



Draft Minutes of Council Meeting held on Monday, 26th March 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), Christine Wild (CW)

Public Participation

None

Apologies

None

Declarations of Disposable Pecuniary Interest and other Disclosable Interests

There were no declarations of interest

Minutes of Previous Council Meeting Monday 26th February 2025

Cllr J Raine proposed, and Cllr M Victory seconded. Approved unanimously

Matters arising from the above

- a) P.O Box address. Mail temporarily directed to Cllr. C Wild's home address
- b) Clerk's emails - Locum Clerk now has access to them whilst the Clerk is off on long-term sickness. The automated reply changed.
- c) Policies on the website - Cllr C Wild will ask the locum clerk to check that policies are up to date and investigate if we can join WCC's parish Councils webpage. It is important that all policies can be accessed publicly. RP will show Locum clerk how to update documents.
- d) Website hosting – It was unanimously agreed that the current website platform was adequate and that there was no need for another website provider (Aubergine). Proposed MV seconded JR. RP will cancel this and seek the return of the money.

District and County Councillors reports

WCC Victory and MHDC Wild present

Noted - County Councillor's report, attention was drawn to the forthcoming road closure of the A449 in the Autumn and his proposal for double yellow lines at the junction of Green Lane and Grundy's Lane.

Nothing reported from MHDC.



Finance

- a) To note and consider payment schedules.

Anticipated payments due to 31st March 2025

Salaries	£10,000
Lengthsman	£1,500
Cemetery Maint	£4,000
Administration	£1,000
Play Equipment	£20,000
Total	£37,300

These were noted and agreed. MD requested that this list be sent around before the Council meeting. Proposed Cllr M Victory, seconded Cllr J Raine and unanimously approved.

- b) To note and consider payment schedules (as below).

Council name	Malvern Wells Parish Council		
Bank account	Lloyds Main current account		
Balance per bank statement at 28/02/2025			
			19,596.00
Uncleared Receipts			
Date	Customer/Supplier Reference	Amount	
45627	S Godsland	385.00	
TOTAL			385.00
Uncleared Payments			
Date	Customer/Supplier Reference	Amount	
45624	infoLogic	-102.00	
45708	M Thomas	-359.09	
45715	S Maund	-630.00	
45715	S Maund	-21.00	
45715	S Maund	-186.90	
45715	S Maund	-575.04	
TOTAL			-1,874.03
TOTAL NET BANK BALANCES AT 28/02/2025			18,106.97
Opening_balance			
			19,615.66
Total receipts			
			122,715.51
Total payments			
			-124,224.20
Total transfers			
Closing balance per cash book (must equal net bank balances above)			18,106.97

Proposed Cllr M Victory, seconded Cllr J Raine and unanimously approved.

