

# Malvern Wells Parish Council

**Minutes of Council Meeting** held on **Wednesday 25<sup>th</sup> September 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], David Hunter-Miller [DHM] joined council following co-option approval at 8pm.
- b) **Absent:** none notified.
- c) **In attendance** - Dr K Howe (Clerk), four members of public (MOPs).

## Public Participation:

- a) MOP asked to speak regarding planning application **M/24/00386/FUL** - Land at Assarts Lane

## 1. Apologies for absence

- a) Cllr. J. Baker notified; council **accepted**.
- b) Council **noted** apologies received from Cllr. C. Wild.

## 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) JB proposed, CO seconded, council **approved** the minutes of the previous Council meeting held on 31<sup>st</sup> July 2024. Chair signed in meeting.
- b) PM proposed, CO seconded, council **approved** the minutes of the confidential session Council meeting held on 31<sup>st</sup> July 2024. Chair signed in meeting.

## 4. Matters Arising:

- a) PS reported co-option adverting had been included in Wells News Free of charge. Council **noted** flyer not required.
- b) Rothwell Rd telephone box refurbishment contract let, council **noted** work not yet commenced, Clerk has chased contractor.

## 5. District and County Councillor reports

- a) Council **noted** C. Wild report.

## 6. Co-option of Members

- a) Council **noted** seven current councillor vacancies.
- b) Council **noted** and considered applications received from two potential new councillors via co-option.
- c) PS proposed, CG seconded, Council **resolved** to exclude the public and press and consider in confidential session.
- d) Council interviewed, consider and agreed to **appoint** applicants by co-option as new members of Malvern Wells Parish Council:
  - Peter Clerk – RP proposed, JB seconded, council resolved to appoint, Chair invited Peter to join council, he accepted. Left meeting at 7.55pm.
  - David Hunter-Miller – CO proposed, CG seconded, council resolved to appoint, Chair invited David to join council, he accepted.

(Post meeting note – neither candidate signed Acceptance of Office. Both notified immediately post meeting they had withdrawn applications to be co-opted).

## 7. Finance

- a) Council **noted** apologies from Chair Finance & Governance Committee. Meeting report moved to October council.
- b) JB proposed, CO seconded, council **approved** August & September payments schedules circulated. CG and RP signed off all payments in meeting.

## August 2024 Payments

Inv. date	Supplier	Inv. no.	Total
11.8.24	A. Dobbins – July account	11/8	£100.00
31.7.24	Greenbarnes – Assarts noticeboard	18415	£975.35
23.8.24	M. Thomas - cemetery	142	£264.16
23.8.24	Steve Maund August account	August 2024	£1,446.88
5.8.24	Microsoft monthly	G05504564	£53.52
8.8.24	EON- cemetery electricity CREDIT NOTE	KCR2F7C4EB5-0001	£208.88CR
19.8.24	Hugo Fox – website monthly	7794	£35.99
15.8.24	Water Plus – cemetery water	06624544	£15.10
10.8.24	H3G – Clerk mobile phone monthly	Notification	£15.68
30.8.24	Salary, NI, LGPC	Payroll	£4,741.12
9.8.24	WH Smith Stationery public rights	Receipt	£37.45
9.8.24	Sainsbury - stationery	Receipt	£2.43
22.8.24	Dunelm - stationery	Receipt 2241	£14.00

