

Malvern Wells Parish Council

From the Interim Clerk, Kate Howe Email: clerk@malvernwells-pc.gov.uk Tel: 07988 427 507 Website: www.malvernwells-pc.gov.uk

Notice is hereby given that a **Meeting of the Parish Council** will be held on **Wednesday 28th February 2024 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 Chair.

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 meetings held on:
 - a) 29th November 2023 (circulated).
 - b) 22nd January 2024 (circulated).
4. To **note** Matters Arising from above.
5. **Co-option**
 - a) To **note** and consider applications received from potential new councillor via co-option.
 - b) It is recommended that Council **resolve** to exclude the public and press. If resolved, move item to confidential session.
 - c) To interview, consider and if appropriate **resolve** to appoint applicant by co-option as new member of Malvern Wells Parish Council:
 - Janet Baker (application circulated) confirmed attendance.
6. **Governance**
 - a) To **note** Malvern Hills District Council (MHDC) Elections Officer advised 4 MWPC councillors not supplied updated / current signed Register of Interest forms. Council formally **requests** relevant councillors do so immediately. Notified in meeting.
 - b) To **note** Chrissie Gates approved as Chair of Cemetery Committee 20.2.24 Cemetery meeting.
 - c) To **consider** and if agreed, **approve** request from Finance & Governance (F&G) Chair to approve Council Aims & Objectives for 2024-25 (document circulated).
 - d) To **consider** request from Malvern Wells Village Hall and **appoint** trustee to new Charitable Incorporated Organisation.
 - e) To **consider / approve** tree warden appointment.
 - f) To **confirm** current appointments to Committee / Working Groups / external partners. To **consider** and **appoint** new members as required.
 - g) To **note** contractor and councillor advised of 'abuse' at 'face to face' public meetings this month.
 - h) To **note** councillor request to redact personal details on MWPC website. Clerk has enacted.
7. **Staffing**

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- a) To **receive** and **confirm** update from Staffing Committee on permanent Clerk contract approval, payroll / pension arrangements made.
- b) To **note** Clerk is contracted monthly payment and advice no need for council to approve monthly payroll payment.
- c) To **note** Chair will 'approve' Clerk timesheet (holidays / time in lieu accruing / travel / expenses) for notification to payroll administered by Kendall Wadley (as previously approved by January 2023 council meeting).

8. Training

To **note**:

- Clerk attended AGAR training 7.2.24 Worcs. CALC.
- G Lowe attended Councillor training 16.1.24 Worcs. CALC.
- G Lowe attended Code of Conduct training 18.1.24 Worcs. CALC.
- Chair & Vice Chair attended Chair training 8.1.24 Worcs. CALC.

9. Cemetery

- a) To **note** Cemetery Committee appointed Chrissie Gates as Chair at 20.2.24 meeting.
- b) To **note** update from Cemetery Committee meeting.
- c) To **note** minutes of Cemetery Committee 20.2.24 (document circulated).
- d) To **note** new Terms of Reference (TOR) recommended by Cemetery Committee, if agreed, to **approve** (document circulated).
- e) To **note** council have not reviewed fees since 2021-22. Committee considered neighbouring cemetery authority fees. To **note** Committee reviewed and benchmarked new Cemetery fees for 2024-25. To consider and if agreed, **approve** new fee schedule be published and administered from 1.4.24 (document circulated).
- a) To **note** committee reviewed Cemetery Memorial Safety report (document re-circulated). Committee considered risk to public and contractors working, council liability, potential to 'lay down' memorials noted and visual impact on cemetery / cemetery maintenance. Committee recommended notify grave owners of cost (if can contact) to request recompense. Committee considered red alert item costs quoted £3,700 & VAT and recommended council approve cost. To **consider**, if agreed, **approve** committee recommendation to contract red alert items work immediately.
- a) To **note** committee considered urgent need for Cemetery Geo Physical mapping project and recommended, if quotes received are within costs allocated in 2024-25 budget, project should go ahead as matter of urgency. To **note** Clerk is seeking quotes. To consider committee recommendation and if agreed, **approve** urgent project is enacted by Clerk / Chair delegated authority.
- b) To **note** cemetery committee members agreed to attend internments at Green Lane Cemetery to limit costs to council.
- c) To **consider** and if agreed **approve** annual charge review for cemetery contractor - new contractor rates (document circulated).
- d) To **note** committee reviewed public requests for internments and memorials received since resignation of Burial Ground Manager in July 2023. To **approve** Clerk / Chair delegated authority taken for urgent burials and ongoing urgent Clerk / Chair delegated authority / committee approvals for memorials and ashes internments as recommended by committee in new TOR's.
- e) To **note** committee approved new Cemetery noticeboard is installed on site urgently by cemetery contractor.
- f) To **note** committee recommended new Clerk attends Cemetery Management training. Council to consider, if agreed, **resolve** cost to be notified by Clerk and approved by cemetery committee.

