

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 27th September 2023 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 Chairman.

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 meeting held on **26th July 2023**.
4. To **note** Matters Arising from the above.
5. **Malvern Hills Trust presentation**
 - a) Short presentation from Duncan Bridges of Malvern Hills Trust and Q&A session.
 - b) To **note** response from Duncan Bridges CEO Malvern Hills Trust (circulated).
6. **Governance**
 - a) Election of Vice Chair – to consider election of Cllr. S. Freeman as Vice Chair and if appropriate **resolve** to approve.
 - b) Election of Chair of Staffing Committee (Staffing TOR's circulated – should be Vice Chair). If new Vice Chair of Council **resolved** to approve their appointment as Chair of Staffing Committee.
7. **Cemetery**
 - a) To **note** Cemetery is currently working group. Ann Dobbins, as consultant, advised Cemetery Working Group should be convened as Committee with delegated authority and new Terms of Reference.
 - b) To **note** due to holidays Cemetery Working Group has not met ahead of 27.9 Council meeting to consider. Council to **resolve** Cemetery meeting date to be agreed.
 - c) To **note** Ann Dobbins (consultant) has supplied new documents for cemetery administration – to be considered at convened Cemetery working group meeting and recommended to council – if convened as Committee.
 - d) To consider /and if appropriate **resolve** to approve Cemetery Working Group be convened as Committee with relevant delegated authority and Terms of reference to be approved by Council at future meeting.
 - e) If resolved, Cemetery Committee to **appoint** a councillor as Committee Chair at their next Committee meeting.
 - f) To **note** cemetery memorial safety check report (previously circulated). Some red alert items identified. Cemetery Committee to consider at their agreed meeting.

Malvern Wells Parish Council

g) To **note** Martin Thomas correspondence regarding surgery, recovery and re-start.

8. Gas Lamps

- a) To **note** update from Gas Lamps Working Group and contract documents (circulated).
- b) To consider and **resolve** any decisions required:
 - Maintenance / 'refitting' of 'missing' lamps
 - Remedial action / wish list in priority order.
 - 2023/24 Franklyn Air contract - newly suggested Franklyn Air contract – 2 attendances per year – additional cost – current renewal contract 1 visit pa £9,550 & VAT.

9. Finance Matters

- a) To **receive** update from Chair of Finance & Governance Committee following meeting held 27.9.23 (minutes to be supplied at October Council meeting)
 - To consider / if appropriate **resolve** to approve F&G Committee Amended Terms of Reference as recommended.
 - To consider / if appropriate **resolve** to approve transfer of reserves from currently held savings accounts to Charities, Churches & Local Authorities Investment Fund (CCLA) – F&G Committee to convene Zoom meeting with CCLA to investigate. Council to **note** all reserve accounts are currently online – only authorised access via previous permanent clerk – Sarah Hart.
 - To consider / if appropriate **resolve** to convene Finance & Governance meetings as proposed.
- b) To **note** the External Audit has been completed with minor matter for consideration (circulated).
- c) To **note** correspondence from External Auditor and Interim Clerk's responses (circulated).
- d) To **note** Interim Clerk and Chair Cllr. P. Stanier now set up as authorised signatory to Lloyds accounts. To **note** there are now 3 current councillors able to authorise payments- P. Stanier, G. Turrell, C. Gates.
- e) To **note** countersigning in meeting of Lloyds Authority Variation form by Chair to remove Barrie Knibb and Dan Preece as signatories / authorities to bank account (resigned councillors).
- f) To **note** countersigning in meeting of Debit Card authorisation (for use by Interim Clerk) by 2 current signatories.
- g) To **note** Lloyd's current acc. bank reconciliation for August 2023 (circulated).
- h) To **note** July duplicate payments now all reimbursed/ Malvern Hills DC £64.03 credited to account against Oct quarterly payment.
- i) To **note** BT £664.50 taken by DD from current account on 24.7.23 (despite Village Hall broadband contract cancellation and modem returned). Interim Clerk has notified BT who have now finally agreed reimbursement.
- j) To **note** Budget update 2023-24 to end of August (circulated).
- k) To consider / if agreed **resolve** to pay ongoing contract with Parish Online - £172.pa. Parish Online software can be used to map council assets - land, bins, benches, buildings / mark out areas of grass cutting / potentially fete stalls. BUT **note** MWPC have not used - was free with insurance last year.
- l) To **note** – ID Mobile contracts can't be transferred to new Clerk – personal contract to Sarah Hart. BGM contract cancelled. To consider / **resolve** to take out business contract with new supplier for Clerk mobile.
- m) To **note** Hugo Fox have withdrawn their free service from 4th October. To consider Hugo Fox website costs (as circulated) and if appropriate **resolve** selected package. Interim Clerk advises gold package £29.99 per month as this provides telephone support and one to one training.
- n) To **note** and if agreed **resolve** to approve August payments made by Interim Clerk by delegated authority of Chair and Clerk / authorised by Cllr. Turrell on 2/9/23 (as payments schedule 31.8.23 circulated).