## September 2024 Payments

Inv. date	Supplier	Inv. no.	Total
29.8.24	AGL Ltd 25% deposit cemetery mapping	507	£1,872.60
22.9.24	A. Dobbins – August account	22/9	£100.00
19.9.24	M. Thomas - cemetery	143	£346.71
19.9.24	Steve Maund August account	September 2024	£1,344.00
19.9.24	ES Solutions traffic signs 20% deposit	Order confirmation	£2,208.96
01.10.24	MHDC cemetery bin collection	0618870075	£68.51
31.7.24	CEWG additional funding for Fete	Request CEWG	£1,000
17.9.24	CEWG funding – Remembrance / Christmas	Request Chair	£550
15.9.24	Namesco – domain name	Auto renewal notice	£259.19
15.9.24	Microsoft monthly	G058313764	£53.52
10.9.24	EON- cemetery electricity	K12F7C4EB5-0047	£17.15
19.9.24	Hugo Fox – website monthly	8528	£35.99
15.9.24	Water Plus – cemetery water	06907020	£15.10
03.9.24	H3G – Clerk mobile phone monthly	Notification	£15.68
15.08.24	Namesco – lubenda compliance tool	SU21701817	488.87
19.9.24	Get Connected – Clerk mobile phone lead	Receipt	£9.99
28.9.24	Salary, NI, LGPC	Payroll	£4,741.12

- c) CO proposed, JB seconded, council **approved** current account statement and bank reconciliation to 31.8.24. CG signed in meeting.

Balance per current account bank statement at 30/09/2024 24,597.14

**TOTAL NET BANK BALANCES AT 30/09/2024** 24,597.14

Opening\_balance 1st April 2024 19,615.66

Total receipts 66,332.38

Total payments -61,350.90

Total transfers

**Closing balance per cash book (must equal net bank balances above)** 24,597.14

- d) CO proposed, JB seconded, council **approved** budget comparison to 31.8.24.

- e) CO proposed, JB seconded, council **approved** new Community Grant Application Form.

## 8. Planning

- a) CO excused herself from the room. Clerk noted that with CO excused council resolutions were not quorate decision so could not be notified to MHDC Planning portal. PS proposed, CG seconded, council **agreed** comments on applications received:
- **M/24/00413HP** - Fox Hollies, Hanley Rd (No objection)
  - **M/24/00803HP** – Oak House, Upper Welland (No objection)
  - **M2400965LB** - Essington House, Holywell Rd (No objection)
  - **M/24/00386/FUL** - Land at Assarts Lane (No objection)
- b) Council **noted** Planning decisions:
- **M/24/0413HP** - Fox Hollies, Hanley Rd - APPROVED
  - **M/24/00555LB** – Malvern College - APPROVED
  - **M2400579HP** - 2 Yew Tree - APPROVED
  - **M24/0066FUL** - Three Counties - APPROVED
  - **M2400809HP** – Wyndham - REFUSED
  - **M2400827HP** - The Crescent - APPROVED

## 9. Cemetery

- a) Council **noted** report from Chair of Cemetery Committee:
- Open Day was successful, thanks to Cemetery Committee members for arranging.
  - Friends of Cemetery group initiated to progress site projects.
  - Bulb planting day arranged with Friends Group.
- b) Council **noted** cemetery mapping quotes received. CG proposed, JB seconded, council **approved** Cemetery Committee recommendation, confirmed selected contractor and **approved** £1,872.60 preliminary payment for project start up.

## 10. Community Events (CEWG)

- a) Council **noted** update from CEWG:
- Fete was successful and well attended despite rain, some stall holders did not attend.
  - Bouncy castle couldn't come due to insurance risk in wet conditions.
  - Food vendors made money so all seemed content.
  - CEWG met with vendors last week following Fete for feedback. Notified signage and children's games could be improved.
  - RP confirmed if more people join WG, CEWG will organise event next year.
  - RP reported on financial outcome and confirmed he only makes payments by BACS from CEWG bank account.
- b) CO proposed, JB seconded, council **approved** £550 payment to CEWG for Remembrance & Christmas events.
- c) Following RP advice, CO proposed, JB seconded, council **agreed** £500 additional payment to CEWG to cover Fete costs.

## 11. Open Spaces (OSWG)

- a) RP advised he has two quotes for proposed scheme for playpark, seeking further updates, council **agreed** to defer to October meeting.
- b) Council **noted** ROSPA Playground Inspection report, no new issues or urgent actions required
- c) CO proposed, JB seconded, council **agreed** new Assarts information board installed next to Scout hut.