- c) Noted, considered and approved budget comparison



Malvern Wells Parish Council		
Detailed accounts for 2024-2025		
	Receipts	
Last year		This year TOTAL
	Precept	
91,419.20	Parish Precept	100,283.26
91,419.20	TOTAL Precept	100,283.26
	Grants and Donations	
2,488.00	Lengthsman Scheme WCC	2,567.82
	NDP Grant	
2,900.00	Other Grants	3,700.00
5,388.00	TOTAL Grants and Donations	6,267.82
	Other Receipts	
2,088.77	Bank Interest	2,071.97
2,304.00	Cemetery	5,543.88
394.75	Fete	168.00
4,705.65	Miscellaneous Receipts	1,810.62
	Scout lease	156.00
18,116.10	VAT Repayments	8,985.93
27,609.27	TOTAL Other Receipts	18,736.40
124,416.47	TOTAL Receipts	125,287.48
	Payments	
Last year		This year TOTAL
	Administration	
1,950.24	Audit and Payroll Fees	2,082.80
158.86	Bank charges	83.20
1,290.16	Burial Ground Manager	-
250.00	Chairman's Allowance	250.00
35.00	Data protection	35.00
3,394.48	Insurance	1,815.98
1,623.59	Meeting costs	529.00
114.10	Members expenses	-
1,535.82	Miscellaneous Payments	0.40
-	Newsletters/Wells News	-
90,026.18	Office Admin and Travel	5,387.09
4,417.18	Salaries, PAYE, Pension and NI	49,544.97
1,347.15	Subscriptions WCALC and SLCC	1,638.34
463.20	Training	186.00
259.13	Website/Email hosting	1,812.11
-	Elections	-
106,865.09	TOTAL Administration	63,364.89
	Maintenance	
24,209.94	Cemetery Labour and Maintenance	14,281.17
-	Grass cutting	3,930.50
22,134.95	Gas Lamps maintenance	630.00
3,081.32	Gas supply	4,717.27
-	Jubilee Garden	346.50
2,382.74	Lengthsman	2,467.50
11.99	Open spaces maintenance	2,834.57
64.03	Parish Assets (bus shelters, bins etc)	2,003.55
-	Playground safety Inspection	170.42
-	Tree surgery	300.00
-	Footpaths tools and safety gear	-
-	Cemetery equipment	-
-	Play Equipment - future	-
51,884.97	TOTAL Maintenance	31,681.48
	Projects and Events	
-	Assarts Road Play Equipment	-
285.63	Carol concert	-
420.00	Christmas trees/lights	900.00
2,742.39	Fete	3,000.00
-	Fruitlands Land All Saints	-
-	Gas Lamps painting/refurbishment	-
-	Neighbourhood Plan	-
2,310.00	Noticeboards	975.35
-	Platinum Jubilee	-
70.00	Remembrance	718.00
-	Telephone box Rothwell Rd/Green Lane	-
-	Speed gate and signage	15,009.64
-	Defibrillators project	546.84
-	Coronation - tree planting project	-
-	Cemetery mapping	8,028.00
5,828.02	TOTAL Projects and Events	29,177.83
	Grants and Donations	
1,000.00	Community grants	-
-	Section 137 Grants	-
1,000.00	TOTAL Grants and Donations	-
165,578.08	TOTAL Payments	124,224.20
	Movement in balances	
-41,161.61	Excess of receipts over payments	1,063.28
142,924.85	Opening balance	142,924.85
	Closing balance	143,988.13
	Bank accounts	
19,615.66	Lloyds Main current account	18,106.97
78,291.35	Natwest Reserves 077	80,297.07
100.00	Natwest Current account 761	100.00
-	HSBC A Reserves 738 - closed	-
-	HSBC B Reserves 891 closed	-
-	HSBC Business Current 379 closed	-
44,917.84	Lloyds Reserves	45,384.09
	Nat West Reserve account 783	100.00
142,924.85	TOTAL bank balances	143,988.13



Proposed Cllr M Victory, seconded Cllr J Raine and unanimously approved.

d) Noted and discussed new bank signatories.

Cllr M Victory to visit bank to discuss why it takes so long to change signatures. Cllr RP to action change of signatories from both Lloyds and Nat West Bank accounts. Proposed Cllr M Victory, seconded Cllr J Raine and unanimously approved.

e) Auditors

In the January Council meeting, it was agreed to appoint new auditors - Iain Selkirk. Given the Clerk's sickness, they are yet to be appointed, and the Locum Clerk has been asked to formally appoint them so they can make an immediate start on the end-of-year audit. Proposed Cllr M Victory, seconded Cllr J Raine and unanimously approved.

f) Bank Transfer

It was agreed that RP could transfer the Lloyds Bank Reserve to the Lloyds Bank current account to cover March invoices, including the invoice for the play equipment. £16,820 was approved.. Proposed Cllr M Victory, seconded Cllr J Raine and unanimously approved.

g) Outstanding pension payments

Ann Viles (WCC) has been in touch, and a February pension payment is still outstanding. MD Proposed RP seconded and agreed unanimously to make payment asap. RP to liaise with Clerk and finance officer

h) VAT return

VAT repayment for last quarter of 2024 still has not been received. MD to ask Locum clerk to follow up and check with HMRC that a request for repayment has been received.

i) Vote of thanks

It was unanimously agreed to formally thank the temporary finance officer for stepping in and helping the council with its finances.

Planning

S91 District Council members declined to comment due to sitting on MHDC planning committee. There were no comments from other Councillors on the following applications:

Application No: M/25/00095/CLPU

Location : Ness House, 19 Grundys Lane, Malvern, WR14 4HS Proposal : Certificate of lawfulness for proposed extension to a current dormer on house to create a larger space and improve thermal insulation

Application No: M/25/00301/CCO

Location : Malvern Squash Court, Wells Road, Malvern, WR14 4HA Proposal : Discharge of Conditions 3 (surface water), 5 (CEMP), 7 (materials), 11 (Biodiversity) of planning permission M/21/01872/FUL

Application No: M/25/00316/CCO



Location : Cutchy Cottage, 185 Wells Road, Malvern, WR14 4HE Proposal : Discharge of condition 4 (Surface Water Drainage) of Listed Building Consent M/14/01898/LB.

Planning Decisions

Application No: M/25/00159/CAN

Location: Holywell Park, Holywell Road, Malvern

Proposal: Undertake tree works, as detailed on application form and in any accompanying information

Decision Date: 17/02/2025

Decision: No Objection

Application No: M/24/00386/FUL

Location: Land At (Os 7763 4111), Upper Welland Road, Malvern

Proposal: Proposed erection of 3 detached dwellings (including 1 self-build unit), with associated access off Upper Welland Road

Decision Date: 05/03/2025

Decision: Refusal

Application No: M/24/01796/HP

Location: Wyndham, Eaton Road, Malvern, WR14 4PE

Proposal: Extension and alterations to existing dwelling to include raising the roof to provide an additional storey, three storey side extension, changes to fenestration and change to existing finish to cladding in stone and render. Raised walkway to the rear. Extension and conversion of garage to provide studio space at first floor level.

Decision Date: 04/03/2025

Decision: Approval

Application No: M/25/00196/TPOA

Location: Cypress House, 6 Assarts Road, Malvern, WR14 4HW

Proposal: Undertake tree works as detailed on the application form and any other accompanying information.

Decision Date: 13/03/2025

Decision: Approval

Application No: M/25/00234/CAN

Location: Marshbank, 95 Wells Road, Malvern, WR14 4PB

Proposal: Undertake tree works, as detailed on application form and in any accompanying information.



Decision Date: 12/03/2025

Decision: No Objection

Application No: M/25/00246/CAN

Location: St Raphael, 83 Wells Road, Malvern, WR14 4PB

Proposal: Undertake tree works, as detailed on application form and in any accompanying information.

Decision Date: 11/03/2025

Decision: No Objection

Application No: M/25/00279/CAN

Location: The Old Smithy, 267 Wells Road, MALVERN, WR14 4HF

Proposal: Undertake tree works as detailed on application form and in any accompanying information.

Decision Date: 11/03/2025

Decision: No Objection

Application No: M/25/00318/NMA

Location: Fox Hollies, 18 Hanley Road, Malvern, WR14 4PH

Proposal: Non-Material Amendments to Ref. M/24/00413/HP for the removal of existing 1960s brick structure and replacement with cavity wall construction built to same footprint

Decision Date: 11/03/2025

Decision: Approval

Working Groups

- a) Cemetery working Group – RP confirmed that the cemetery working group had met and discussed the need for some planting and maintenance in the cemetery. Cllr Wild requested regular written reports from the Working Groups to be submitted before monthly meetings. The Town Council have now taken over the management of burials and we understand this is going well. Cllr Wells to ask Town Council for feedback.
- b) Traffic Calming – C Cllr M Victory reported back on his funding of the VAS devices around the village. The continuation of installing more was supported and encouraged by DC Wild and MWPC
- c) Gas lamps: Cllr Price and Black gave a verbal report. They agreed to investigate further the maintenance of the lights, with some quotes and a maintenance plan to be submitted ASAP.

Projects

Installation of a defibrillator at old telephone box Rothwell/Hanley Road; telephone box painting still outstanding. MD will ask locum clerk to chase up Ian Burrage and get the repainting done now the dry weather had arrived.



Communications

Ask the locum clerk to keep the website updated. Cllr R Price will show locum how to uupload documents and keep updated.

Correspondence

Cllr Wild informed the council of correspondence received and handed over letters from Lloyds Bank and the Scouts to Cllr R Price.

Cllr Wild shared an email from Tim Kidwell(Community Action) about his proposal for a community drop in coffee morning at the village hall – there was unanimous support for it.

A letter of request had been received from Malvern Hills National Landscapes to provide some funding for their work during 2025/26. The Council considered their request favourably but deferred a decision until the next meeting until exact details of the request is confirmed.

Next Meeting

It was proposed by Cllr. M Victory, seconded by Cllr J Raine, that the next scheduled council meeting should be changed from Wednesday 30th April (due to County Council elections the following day) to Wednesday 14th May 2025 at 6pm, and unanimously agreed

It was agreed that the locum clerk would investigate the agenda for the Annual Council in May, and henceforth, the meetings will be held on the last Wednesday of each month except August and Christmas. There is a need to ensure the schedule of dates/times go onto the website asap.

Council resolved to exclude The press and public 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

CONFIDENTIAL SESSION

Staffing

Verbal report from the council chair was discussed and noted

Meeting closed at 7.40 p.m

Date of Next Meeting

Next Council Meeting 14th May 2025 at 6.00 p.m Malvern Wells Parish Hall

..... Chair of Council Date