Malvern Wells Parish Council

- o) To **note** and if agreed **resolve** to approve September payments (as payments schedule circulated).
- p) To **note** and if agreed **resolve** to approve action taken on Lloyd's bank current account. Following August payments made Interim Clerk and Chair agreed by delegated authority to transfer £5,000 from Lloyd's savings to current account to ensure sufficient funds available to cover September payments before next precept payment received 1st October.
- q) To **note** Worcs. Council lengthsman payments (April to August) chased - Interim Clerk advised will be paid during September.
- r) To note Eon new fixed cost business plan (circulated). To consider/ and if appropriate to **resolve** (by Chair & Clerk delegated authority) to approve Eon 2 year estimated fixed rate of £350.30 p.a. agreed with Eon 19.9.23 by Interim Clerk.
- s) To consider and if appropriate **resolve** to approve payment of Chair's allowance to Cllr. P. Stanier for May 2023 to April 2024 £250.
- t) To **note** Interim Clerk chased HMRC re. VAT reclaim numerous times – no confirmation to report yet.

10. Planning Matters

- a) To consider and **resolve** agreed comments on the following new applications and any others received between agenda circulation and meeting (documents previously circulated):

- **M/23/00939/HP** Gandolfi House, 211-213 Wells Road, Malvern, WR14 4HF
Extend existing car parking to side of property and move the location of stairs to back garden, front fence and gate on the boundary of the footpath in front of the property.
To **note** – Interim Clerk response by delegate authority - response made 18.08.2023 – **NO OBJECTION** - but request Highways ensure sufficient space for any vehicle parked within new parking boundary effectively clears pavement for pedestrian access.

- **M/23/01006/HP** - The White Cottage, 260 Wells Road, Malvern, WR14 4HD
Single-storey side extension
Response deadline 20th September – Interim Clerk requested extension to comment.

- b) To **note** MHDC planning decisions notified (circulated):

- **M/23/00123/HP** White Cottage, 96 Wells Road, Malvern, WR14 4PG
Demolition of existing conservatory and single-storey store to side.
Erection of single-storey extension to the front and one and half storey extension to side to provide garage with kitchen over. **APPROVED**

- **M/23/00994** 178 Upper Welland Road, Malvern, WR14 4LA
Single-storey rear extension, replacement of window on rear elevation with a door, replacement windows and external doors throughout and new render finish to rear elevation. **APPROVED**

- **M/23/00678/HP** Southcliffe House, 272 Wells Road, Malvern, WR14 4HD
Replacement of three existing kerbstones, one to be an angled kerbstone, and two to be dropped kerbstones.

- **M/23/00827/HP** 151 Upper Welland Road, Malvern, WR14 4LB
New Single Width Dropped Curb **APPROVED**

- **M/23/00840/FUL 21/01894/FUL** Arosfa, Upper Welland Road, Malvern, WR14 4JU
Change of use of former agricultural land to residential garden and single storey extension to rear of dwelling. (Variation of condition 2 Ref.) **APPROVED**

- **M/23/00780/HP** 80 Wyche Rd, Malvern WR14 4EP
Erection of garden annexe and alterations to existing windows and door. **APPROVED.**

Malvern Wells Parish Council

- **M/23/00850/HP** Rusland Lodge, 16 Wyche Rd, Malvern WR14 4EG
Alterations to access, resurfacing, including removal of two trees. **APPROVED.**

c) To **note** tree preservation order:

- **708 (2023)** - trees at Fair View, 1 Chase Road, Malvern, WR14 4JY

11 Consultation

a) To **note**, consider and if appropriate **approve** a formal response to Fire & Rescue Community Risk Management Plan 2025-30 (document circulated).