## 12. Working Groups

- a) Defibrillators
- Council **noted** verbal update:
  - Fruitlands defibrillator installed by Malvern Hearts, they received funding for defib and cabinet but are requesting MWPC cover installation costs. PS proposed, CG seconded, council **agreed** Malvern Hearts invited to make application via MWPC Community Grants fund. PS will contact Malvern Hearts.
  - Invoice from London Hearts received for three defibrillators / externally heated cabinets previously applied for as part funding by Defib WG. Clerk requesting advice where these are to be located. Not sure appropriate for installation in Rothwell Rd telephone box as must be mounted on external wall.
  - Council considered A. Pitt survey report 25.9.24 on current defibrillators. Identified three locations at Methodist Chapel, Primary School and Wyche Institute as absent / approaching end of life / high-cost

parts. JB proposed, CG seconded, council **agreed** Clerk contact London Hearts and Malvern Hearts for advice and amend funding application as necessary.

b) Traffic Calming

Council **noted** verbal update from DHM. WCC and MHT now approved locations, DHM confirmed posts are frangible.

- Council **noted** amended speed calming plans circulated.
- PS proposed, JB seconded, council **approved** £1,000 for 2 x sets 'Dragon's teeth' road markings 25m long for 40mph approach to Wells on A449, used to visually narrow the carriageway. MWPC pay for road marking but WCC responsible for maintenance thereafter. This best option as MHT will not allow gates on their land.
- PS proposed, CO seconded, council **approved** 40mph terminal roundel at northern end and 30mph roundel for southern end £300 per pair. DHM suggested asking Malcolm Victory to fund, DHM will notify details to Clerk.
- Council **noted** all signage now formally approved by Malvern Hills Trust and WCC Highways and ordered (4 weeks delivery). MWPC contractor installing signs 1,2 & 3. WCC Highways installing sign 4. PS proposed, JB seconded, council **approved** cost for WCC to install sign 4 (estimated £300).

c) Gas Lamps

- Council **noted** JB update, GLWG meeting in October to discuss:
- Need to find alternative contract resolution – current contractor geographically remote.
- Split contract into two parts – general maintenance / lighting equipment.
- Electronic control system given to SRSE contractor to replicate. Should be possible to produce a plug-in tester. Give to gas safe approved contractor for electronic survey to test which controllers are working.

### 13. Communications

Council **noted** updates:

- Transfer from Namesco to Microsoft not been possible. Clerk identified external IT support to supply new Clerk laptop, upload One Drive to Finance laptop, provide training / support and manage urgent large-scale migration of data.
- Domain name needs to be renewed by 30.9.24 (for two years) and migrated to new supplier.
- RP proposed, JB seconded, council **approved** IT contractor selected, and quotation circulated.
- Clerk seeking quotes for new website to be advised to October council meeting.

At 9.30pm CO proposed, JB seconded, council **approved** Chair request **suspend** Standing Orders to cover urgent agenda items.

### 14. Correspondence

- a) Council **noted** new MHT CEO Deborah Fox apologies unable to attend September meeting but agreed to present at October council.

### 15. Next meeting

- a) Council **noted** next Council meeting is **Wednesday 30<sup>th</sup> October** at Malvern Wells Village Hall 7.30pm.
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### 16. Confidential Session

- a) CG proposed, JB seconded, council **resolved** exclusion of public and press.

### 17. Staffing

- a) Council **noted** verbal report from Chair Staffing
- b) CO proposed, JB seconded, council **confirmed** Staffing Committee recommendation for temporary appointment 6-month contract of Finance Officer and costs notified.
- c) Council considered Chair advice on Clerk time in lieu, CO proposed, JB seconded, council **approved**.

Meeting closed 10.10pm. Chair thanked councillors for their attendance.

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