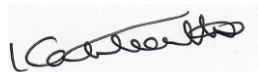


Malvern Wells Parish Council

Councillors are **summoned** to attend the **Meeting of the Parish Council** on **Monday 27th January 2025** at **7:30pm** at **Malvern Wells Village Hall**.



Clerk, Dr Kate Howe

22nd January 2025

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

Agenda

1. Resignations & Appointments

- a) To **elect** new Chair and Vice Chair of the Parish Council.
- b) To **note** acceptance of office forms signed by elected Chair.
- c) To **note** resignation of:
 - P. Stanier (Chair)
 - C. Gates (Vice Chair)
 - J. Baker (Chair Finance & Governance Committee)
 - C. O'Donnell
- d) To **note** due to councillor resignations Malvern Wells Parish Council (the Parish Council) became inquorate on 6 January 2025. The Parish Council has 13 seats requiring a quorum of 4.3 members in attendance for legal decision making. In consequence¹ five members of Malvern Hills District Council (MHDC) have been appointed to act as elected members of the Parish Council, under s91 of the Local Government Act 1972.
- e) To **note** appointment of MHDC district councillors to the Parish Council to provide quorum:
 - Mark Driscoll
 - John Raine
 - Frances Victory
 - Malcolm Victory
 - Christine Wild
- f) To **note** acceptance of office forms signed by appointed councillors.
- g) To **note** the Parish Council retains two members previously elected:
 - Jim Black
 - Robert Price
- h) To **note** the Parish Council has eleven vacancies advertised.

2. 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.

3. To receive and consider **apologies** for absence.

4. 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.*

5. To **approve** minutes of previous council meeting 27th November 2024 (circulated).

¹ Section 91 of the Local Government Act 1972 provides if too many Parish Councillor vacancies to act, the District Council may by Order appoint persons to fill vacancies as temporary members.

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6. To **confirm** scheduled council meeting dates (circulated).

7. Governance

a) To **confirm** appointments to committees:

- Staffing Committee
- Finance & Governance Committee (if required)
- Cemetery Committee (if required)

b) To **confirm** appointments to working groups:

- Communications (if required)
- Open Spaces (if required)
- Events (if required)
- Gas Lamps (if required)

c) To **note** MWPC PO Box to P. Stanier home address. To **agree** new PO Box redirect.

d) To **note** previously approved policy documents:

- Financial Regulations (July 2024)
- Standing Orders (May 2024).
- Terms of Reference (September 2023).
- Internal Control Procedure (July 2024).
- Scheme of Delegation (May 2024).
- Reserves Policy (July 2024).
- Community Grants Scheme (September 2024).
- Complaints Policy (May 2024).
- Code of Conduct (May 2024).
- Employee Grievance (May 2024).

e) To **consider** amendment to Standing Orders. Council should confirm quorum for council decisions (for MWPC that is 4.3) resolve clarity to round down or up and insert into Standing Orders as newly reviewed policy.

f) To **approve** amended Accessibility Statement for new 2025 website.

8. Finance

a) To consider and **approve** Finance & Governance Committee items be administered through full council to limit meeting attendance of appointed members.

b) To **note** the Parish Council is insured through Zurich Municipal with renewal date 31.5.25.

c) To consider and **approve** a recommended budget and precept for 2025/26 (circulated).

d) To consider quotations received and **approve** appointment of internal auditor for 2024/25 accounts.

e) To **note** use of reserves to December 2024 report (circulated).

f) To review and **approve** December 2024 and January 2025 payments (circulated).

g) To **note** due to resignations the Parish Council have no bank signatories to authorise payments. To **note** December payments, remain outstanding. To consider and **approve** P. Stanier offer to continue as bank authoriser to enable late and urgent payments.

h) To **agree** new signatories, add new / remove resigned signatories, **complete** new mandate for Lloyd's bank accounts.

i) To **agree** new signatories, add new / remove resigned signatories, **complete** new mandate for Nat West bank accounts.

j) To consider and **approve** Clerk advice to transfer Nat West reserve funds to higher interest 35-day notice account.

k) To **note** update on concern and complaint raised to Lloyds Bank 20.12.24. It is recommended that council **resolve** to defer to confidential session.

9. Cemetery

a) To consider and **agree** Cemetery Committee items be administered through full council to limit meeting attendance of appointed members.

b) To **note** update on cemetery mapping project and online public portal. To consider and **approve** additional project costs (circulated).

c) To **note** cemetery toilets blocked, emergency engineer called out (cost £180 & VAT), requirement to remove compacted tree roots and reline pipe (cost £950 & VAT). To consider and **approve** emergency expenditure by delegated authority.

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10. District and County Councillor reports – if present to **note**.

11. Planning

- a) To **consider** a response to the following planning applications:
- **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). Circulated 17.1.25 - 21 days to respond.
- b) To **note** planning decisions. None notified by agenda publication date.

12. Projects Update

Playpark

- a) To consider and **approve** request funding for additional works quoted by 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.
- b) To **note** ROSPA Safety Inspection booked for March cost £80 & VAT.

Defibrillators

- a) To **note** Fruitlands phone box repainting contractor waiting on warmer weather.

13. Communications

- a) To **note** update on new website, aim to go live end February. Nominet transfer of Gov.uk domain name to Aubergine, £100 grant requested and confirmed.
- b) To **confirm** agreed site map for new website.
- c) To **confirm** current MWPC logo acceptable for use on new website to save further costs (cost to create new logo £300 & VAT).
- d) To consider and **approve** if required new appointed councillor Malvern Wells email addresses.

14. Working Groups

- a) Traffic Calming
To **note** update on Traffic Calming project, consider and **approve** any actions required following.
- b) Gas Lamps
To **note** update from Gas Lamps working group, consider and **approve** any recommendations.

15. Correspondence

To consider and **approve** any responses or actions (as circulated):

- B. Knibb email 19.1.25 Gas lamps / boundary signs
- Pensions Regulator Re-enrolment letter December 2024 passed to contracted payroll.

16. Next meeting

To **note** the next Council meeting is **Wednesday 26th February 2025** at Malvern Wells Village Hall 7.30pm.

17. Confidential Items

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

18. Staffing

- a) To **note** procedure for authorisation of Clerk's timesheet and payroll arrangements.
- b) To consider administrative issues resulting from recent councillor resignations and **agree** solutions.

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- c) To **note** temporary Finance Support and Finance Contractor (2 x external contractors) resignations.
- d) To **note** incorrectly amended factually inaccurate Staffing minutes signed and published.
- e) To **delegate** any outstanding staffing items to Staffing Committee, **agree** proposed date of 6th February 2pm to meet with Clerk to resolve.

19. Items deferred to confidential session