

Malvern Wells Parish Council

Minutes of full Council Meeting held on Wednesday 29th March 2023 at 7pm at Malvern Wells Village Hall.

Present:

- a) Cllrs. C O'Donnell (Chair) [CO], D Preece [DP], J. Black [JB] (arrived 7.30pm), A Pitt [AP], P Stanier [PS], C Gates [CG], M Birks [MB] (arrived 7.30pm), G Turrell [GT], R Price [RP].

Absent: None.

In Attendance

Dr K Howe (Locum Clerk), 2 Members of Public (MOP's).

Public Participation: No requests to speak.

1. **Apologies:** Cllr. M. Birks had notified via email of late arrival due to unscheduled earlier meeting time.

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. Minutes

The minutes of the previous council meeting held on **1st March 2023** were proposed by CD, seconded by PS, Council **resolved** as an accurate record and signed by the chair CD in meeting.

4. Neighbourhood Development Plan

- a) Council **noted** verbal report from Andy Pitt, paper report circulated Chair - NDP Working Group.
b) DP proposed, MB seconded, Council unanimously **resolved** to approve NDP actions 1-5 as listed in NDPWG report to Council circulated as agreed in meeting.

5. Financial Matters


- a) Council **noted** current members of Finance & General Purposes Committee as Cllrs. C. Gates, G. Turrell, M. Birks. CD proposed, MB seconded, and Council **resolved** to elect appointment of Cllr. D Preece as additional member of the Finance & General Purposes Committee to replace Cllr. B. Knibbs due to resignation.
b) Council **noted** the standing order for the clerk's salary has been cancelled.
c) Council **noted** following Cllr. B Knibbs resignation Council had no means of making payments. Locum Clerk is not an authorised bank signatory. Currently only Cllr Dan Preece is authorised signatory.
d) JB proposed, CD seconded, Council unanimously **resolved** to retrospectively approve – as emergency action taken by delegated authority of Locum Clerk and Vice Chair (due to urgent business need/ lack of signatories) - short term contracted role to outgoing Clerk (as current bank signatory of Lloyds current account) to make payments / administer urgent account transactions. Payment to be invoiced at previous hourly rate.
e) JB proposed, CD seconded, Council unanimously **resolved** to approve Locum Clerk (by delegated authority) request to Sarah Hart to authorise payments uploaded by second signatory to Lloyds current account (as notified to Council 1st March 2023)).

- f) PS proposed, CG seconded, Council unanimously **resolved** to approve Locum Clerk request to Sarah Hart to add Cllr. Geoff Turrell as additional Lloyds bank account signatory (as **resolved** by Council - 25th January meeting).
- g) CD proposed, JB seconded, Council unanimously **resolved** to approve Sarah Hart administer BT Village Hall broadband charge be changed to quarterly payment by DD from Lloyds account.
- h) CD proposed, MB seconded, Council unanimously **resolved** to approve the payment of accounts as schedule up to 28th March. Payment schedule circulated.
- i) Council **noted** at statement date 1st March £14,315.65 in Lloyds current account. Following payments made against 1st March payments schedule total reduced to £5,769.13. CD proposed, DP seconded, Council unanimously **resolved** to approve Sarah Hart transfers £20,000 from Lloyds savings account to Lloyds current account to ensure sufficient funds available to cover payments until precept received in April.

6. Staffing

- a) DP proposed, CD seconded, Council unanimously **resolved** to elect appointment Cllr. C. Gates as additional member of the Staffing Committee to replace Cllr. B. Knibbs.
- b) Council **noted** verbal update from Staffing Committee on combined Clerk /BGM role. Draft of combined JD /PS had been produced with advice from WCALC. To be submitted to 26th April Council meeting for approval.
- c) Council considered. CD proposed, MB seconded, Council unanimously **resolved** to approve NALC Civility & Respect Model Councillor – Officer Protocol as document circulated.
- d) Council considered. CD proposed, MB seconded, Council unanimously **resolved** to approve Civility & Respect training for all current councillors and Locum Clerk at cost of £300 as report circulated.

7. Events Working Group

- a) Council **noted** the 4 documents circulated from the Events Sub Committee meeting held 21st March 2023:
 1. Draft TOR's
 2. Outline Plan of Fete
 3. Items for Approval
 4. Minutes of Events Sub Committee Meeting held 21.3.23.
- b) DP proposed, JB seconded, Council considered and unanimously **resolved** to approve the draft Terms of Reference for the newly appointed Events Sub-Committee as document circulated.
- c) Council **noted** the Outline Plan of Fete report from Chair of Events Sub-Committee as document circulated.
- d) Council considered requests received from Community Groups to hold Coronation events and any grant applications and **noted**:
 - St Wulstan's Estate Coronation Party event request and grant application had been withdrawn.
 - ings Coronation MWPC grant flyer had been posted on noticeboards.
 - MWPC Donations Policy approved 27.4.22 is very out of date.