10. Finance

- a) To **note** Finance & Governance Committee (F&G) informal meeting held 31.1.24 and recommendations (document circulated).
- b) To **consider** quotes received and **resolve** to approve contract for appointment of new internal auditor selected for 2023-24 year (documents circulated).
- c) To **note** and **approve** Clerk / Chair delegated authority (approved by Chair F&G) urgent letter to HSBC signed by current signatories requesting updated bank statements evidencing final transfer of funds from 4 HSBC current and reserve accounts to Lloyd's reserve account for end of year

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financial statement. To **note** request for statements to be handed to Clerk in branch (document circulated).

- d) To **note** signing of Nat West bank account amendment forms (in meeting) by current signatories to remove previous resigned council signatories and include newly approved council signatories to access Nat West accounts. To amend mandate from 3 to 2 signatories to authorise, change primary contact to Clerk and postal address to MWPC PO Box.
- e) To **note** payments made by Chair / Clerk delegated authority December 2023 (circulated).
- f) To **note** payments made by Chair / Clerk delegated authority January 2023 (circulated).
- g) To **consider** and **approve** payments for February 2024 (circulated).
- h) To **note** duplicate payments made on secondary authorisation 2.2.24 to Village Hall and M. Thomas confirmed by Clerk refunded to Lloyds current account by both recipients.
- i) To **note** HMRC VAT 126 payment - £6,611.98 to 31.3.23 received in Lloyds current account.
- j) To **note** HMRC VAT 126 payment - £11,502.64 to 30.9.23 received in Lloyds current account.

11. Planning

- a) To **note** Clerk submitted NO OBJECTION and comments on:
 - M/23/01785/CU 60 Old Wyche Road, Malvern, WR14 4EP. The change of use of an existing residential outbuilding to a holiday let.
- b) To **consider** and **resolve** agreed comments on the following new application (previously circulated) and any applications received between agenda circulation and meeting:
 - M/24/00141/HP. Fox Hollow, 25B Green Lane, Malvern WR14 4HT. Construction of detached garage.
- c) To **note** Planning decision:
 - M/23/01378/HP - 11 The Crescent, Malvern, WR14 4JG. Erection of single storey rear extension and rear dormer. APPROVED.
- d) To **note** Planning Appeal decision:
 - APP/J1860/W/23/3320184 Benholme, Holywell Road, Malvern, Worcestershire WR14 4LF. New self-build 2-bedroom house. Appeal DISMISSED.

12. Projects

- a) To **note** 2 information panels delivered to Lengthsman for installation. Locations confirmed for Assarts and Village Green.
- b) To **note** £1,000 AONB grant invoice raised. To **note** council cost in 2023-24 budget (notified).

13. PROW

- a) To **note** update from Public Rights of Way Working Group meeting.
- b) To consider and **resolve** any action recommended.

14. Community Events

- a) To **note** update from Community Events Working Group (CEWG).
- b) To **consider** and **approve** recommendation for appointing new Chair and members of CEWG.
- c) To **note** community events management is excluded from Clerk contract (as externally reviewed) to limit costs to council. To **consider** how community events will be managed ongoing.
- d) To **note** Severn Arts Travelling Music Box Bus available (document circulated).

