

# Malvern Wells Parish Council

Minutes of full Council Meeting held on Wednesday 28<sup>th</sup> June 2023 at 7.30pm at Malvern Wells Village Hall.

## Present:

- a) Cllrs. P. Stanier [PS], J. Black [JB], A. Pitt [AP], R. Price [RP], C. Gates [CG], M. Birks [MB], G. Turrell [GT], S. Freeman [SF].
- b) **Absent:** None.
- c) **In Attendance** - Dr K Howe (Locum Clerk), Steve Maund (Lengthsman) and Cllr. Christine Wilde CW (District Councillor).

**Public Participation:** No requests to speak.

## 1. Apologies for absence:

- a) Cllr. C. O'Donnell formally notified by email 23.6.23 – accepted by Council.
- b) Cllr. D Preece [DP] formally notified by text 28.6.23 – accepted by Council.

## 2. Declarations of Interest – none notified at this point of meeting.

## 3. Minutes of the previous AGM Council meeting held on 17<sup>th</sup> May 2023. MB proposed, JB seconded, Council unanimously **RESOLVED** to approve.

## 4. Matters Arising from above - verbal reports received:

- a) Malvern Hills Trust – Council **NOTED** SF report he had invited CEO to report to MWPC July meeting. SF and AP to prepare questions to CEO (to be shared and agreed by email amongst MWPC) for CEO to submit written report by July 26<sup>th</sup>. SF declared interest as former board member and Chair of MHT.
- b) Defibrillators – MB requested Council recommend all defibrillators in Parish be registered and well maintained to reduce risk of death from heart attack. AP has documented all defibrillator locations. 'Heart Start' advising they have funding available for defibrillator to be located at Fruitlands. Free training in maintenance also available. Council **NOTED** AP & MB report and requested Clerk to register all on behalf of MWPC. S. Maund advised he checks MWPC defibrillators on monthly basis. Query defibrillator at Daniel's Garage – who registered to? PS suggested citing additional in Green Lane Phone box.
- c) Council Archives & Keys – Council **NOTED** - AP confirmed all keys have been labelled and documented. Archive documents stored in Chapel. PS suggested to be addressed when new permanent Clerk is appointed.
- d) Communications – Council **NOTED** update from RP. He has produced co-option vacancy posters, AP will display in noticeboards, RP to add poster to website. RP looking into updating Hugo Fox website. Locum Clerk recommended Aubergine if new website to be considered.
- e) Alternative meeting venues – Council **NOTED** advice from Locum Clerk and AP. AP reported no broadband access at Wyche Institute or Upper Welland Methodist Hall. Locum Clerk to book All Saints Church for October meeting as has broadband and presentation screen.
- f) Clatterbridge repair – Locum Clerk reported Wicksteed and Playdale advise not their unit. Steve Maund recommended alternative maintenance company - Locum Clerk contacted for second opinion. Wicksteed Timber Technician advises not repairable. Council requested Steve Maund dismantle and remove Clatterbridge next week on safety grounds. Council requested Locum Clerk obtain quotes for replacement item. Council **NOTED** Play & Open

Spaces consider replacement Clatterbridge and additional items for Play Park. There was previously a plan to include more accessible and inclusive play equipment.

- g) AONB Information panels – Locum Clerk advised AONB confirmed there are 2 boards – Village Green and Assarts. Lead time 8 to 10 weeks for project completion. Locum Clerk working with AONB on finalised artwork.
- h) G. Turrell signatory status – Locum Clerk confirmed Sarah advises now complete so GT can authorise payments. Sarah now adding P. Stanier as signatory.

## 5. Cemetery Committee

- a) Council **NOTED** Burial Ground Manager unavailable to attend Council meeting and no written report supplied as requested. Council **NOTED** BGM email notifying safety checks done w/c 12<sup>th</sup> June and Steve Maund verbal report that BGM attends every burial.
- b) Council **NOTED** date of Cemetery Committee meeting had not yet been set as requested and **NOTED** concern as should meet quarterly with full report.

## 6. Assets Management

- a) Chair welcomed Steve Maund to meeting. Council **NOTED** his verbal report as Lengthsman and Outdoor Contractor and welcomed his informative update. Council requested Steve be included in Play & Open Spaces Working Group and provide 'on-site' attendance visits / advice for Play equipment contractors surveying / quoting for new play equipment.
- b) Council **NOTED** update from Gas Lamps Working Group and **RESOLVED** Gas Lamps Working Group take on relevant outstanding items. Locum Clerk to chase Franklyn Air for update on gas lamps maintenance / refurbishment and Gas Lamp maintenance training for Steve via Franklyn Air contract.

