



# Malvern Wells Parish Council

Councillors are **summoned** to attend the **Parish Council AGM on Wednesday, May 14th, 2025, at 6 p.m.** at **Malvern Wells Village Hall.**

*M. J. Driscoll*

Cllr. Mark Driscoll  
Chair of the Parish Council  
Website: [www.malvernwells-pc.gov.uk](http://www.malvernwells-pc.gov.uk)

7<sup>th</sup> May 2025

## **Public participation**

Residents are invited to express their views, ask questions about the agenda, or raise issues for future consideration. Time allowed is at the direction of the Chair

## **DRAFT Agenda**

### **1. Election of chair.**

a) To **elect** a chair

### **2. Signing of acceptance of office.**

The elected chair will sign the Declaration of Acceptance of Office (this can be deferred to another date by resolution of the Council).

### **3. Election of vice chair.**

a) To **elect** a vice-chair.

### **4. Apologies**

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

### **5. 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.*

6. To **approve the minutes** of the previous Council meeting held on 27th March 2024 (circulated).

7. To **note Matters arising/outstanding actions** from above:

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8. To **approve minutes** of the previous Council meeting on 26<sup>th</sup> March 2025 (circulated).

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

## 10. Governance issues

- a) To agree and appoint a chair and vice chair of the staffing committee
- b) To agree and appoint a chair and vice chair of the cemetery committee

## 7. Finance

- a) To note, consider and **approve** payment schedules (circulated).
- b) To note, consider and **approve** bank reconciliation (circulated).
- c) **To note**, consider and **approve the** budget comparison to (circulated).
- d) To note any progress/update on bank signatories' transfers
- e) Annual audit update
- f) VAT – no VAT returned since March 24

## 8. Planning

- a) To note, consider and **agree on** comments on previously circulated and any new applications received between agenda circulation and meeting:

### **Application No: M/25/00555/HP**

Location : 20 Rothwell Road, Malvern, WR14 4HX

Proposal : Partial demolition of flat roof building, sheds and removal of concrete pavers and replacement with two story extension with single story porch.

### **Application No: M/25/00683/HP**

Location : 144 Upper Welland Road, Malvern, WR14 4LA Proposal : Two-storey rear extension, conversion of existing garage/workshop into ancillary accommodation and replacement of existing outbuilding to create new garage/workshop with new vehicular access from Upper Welland Road- Variation of conditions, 2 4 and 9 on planning permission 21/00732/HP.

### **Application No: M/25/00582/HP**

Location : 5 Upper Welland Road, Malvern, WR14 4HJ

Proposal : Demolition of existing external store and construction of utility/WC/store to side of property

### **Application No: M/25/00545/OUT**

Location : Land At (Os 7951 4035) Rear Of, Lime Grove, Welland

Proposal : Outline application for the proposed erection of 4 no. bungalows as self or custom build homes

### **Application No: M/25/00519/HP**

Location : The Bungalow, 212 Wells Road, Malvern, WR14 4HD Proposal : Erection of bike shed

- b) To **note** Planning decisions:



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**Application No: M/25/00448/CAN** Location: Nut Hanger, Holywell Road, Malvern, WR14 4LE Decision Date: 28/04/2025 Proposal: Undertake tree works, as detailed on application form and in any accompanying information Decision: No Objection

**Application No: M/25/00475/CAN** Location: 241 Wells Road, Malvern, WR14 4HF Proposal: Undertake tree works, as detailed on application form and in any accompanying information Decision Date: 28/04/2025 Decision: no objection

**Application No: M/25/00520/CAN** Location: Hill House, Holywell Road, Malvern, WR14 4LE Decision Date: 28/04/2025 Proposal: Undertake tree works as detailed on the application form and any other accompanying information. Decision: No Objection

**Application No: M/25/00392/CAN** Location: 14 Grundys Lane, Malvern, WR14 4HS Decision Date: 25/04/2025 Proposal: Undertake tree works as detailed on application form and in any accompanying information. Decision: No Objection

**Application No: M/25/00345/CAN** Location: Land At (Os 7766 4435), Wells Road, Malvern Decision Date: 15/04/2025 Proposal: Undertake tree works as detailed on the application form and any other accompanying information. Decision: No Objection

**Application No: M/25/00405/CAN** Location: 4 King Edwards Road, Malvern, WR14 4AJ Decision Date: 15/04/2025 Proposal: Undertake tree works, as detailed on application form and in any accompanying information. Decision: No Objection

**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 Decision Date: 08/04/2025 Decision: Refusal

**Application No: M/25/00395/NMA** Location: The Coach House, 270 Wells Road, Malvern, WR14 4HD Proposal: Non-Material Amendment to Ref: 04/00805/FUL for the replacement of our polycarbonate conservatory roof panels with thermally insulated ones of the same size in grey. Decision Date: 07/04/2025 Decision: Approval

## 9. Working Groups

### a) Cemetery:

i) To consider any update and report from the cemetery's working group, consider and approve any actions following.

ii) Cemetery complaint – agree next steps and project lead

iii) Review of Cemetery Fees for 2025/25 (attached)

iv) To consider a request from Malvern Town Council for data (invoices) so MTC can issue a certificate of burial or need a copy of the invoice associated with the funerals since December 2022

v) Reimbursing burial fees charged by MTC. MTC need instructions for payments.

c) **Gas Lamps:** To note updates from the Gas Lamps working group, consider and approve any recommendations.

## 10. Projects and other updates

### Defibrillators

i) Phone box repainting update. Agree project lead to take forward outstanding action.

ii) Defibrillators – From S Maund ' one of our defib unit's pads have now expired. The two other units are due in date until next year.

### Bus Shelter:

i) To receive a police report on the burning of the MWPC-owned bus shelter

ii) To agree on the next steps in terms of the insurance claim and agree project lead

## 11. Communications



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- a) To note any relevant need for any updates to the website Review (RP)
- b) Uploading future meeting dates on the website

## 12. **Correspondence** (as notified at the meeting / circulated)

- i) To note the email from Malvern National Landscape with regards to restoring Malvern Wells Village Green and undertaking biodiversity improvement works. Action: Response required.

## 13 **Next meeting**

- a) To **note the** next Council meeting is **Wednesday 25<sup>th</sup> June** at Malvern Wells Village Hall at 6.00pm. This is a week later than originally scheduled due to clash with MHDC Planning meeting for S91 Councillors.
- b) To ensure schedule of future meetings 25/26 is on MWPC website

## 14. **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.

## **CONFIDENTIAL SESSION**

## 15. **Staffing**

- a) To **note** verbal report from the Chair of the Staffing Committee