8. Cemetery

- a) Council **noted** current members of Cemetery Committee are Cllrs. M. Birks, P. Stanier, C. O'Donnell, J. Black, D. Preece so no requirement to replace Cllr. B. Knibbs.
- b) Council **noted** no quotes / specifications had been received for the proposed cemetery digitisation project.
- c) Council **noted** no quotes / artwork had been received for the proposed new sign at the cemetery gate entrance.

9. Planning

- a) AP proposed, CO seconded, DP abstained, Council **resolved** agreed comments on planning application:

M/22/01609/HP - 20 Jasmine Road, Malvern, Worcestershire, WR14 4XD. Two storey rear extension. No objection subject to the proposed construction materials (bricks and roof tiles) 'best matching' those of the existing dwelling to ensure extension is not overbearing, and the provision of an additional on-site car parking space to minimise on street parking as formal comments made by the AONB Unit and Highways deferral.

- b) Council **noted** Malvern Hills District Council Planning Committee decisions notified:
- **M/23/00149/HP** - 2 Hanley Terrace, Malvern, Worcestershire, WR14 4PF Single Storey Orangery Extension – **APPROVED**.
 - **M/22/01452/HP** - 2 Peachfield Road, Malvern, WR14 4AR New 2 Vehicle Car Parking and bin storage platform. Replacement Glazing to house rear elevation – **APPROVED**.
 - **M/22/01788/HP** – Thornton, 131 Wells Rd, Malvern, WR14 4PD New multi-car garage built into hillside – **APPROVED**.
 - **M/23/00116/HP** - 168 Welland Road, Malvern, WR14 4LA Refurbishment and extension of an existing outbuilding located in the rear garden for use as home office/guest bedroom – **APPROVED**.

10. May Elections

- a) Council **noted** councillor candidate submission dates as previously advised, (nominations must be submitted by hand to the Returning Officer at the Council Chamber, the Council House, Avenue Road, Malvern, WR14 3AF between 10am and 4pm on any working day (excluding bank holidays) by **4pm on Tuesday 4 April 2023**), nomination packs and briefing update for candidates supplied to all current MWPC candidates in 1st March meeting pack as documents circulated.

11. Police

Co proposed, CG seconded, Council unanimously **resolved** to approve priorities for next quarter Local Policing Charter - Malvern Wells Safer Neighbourhood Team – as Speeding, Cold Callers and Operational Pass.

12. Locum Clerk Report

- a) Council **noted** training costs for councillor Roles & Responsibilities and Planning Training via Worcestershire CALC. CO proposed, AP seconded, Council unanimously **resolved** to approve Locum Clerk book two in person training sessions with specialist trainer Gill Lumley post May elections. Costs 2 x 2-hour sessions (£75 per hour) plus £30 mileage for each.
- b) Council **noted** Scouts hut lease approved through the Scout's Committee and SATC and will sign on behalf of Scout's Committee and SATC request final copy for signature supplied by solicitor acting on MWPC behalf. DP proposed, MB seconded, Council **resolved** to approve Chair sign final version of lease on behalf of MWPC.
- c) Council **noted** Gas lamp no.35 Holywell Rd severely damaged by (Malvern Hills Trust) falling tree. Steve Maund confirmed gas closed off and supplied photos. Locum Clerk requested Franklyn Air provide quote for repair / replacement. Locum Clerk to contact Malvern Hills Trust to notify of insurance claim. JB agreed to contact Sight Designs to obtain spare lamps stored by them.
- d) Council **noted** Steve Maund advice Playground clatter bridge requires specialist repair. Locum Clerk seeking quotes from Wicksteed for repair.

- e) Council **noted** new grass cutting regime has been agreed between AONB and contractor. Contractor happy with outcome. New regime encourages wildflower growth.
- f) Council **noted** Locum Clerk has formal agreement from AONB that grant for new information panels can be made in next financial year.
- g) Council **noted** Assarts ROSPA Play Inspection report 23.3.23 as document circulated.
- h) Council **noted** to contact Locum Clerk email clerk@malvernwells-pc.gov.uk or text on 07988 427507. Voicemail notifications are significantly delayed.

13. Correspondence - Document circulated:

- a) Council **noted** offer from David Prescott new Chief Executive Officer Three Counties Agricultural Society, and **resolved** for Locum Clerk to suggest he attends Parish Council meeting following May elections.
- b) Council considered request from Senior Women's Gay Group to promote their group via newsletter and noticeboards and respond accordingly. Council **noted** though supportive MWPC don't provide publicity for any community groups. Website limited and noticeboards small and needed to include MWPC legal notifications. Locum Clerk to respond accordingly.

14. District and County Councillor reports – none in attendance.

15. Matters for future agenda:

- a) Malvern Wells signage to be updated.
- b) Forward Plan required.
- c) Website needs updating.
- d) Establish Communications Group.

16. Meeting dates

- a) Council **noted** future current meeting times will be held as 7.30pm as previous schedule notified.
- b) Council **noted** date of the next scheduled Council meeting is **Wednesday 26th April 2023**, Parish meeting to be held on the same day.
- c) Council **noted** CANCELLATION of scheduled Finance & General Purposes meeting **Wednesday 12th April 2023**.

Meeting closed 9.55pm. Chair thanked all councillors for their attendance and contributions.