

# Malvern Wells Parish Council

**Minutes of Council Meeting** held on **Wednesday 30<sup>th</sup> October 2024** at Malvern Wells Village Hall.

## **Present:**

- a) Cllrs. P. Stanier [PS], C. Gates [CG], R. Price [RP], C O'Donnell [CO], J. Black [JB], J. Baker [JEB].
- b) **Absent:** none notified.
- c) **In attendance** - Dr K Howe (Clerk), Cllr. J. Gallagher, five members of public (MOPs).

## **Public Participation:**

- a) First MOP asked to speak regarding planning application **M/24/00386/FUL** - Land at Assarts Lane. He is representing concerns of several residents, some in attendance at meeting. The development is at variance with MWPC's NDP. The land is a field, not a building plot, in conservation area, within National Landscapes boundaries, and AONB. National Planning Framework gives 'great weight' to conserving the landscape. The application contains misinformation. Location is not served by public transport, footpath or facilities and schools are over-subscribed. Insufficient off-road parking/ no garages will contribute to current on road parking issues. Exit gives limited visibility to oncoming traffic. Foul sewage is a major concern contributing to the badly strained drainage at adjacent properties.
- b) Second MOP concerned with above planning application stated plot surrounded by high hedges, but new residents will be able to cut down.
- c) Third MOP, as planning applicant, responded the points raised demonstrate people have not read the application. Retaining of hedges is written into the plan and sewerage disposal is fully explained.

## **1. Apologies for absence**

- a) None notified.

## **2. Declarations of Interest**

- a) Chair reminded councillors of the need to update their register of interests and notify any pecuniary interests on the agenda. **CO notified** interest in planning application for discussion.

## **3. Minutes of previous council meeting**

- a) CO proposed, JB seconded, council **approved** the minutes of the previous Council meeting held on 25<sup>th</sup> September 2024. Chair signed in meeting.
- b) JB proposed, CO seconded, council **approved** the minutes of the confidential session Council meeting held on 25<sup>th</sup> September 2024. Chair signed in meeting.

## **4. Matters Arising: None**

## **5. Malvern Hills Trust**

Council **noted**, presentation from Deborah Fox, new CEO. She has background in local government, community engagement and fifteen years visiting Malvern Hills. She developed good relationship with MWPC working group picking up new signage project, which MHT approved on 23<sup>rd</sup> July. Intention to keep land 'unurbanised', so aware potential conflict of opinion for residents concerned to implement traffic calming measures. MHT warden will keep in touch with MWPC working group on traffic calming project. MHT held eight-week consultation on range of governance proposals to reduce current five Acts to one with a smaller board. Rather than create a membership organisation they want to develop a supporter's group. Some land within MHT jurisdiction is privately owned, acquired 24 acres last year through bequest and legacies. Proposal to fence the commons has been dropped. Aware lot of concern for licensing activity. This was merely an attempt to formalise organisation for events already held. Private Bill will be lodged with Parliament on 27<sup>th</sup> November and expected to take two years. Next Trust elections are 2027.

## **6. District and County Councillor reports**

- a) Council **noted** J. Gallagher report. MHDC have an upskilling grant for small businesses up to £1,500. Smart Water kits to protect valuables supported by MHDC and Crime Commissioner available from Community Safety at MHDC.

## 7. Co-option of Members

Council **noted** Chair report.

- a) Seven current councillor vacancies. Two people applied last month. Having attended meeting, both subsequently notified they did not wish to accept co-option.
- b) Chair attended Malvern Town Council meeting with local councillors. All reported terrible problems recruiting new councillors. Online presence was best way to attract new members.

## 8. Finance

- a) Council **noted** verbal report from Chair Finance & Governance Committee (F&G). Unfortunately, F&G meeting earlier today was inquorate.
- b) Council **noted** Chair F&G reported external audit received, some issues. Need to meet with Chair and Clerk to discuss how to address.
- c) JEB proposed, CO seconded, council **approved** October payments schedule circulated. Clerk supplied PKF Audit invoice £504 in meeting, JEB annotated schedule supplied, JEB and CG signed schedule and all invoices in meeting.