## 7. Finance Matters

- a) SF proposed, CG seconded, Council **RESOLVED** to approve payments made by Cllr. D Preece and S Hart on 9.6.23 due to urgent business need – no Council meeting since 17<sup>th</sup> May – payment schedule circulated.
- b) SF proposed, JB seconded, Council **RESOLVED** to approve payments as schedule 27.6.23 circulated, excepting Arkwell & Hurcombe invoice for memorial plaque. Council questioned why MWPC paying and not client direct. Locum Clerk to request explanation from BGM.
- c) Council **NOTED** Bank reconciliation for 2022-23 Q4 as document supplied.
- d) Council **NOTED** final March 2023 year end Q4 budget as document supplied.
- e) SF proposed, JB seconded, Council unanimously **RESOLVED** to add Cllr. C. Gates as signatory to Lloyds current account. Locum Clerk to request S. Hart administer.
- f) Council **NOTED** correspondence from Lloyds Bank - Financial Services Compensation Scheme (FSCS) and agreed no action required.
- g) Council **NOTED** the outcome of the internal audit inspection, report supplied, and no actions required. Council **NOTED** thanks to Ann Dobbins for her support in finalising year end and internal documents.
- h) Locum Clerk circulated AGAR papers completed in meeting. PS proposed, MB seconded, Council unanimously **CONFIRMED** the assertions in Section One of the Annual Governance and Accountability Return are correct for year ending 2022/23 – Locum Clerk and Chair signed in meeting.
- i) Locum Clerk circulated AGAR papers completed in meeting. JB proposed, SF seconded, Council unanimously **AGREED** the financial statements and figures in Section 2 of the Annual Governance and Accountability Return for year ending 2022/23 and **AUTHORISED** the Chair and Locum Clerk to sign this section – done in meeting.
- j) Council **NOTED** dates **set** the period for the **public inspection of the accounts** and arrangements, to include an exact 30 working day period during which public rights may be exercised inclusive of the start and finish dates. The inspection period must commence no

later than 3 July 2023 and must include the first 10 working days of July. The elector's rights must start exactly one day after the annual return has been published on the Parish Council website – Council unanimously **CONFIRMED** Locum Clerk recommendation for publishing AGAR on Friday 30<sup>th</sup> June. The inspection period will commence on Monday 3<sup>rd</sup> July and end on Friday 11<sup>th</sup> August 2023.

- k) Council **APPROVED** Ann Dobbins and Locum Clerk's actions regarding Reserves as document supplied. SF proposed, JB seconded, Council unanimously **AGREED** to authorise the Locum Clerk to forward the AGAR and required documents to the External Auditor now the Internal Auditor report had been received as supplied to Council meeting.

## 8. Planning Matters

- a) AP proposed, PS seconded, Council **RESOLVED** agreed comments on the following new applications:
- **M23/00780/HP** 80 Old Wyche Rd, WR14 4EP  
Erection of garden annexe and alterations to existing window and door.  
JB proposed, RP seconded, Council unanimously **RESOLVED** NO OBJECTION with proviso developer advised to install blinds in atrium to minimise light pollution in relation to 'Dark Skies'.
  - **M23/00678/HP** Southcliffe House, 272 Wells Rd, WR14 4HQ  
Replacement of 3 existing kerbstones, one angled, two dropped.  
SF proposed, RP seconded, Council unanimously **RESOLVED** NO OBJECTION and commented installation aids road safety.
- b) Council **NOTED** approved response made by Locum Clerk (by delegated authority) due to deadline:  
**M/23/00665/FUL** Ground Floor Flat, Bernard Lodge, 262 Wells Road, Malvern, WR14 4HD Replacement of individual window units to lounge and bedroom to front (East) elevation. **NO OBJECTION**
- c) Council **NOTED** Malvern Hills District Council Planning Committee decisions notified:
- **M/23/00449/HP** 46 Lower Wyche Road, Malvern, WR14 4ET  
Construction of a Summerhouse/Shed at the topmost level of the terraced garden within the curtilage of 46 Lower Wyche Road. **APPROVED.**

## 9. Consultation

- a) Council considered consultation on the Welland Neighbourhood Plan as notification circulated. Deadline for response 27<sup>th</sup> August. Council **RESOLVED** to defer agreeing response to 26<sup>th</sup> July meeting agenda.

## 10. Meeting Management

- a) Council **NOTED** Chair's verbal and written report as circulated on proposed Council working practices following discussions at informal meeting held on 31<sup>st</sup> May.
- b) RP proposed, JB seconded, Council **RESOLVED** to approve suggested meeting schedule (as document circulated) each working group to meet quarterly at 7pm ahead of published Council meeting as schedule. Chair of working groups to provide concise verbal report to Council meeting and short written report for circulation to following Council meeting.
- c) Chair notified unavailable to 26<sup>th</sup> July meeting. Locum Clerk had requested Vice Chair – DP to Chair in her absence. If DP unavailable RP proposed, JB seconded, Council **RESOLVED** SF to Chair 26<sup>th</sup> July meeting.

## 11. Staffing Matters

- a) Council **NOTED** and approved intention to advertise combined Clerk role as Chris Wayman Worcester CALC pay review and advice received.
- b) Locum Clerk advised advert, JD and PS were sitting on website as 'draft' but would not 'publish'. Council **NOTED** RP would 'publish' or advise how to do. Locum Clerk advised can't advertise post until advert, JD and PS are 'live' on website for potential candidates to view with regard to costs for advertising.

## 12. Police Matters

- a) JB proposed, CG seconded, Council **RESOLVED** to approve the new 2023-24 Policing Contract with new Chair and Locum Clerk added as contacts.
- b) GT proposed, SF seconded, Council **RESOLVED** the new policing priorities remain - speeding, doorstep pedlars, other traffic offences.

PS proposed, SF seconded, Council **RESOLVED** to suspend Standing Orders at 9.30pm to transact remaining urgent business.

## 13. NDP Update

- a) Council **NOTED** verbal update from AP as new Chair of NDP Working Group. AP has contacted Locality re. ring fenced funding available and will forward their reply to Chair and Locum Clerk. When have consultant on board will be in staged payments against agreed expectations. JB suggested send to local MP Harriet Baldwin- AP confirmed he will do. AP confirmed there is a lot of evidence available but finalised plan likely to require 18 months to 2 years to complete. Malvern Hills have commented on previous draft plan dated April 2020 produced by Cass Associates - very wordy, written in legalise, not accessible format.

## 13. Appointments to Working Groups

- a. JB proposed, RP seconded, Council unanimously **RESOLVED** to appoint members to the following working groups:
  - i. Neighbourhood Development Plan – AP, GT and PS with 3 vacancies for newly co-opted councillors.
  - ii. Cemetery – CG, JB and PS.
  - iii. Gas Lamps – JB, SF, RP and one vacancy for newly co-opted councillor.
  - iv. Play and Open Spaces – RP, DP, CG and Steve Maund with 3 vacancies for newly co-opted councillors.
  - v. Public Rights of Way (PROW) – PS, CG, includes current member parishioners with one vacancy for newly co-opted councillor.
  - vi. Events & Fete Car Parking combined – RP, JB, AP, GT with large active group of parishioners. Ian Burrage Chairs.

## 14. Appointments to external committees

- a) JB proposed, RP seconded, Council unanimously **RESOLVED** to appoint members to represent the council on the following external committees:
  - i. Malvern Wells Village Hall Management Committee – JB.
  - ii. Monitoring Group Three Counties Showground – CG.
  - iii. CALC Malvern Hills Area Committee – MB.
  - iv. Worcs. CALC Executive Committee – CALC confirmed not applicable.
  - v. Wyche Institute Committee – PS.

## 15. Public Rights of Way Group

- a) Council **NOTED** PS verbal update and PROW minutes circulated. Council expressed formal thanks for all hard work to Peter Clements who has now retired following 87 PROW meetings. AP confirmed PROW volunteers are covered by new Zurich insurance. PS confirmed PROW written risk assessments are lodged with Norman Nimmo-Smith (Parish Footpath Warden).
- b) RP proposed, MB seconded, Council **RESOLVED** to approve allocation of £100 funding agreed in 2023-24 budget for purchase of lanyards and tools.

## 16. Correspondence

- a) Council **APPROVED** bio-diversity assessment of Village Green is published by AONB communicating its success. RP agreed to publish via social media channels and website.
- b) Council **NOTED** C O email circulated - 'MW would like to use Assarts Rd playing field for their Sports day. They have used it in previous years. I told them it would be alright'.
- c) Council **NOTED** emails circulated from Burial Ground Manager and requested Locum Clerk make further enquiries.
- d) Council **NOTED** email 19/5/23 via Hugo Fox requesting Assarts field is mown. Council **NOTED** majority is football field and close mown for sports use. Small area is rewilded for biodiversity. RP agreed to contact parishioner direct.
- e) Council **NOTED** email 16.5.23 via Hugo Fox road safety in Lower Wyche Road. GT will visit parishioner, discuss issues and report to Council.
- f) Council **NOTED** email from Dawn Jolley Village Hall regarding BT broadband and **APPROVED** relevant steps taken.
- g) Council **NOTED** PS will respond to Wyche Institute email.
- h) Email received via Hugo Fox. Council **NOTED** - Gas Lamp outside Rock House. JB has taken lantern down and is rebuilding. Lamp may need to go to Franklyn Air for new internal components. JB will respond direct to this email.

## 16. District and County Councillor reports

a) Chair welcomed Christine Wilde to meeting. CW confirmed John Gallagher as other District Councillor. She is keen to attend MWPC meetings on a regular basis. CW is appointed to:

- Health Scrutiny Committee
- Health & Wellbeing Board
- Corporate Parenting Board

Impressive new A&E being built currently. CW had independently identified Green Lane telephone Box as location for potential new defibrillator and would contribute funding from her new budget. CW is interested in fixed speed alert signs and keen to push installation.

## 17. Matters for future agendas

- a) Trees - AP has taken photos of likely planting areas gaining specialist advice on native trees.
- b) Rubbish bin – potential location.

18. Council **CONFIRMED** the date of the next scheduled meeting as **Wednesday 26<sup>th</sup> July 7.30pm** at Village Hall.

**Meeting closed 10.45 pm.** Chair thanked all councillors for their attendance and contributions.