15. Open Spaces

- a) To **note** report from community consultation meeting 10.2.24 Assarts Park refurbishment proposals (document circulated).
- b) To **note** report from Open Spaces WG Assarts Playground Proposals, **consider** and if agreed **approve** recommendations (document circulated).
- c) To **note** annual ROSPA Inspection of Assarts playpark March 2024 (document circulated).
- d) To **consider** and if agreed **approve** cost of site tailored weekly checklist for contractor to report site survey of Assarts play equipment £40 & VAT (document circulated).
- e) To **note** Community Orchard grant from Coronation Living Heritage Fund available (document circulated).

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16. Parish Assets

- a) Defibrillators
 - To **note** update on defib project, funding applications and costs identified (documents circulated).
 - If agreed to **approve** project enacted, as costs notified, 2024/25 budget requirements.
- b) Traffic Calming
 - To **note** report from Traffic Calming Working Group (TCWG) detailing investigations / recommended actions / proposed costs / funding applications (documents circulated).
 - To **note** additional work for Lengthsman to progress project. Cost still to be calculated and notified against Defib budget.
 - To **consider** and if agreed **approve** actions and costs notified. Detailed budget to be compiled by TCWG for 2024/25 budget impact following outcome of funding applications.
 - To **consider** request from TCWG to reimburse AP £70 Survey Monkey consultation costs from Traffic Calming budget, if agreed **approve**.
 - To **note** additional work for Lengthsman required for Traffic Calming project. Cost still to be calculated and notified against Traffic Calming budget.
- c) Gas Lamps
 - To **note** no notification of recent meeting from Gas Lamps WG.
 - To **note** councillor advice on Franklyn contract (documents circulated).
 - To **consider**, if agreed **approve** administration of contract invoices accordingly.
 - To **note** ongoing correspondence from residents. If necessary, **approve** any actions required.

17. Communications

- a) To **note** update from Communications Working Group.
- b) To **consider** / if agreed **approve** Chair / Clerk / Chair F&G recommendation for re-enactment of Zoom contract. Cost £129.90 p.m. to support informal and working groups meetings.
- c) To **note** problems notified with current email provider.
- d) To **note** 3 councillors are still not using '@malvernwells-pc.gov.uk' email address as required. Council **request** they work with Comms. WG to administer and use ongoing.
- e) To **consider**, if agreed **approve** Comms. WG recommendation for Microsoft business contract (using Outlook for emails). Cost £4.90 & VAT per user per month. To **note** and **approve** budget implications. To note RP will undertake migration, create mailboxes for all councillors and Clerk (document circulated).
- f) To **note** vulnerability notification from Hugo Fox – notified 'fixed' 9.2.24.
- g) To **consider** and if necessary, **approve** change to previously agreed (October Council meeting) resolution for location of 3 public noticeboards - currently Village Hall, Morrisons and Fruitlands (document re-circulated).
- h) To **note** councillor report on Information Sharing, **consider** and if agreed **approve** any actions (document circulated).

18. Correspondence (as circulated)

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

20. Matters for future agendas.

- a) Website upgrade
- b) Condition of drains and gullies
- c) Maintenance of gas lamps / current contractor / gas to electric / green or Heritage Lottery grants.
- d) Traffic calming measures.
- e) Defibrillators – funding applications ongoing
- f) Land acquisitions (Allotment/ Play Area)
- g) Fruitlands – Playpark?
- h) Pelican crossing by Wyche School
- i) Bridleway issues
- j) Councillor co-option
- k) Parish Newsletter (insert in "All About"?)
- l) Community Orchard (Nature Recovery Strategy) – Fruitlands?
- m) Cemetery Committee - invitation to skilled /interested parties.

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21. Next meeting

- a) To **note** date of next scheduled Council meeting is **Wednesday 27th March** at Malvern Wells Village Hall 7.30pm.
- b) To **note** next meeting Finance & Government Committee is **Wednesday 27th March** at Malvern Wells Village Hall 6pm.

22. 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 Council **resolve** to exclude the public and press.

23. CONFIDENTIAL SESSION