TO PAY					
Inv. date	Supplier	Inv. no.	Net	VAT	Total
8.10.24	AGL Ltd – 25% of costs	512	1,560.50	312.10	£1,872.60
18.10.24	AGL Ltd – 25% of costs	514	1,560.50	312.10	£1,872.60
8.10.24	A. Dobbins – September accounts, Training 7.10.24, Mileage	8.10	111.70	0	£111.70
4.11.24	British Gas	1800054841	1,283.88	256.78	1,540.66
30.10.24	M. Thomas - cemetery	144	272.42	0	£272.42
24.10.24	Steve Maund September account	September 2024	3106.36	0	£3,106.36
24.10.24	Chair allowance	Chair allowance	250.00	0	£250.00
04.10.24	Kendall Wadley payroll July – Sep 2024	72334	171.00	34.20	£205.20
30.09.24	MWVH meeting hire – July – Sep 2024	PC037	72.00	0	£72.00
26.09.24	JACS Village Gateway	18081	1,530.00	306.00	£1,836.00
30.09.24	PKF External audit	SB20243200	420.00	84.00	£504.00
25.10.24	WV Computers	10574	1241.16	248.24	£1,489.40
05.10.24	Parish Online Mapping software	47UC044-0004	144.00	28.80	£172.80
30.10.24	Ella Wayman – Finance contract	MWPC0001	702.00	0	£702.00
30.09.24	PKF – External audit	SB20243200	420.00	84.00	£504.00
28.10.24	Salary, NI, LGPC	Payroll 28.10.24			£4,654.02
<b>TO NOTE</b>					
<b>PAID</b>	<b>Card and BACS payments</b>				
09.08.24	WCC boundary sign Upper Welland – PAID 22.10.24	488474	1595.80	319.16	1914.96
19.9.24	ES Solutions traffic signs 20% deposit – PAID 27.9.24	Paid Inv. confirmation			£2,208.96
5.10.24	Microsoft monthly	G060962056			£53.52
14.10.24	Amazon – laptop case	9526			£34.99
3.10.24	Printworks – room hire	1167-9121			£10.00
<b>PAID</b>	<b>Direct debits</b>				
16.10.24	EON- cemetery electricity	K12F7C4EB5-0048			£17.73
21.10.24	Hugo Fox – website monthly Gold	9328			£35.99
28.10.24	Water Plus – cemetery water	7195005			£14.63
21.10.24	H3G – Clerk mobile phone monthly	Notification			£15.68

- d) JEB proposed, JB seconded, council **approved** current acc. bank reconciliation and bank statement to 30.9.24 as circulated. JEB signed in meeting.

Bank account

LLoyds Main current account

Balance per bank statement at 30/09/2024	24,597.14
<b>TOTAL NET BANK BALANCES AT 30/09/2024</b>	24,597.14
Opening_balance 1st April 2024	19,615.66
Total receipts	66,332.38
Total payments	-61,350.90
Total transfers	
<b>Closing balance per cash book (must equal net bank balances above)</b>	24,597.14

- e) JEB proposed, JB seconded, council **approved** two Nat West bank reconciliations and bank statements circulated. JEB signed in meeting.

<u>Bank account</u>	<u>Nat West Current account</u>	
Balance per bank statement at 21/10/2024		100.00
<b>TOTAL NET BANK BALANCES AT 21/10/2024</b>		100.00
Opening_balance	1st April 2024	100.00
Total receipts		
Total payments		
Total transfers		
<b>Closing balance per cash book (must equal net bank balances above)</b>		100.00

<u>Bank account</u>	<u>Nat West Reserve</u>	
Balance per bank statement at 21/10/2024		79,716.20
<b>TOTAL NET BANK BALANCES AT 21/10/2024</b>		79,716.20
Opening_balance	1st April 2024	78,291.35
Total receipts	Interest	1,424.85
Total payments		
Total transfers		
<b>Closing balance per cash book (must equal net bank balances above)</b>		79,716.20

- f) JEB proposed, JB seconded, council **approved** budget comparison to 30.9.24.  
g) Council **noted** pay agreement for all LGA employees for year 2024/25.  
h) Council **noted** Clerk raised formal complaint to Nat West on delays impacting account access.  
i) Chair **deferred** item, as F&G inquorate, council did not consider appropriate action on investment of reserve funds.  
j) Chair **deferred** item. Council did not note review and update of Fixed Asset register supplied.  
k) Chair **deferred** item. Council did not consider half year budget presented.  
l) Chair **deferred** item. Council did not consider initial draft 2025/26 budget presented, ongoing and new projects for cost inclusion.

## 9. Governance

- a) Chair **deferred** item. Council did not consider policy documents and postponed to next F&G.

## 10. Planning

- a) Council considered and **agreed** comments on previously circulated applications:
- **M/24/00386/FUL** - amendment – erect 3 dwellings, land Upper Welland Rd. CO excused herself during discussion. Clerk noted five members present to make quorate decision. Council discussed again and did not consider there were any substantial planning issues relevant to change previous 'no objection' minuted September meeting. JB proposed, CG seconded, PS abstained, council **resolved** 'no objection'.
  - **M/23/01590FUL** - additional info - 2 holiday cabins, Land Wells Rd. Concerns about access raised and considered. PS proposed, CG seconded, council unanimously **resolved** 'no objection'.
- b) Council **noted** Planning decisions:
- **M24/00803/HP** – rear extension – Oak House, Upper Welland Rd (APPROVED)
  - **M/24/00964/HP** – rear extension – Orchid House, 19 St Wulstan's Drive (APPROVED)
- c) Council **noted** tree preservation orders:
- **726/2024** – 34 Peachfield Rd, Malvern
  - **724/2024** – 17 Oaklands, Malvern
  - **723/2024** – 18 Oaklands, Malvern

## 11. Cemetery

- a) Council **noted** verbal report from Chair of Cemetery Committee:
- Friends Group had bulb planting session.