12 Projects

a) To **note** AONB advised their rebranding as National Landscapes scheduled for 21st November. New logo embargoed until then. Requested we wait until new logo available to produce 2 info boards.

13 Councillor Co-option

- a) To **note** and consider applications received from potential new councillors 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 applicants by co-option as new members of Malvern Wells Parish Council
- Gemma Lowe – application received 8/9 (circulated) - confirmed attendance.
 - Paul Merrifield – application received 17/9 (circulated) - confirmed attendance.

14 Staffing Matters

1. Permanent Clerk Recruitment

- a) To receive update from Staffing Committee on applications and actions.
b) To **note** Staffing Committee notified of all applications received following closing date (21.08.2023).
c) To **note** Staffing Committee met informally 22.9.23 to assess and long-list 6 candidates for interview.
d) To **note** Worcs. CALC recommended Linda Blake (Malvern Town Council) to support Staffing Committee during recruitment process. To consider and **resolve** Linda Blake remuneration services for recruitment process.
e) To consider and if agreed **resolve** to give Staffing Committee delegated authority to shortlist 4 candidates for interview.
f) To consider and if agreed **resolve** to give Staffing Committee delegated authority to interview shortlisted applicants and select preferred candidate to notify to Council October meeting.

2. Cemetery contractor notification

- a) To **note** correspondence from Steve Maund lengthsman contractor (circulated) of verbal abuse from member of public and Interim Clerk response.

15 Training Bookings

To note / consider and **resolve** to approve costs incurred by Clerk and Chair by delegated authority:

- a) CALC Neighbourhood Development Planning training 1.11.2023 booked for Clerk and Chair – cost £40 per participant.
b) CALC Cemetery training 20.9.23 booked for Interim Clerk – cost £30.
c) Lengthsman training for Steve Maund via Worcester Council - no cost.

16 Defibrillators

a) To **note** update from Cllr. M. Birks on registering parish defibrillators, Heartstart training sessions and defib project.

Malvern Wells Parish Council

- b) To **note** Interim Clerk and Chair delegated authority for room hire for community defibrillator training by Heartstart. To consider and if appropriate **resolve** to approve costs incurred (training poster circulated).
- 19th October – Wyche Institute (evening) – cost to be notified.
 - 30th October - Malvern Wells Village Hall (afternoon) – cost £15
 - 21st November – Upper Welland Hall (evening) – cost £38
- c) To **note** Rothwell Rd telephone kiosk appears to be owned by MWPC (contract and Asset Register circulated). 2022/23 budget shows £500 from reserves for appropriate use (circulated). To consider / and if appropriate **resolve** to approve project to investigate costs for kiosk to house additional defibrillator.

17 Police

- a) To consider / if appropriate **resolve** to approve priorities for Oct-Dec 2023 Police contract (circulated).

18 Neighbourhood Development Plan (NDP)

- a) To **receive** update from NDPWG Chair.
- b) To consider and if appropriate **resolve** to approve Invitation to Tender for NDP Consultant to produce revised NDP (circulated).
- c) To **note** NDP questionnaire survey response (circulated).

19 Events

- a) To **note** update on Carols 2022 & Fete 2023 from Ian & Helen Burrage (circulated).
- b) To **note** retirement of Helen Burrage from Events sub-committee.
- c) To consider **and** if appropriate **resolve** that events should be organised by a separately constituted community events group, to limit costs impacting paid Clerk time.
- d) If resolved Council to **agree** grant to Community Events Team as separately constituted body to produce Fete, Christmas events and any other events. Community Events Group will then undertake all administration / make payments from own financial resources to reduce administration and enable more responsive payments.
- e) To **note** minutes and report of Events Sub Committee with revised costings and accounts for Fete (circulated) supplied by Ian Burrage. Council to consider and if appropriate **resolve** to approve revised costs and payments made.

20 Correspondence (circulated)

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

22 Matters for future agendas.

- a) Website upgrade
- b) Fruitlands

23 Next meeting

- a) To **note** the date of the next scheduled Council meeting **Wednesday 25th October at Malvern Wells Village Hall 7.30pm.**
- b) To **note** all 23/24 Council meetings now confirmed venue is Village Hall.

24 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.

25 CONFIDENTIAL SESSION

To consider new councillor Co-options and if appropriate **resolve** to approve: