor (new and returning) MUST complete the form supplied and return to the Monitoring Officer by the end of May.

6. Planning

To consider and **resolve** agreed comments on the following new applications and any others received between agenda circulation and meeting:

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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.

b. M/23/00430/HP

3 Yew Tree Lane, Malvern WR14 4LJ

Additional window to side extension.

7. Consultation

- a) To consider and **resolve** response to **B4218** Wyche Road/ Lower Wyche Road, Malvern Wells - proposed prohibition of waiting at any time TRO (Initial Consultation) see attached drawing T.2023.281, which stems from a complaint at obstructive parking on this junction. Proposed no waiting at any time. Responses by 3rd May 2023 to inform consultation.

8. Gas Lamps

- a) To **note** Locum Clerk contacted Malvern Conservation Trust and notified liability of damage to Gas Lamp No. 35 by falling tree.
- b) To **note** Locum Clerk has been in correspondence with Franklyn Air regarding Gas Lamp No. 35 damaged by falling tree. Worst case scenario budget costs £3-4,000 based on costs for two restored lamps, quotation Q3546. Detailed costs to be identified when engineer can fully access and evaluate, both lamp and column.
- c) To **note** Franklyn Air coming to site to install and commission 2 newly restored gas lamps.

9. Staffing

To consider Staffing Committee recommendations for the new Combined Clerk / RFO / Burial Ground Manager post:

- a) To **approve** the draft Job Description for combined role at 34 hours per week (circulated).
- b) To **approve** the draft Person Specification for combined role (circulated).
- c) Following, if approved, to **request** WALC (or WALC advised HR consultant) assess required SCP for newly combined role.
- d) To approve Staffing Committee recommendation for new Clerk recruitment process.

10. Fete

- a) To consider / **resolve** Fete payments authorisation process and how payments are administered.
- b) To consider / **resolve** to approve modification to Fete Risk assessment.
- c) To **confirm** Sub-Committee authorities to approve decisions made for Fete.
- d) To **approve** request from Fete Sub-Committee to print £250 flyers – cost £70.

11. Correspondence

- a) To **note** letter from WCALC CEO advice and welcoming new and returning Councillors.
- b) To **note** Land drainage enforcement notification. **Hanley Road Malvern WR14 4JF**
This is for your information only and no action is required. This enforcement is under Section 25 of the Land Drainage Act 1991 with the aim to restore proper flow within this ditch.
- c) To **note** Land drainage enforcement notification. **Brick Barns Farm Lodge**
This is for your information only and no action is required. This enforcement is under Section 25 of the Land Drainage Act 1991 with the aim to restore proper flow within this ditch.
- d) To **note** 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.

12. District and County Councillor reports – to **note**.

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13. Any other matters to report for future agendas.

14. To confirm the date of the next meeting.

15. 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.