- Cemetery mapping project in progress, photography done, digital mapping ongoing.
- Fees to be displayed on Cemetery noticeboard.

## 12. Community Events (CEWG)

- a) Council **noted** update from CEWG. Many people interested in next year's Fete. Council made formal thanks to Howard Allen for all his work.
- b) Council **noted** Chair report on arrangements for Remembrance event. Notices on parish noticeboards. Road closure and letter to residents arranged. WI providing refreshments. Meet at Village Hall at 11.50am to walk to war memorial. Lengthsman cleaned area. Pruning of trees around memorial arranged.

## 13. Open Spaces (OSWG)

- a) Council **noted** RP verbal report. Undertaken extensive consultation with local community. Most responded need for path to enable push chair access and rubber mulch under play equipment for safety. Following consultation, RP removed new roundabout to retain existing as recorded as popular item during consultation. RP taken much time to obtain quotes for playpark refurbishment. RP presented two best comparable quotes received for proposed scheme for playpark (circulated). RP advised two contractors worked in local play parks with good results. Council **considered** two quotations presented and agreed similar costs. Council thanked RP for his efforts on project. RP proposed, CG seconded, council unanimously **approved** contract be let to winning contractor at cost £20,000 & VAT. Clerk advised may require planning permission / consents before inception. PS **notified** she will check any consents required with Cllr. J. Gallagher before contract is confirmed to winning contractor.
- b) Council **noted** ROSPA Playground Inspection report from SM for September. No safety issues but advising repaint of existing equipment. Clerk advised not conducive time due to weather for repaint and suggested wait until new playscheme contract finalised in case of any contract impacts to existing equipment. Advised repaint of existing equipment be done in Spring following new installations. RP proposed, CG seconded, council **approved**.
- c) Council **noted** new Assarts information board installed next to Scout hut.

## 14. Working Groups

### a) Defibrillators

Council **noted** verbal update:

- No MWPC Community funding application received from Malvern Hearts as expected.
- Telephone box has not been painted as contract let. Clerk to chase contractor.
- PS proposed, JB seconded, council **agreed** London Hearts defibrillators not right for installation in phone box. Sufficient defibrillators in parish currently. Council will consider again next year.

### b) Traffic Calming

Council **noted** update and final drawings supplied. JB proposed, CO seconded, council **approved**.

### c) Gas Lamps

Council **noted** update from GLWG meeting:

- RP in discussion with current contractor. Previous contractor had produced own parts. Franklyn Air supplying quote for Braun sensors and controls. Current contractor declared them all not working. GLWG considering phased replacement. JB approached MHDC Tech Officer for advice on lamp systems. JB hoping he will do a survey to identify number of lamp sensors / controls not working and advise on progressive costs.
- Complaint received from Rock House resulting from non-reconnection by Cadent following work undertaken some time ago. Clerk to write to Cadent to complain Rock House was never reconnected. JB will contact Rock House and suggest they independently complain to Rock House also.

## 15. Communications

Council **noted** updates:

- a) IT consultant confirmed there are no Shared folders set up from Clerk account for councillors to access. They can provide quotation, cost (would be minimal) but need to be advised what folders to create for shared working and with whom. Consultant suggested once installed they do short Teams training session for all before council start using. RP said he would create

shared folders and write report on what he has set up. Clerk had requested IT consultant advice regarding Domain name notifications. They are investigating.

- b) Council considered two quotations / proposals circulated for new compliant website, compared costs and functionality against current website provider. Costs for all three were not dissimilar. PS proposed, CG seconded, council **approved** RP and Clerk recommendation to contract company A (build and set up cost £499 & VAT year one, year two costs £299 & VAT).

**16) Training**

- a) Council **noted** RP will provide training to council on Outlook, One Drive, Shared storage and Teams.

**17) Correspondence** – none to report.

**18) Next meeting**

Council **noted**:

- a) Next Council meeting is **Wednesday 27<sup>th</sup> November** at Malvern Wells Village Hall 7.30pm.
- b) Next F&G meeting is **Wednesday 4<sup>th</sup> December** at Malvern Wells Village Hall 6pm.

Meeting closed at 9.30pm. Chair thanked councillors for their attendance.

..... **Chair of Council**                      **Date** .....

