

Malvern Wells Parish Council

From the Locum 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 26th July 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 AGM Council meeting held on **28th June 2023**.
4. To **note** Matters Arising from the above
5. **Malvern Hills Trust presentation**
Short presentation from Richard Fowler of Malvern Hills Trust and Q&A session.
6. **Cemetery Committee**
 - a) To **note** written resignation of Michelle Alexander - Burial Ground Manager – 9th July with no notice. Locum Clerk immediately notified Council, contacted all funeral directors, sought appropriate external advice and managed new funeral arrangements notified by funeral director.
 - b) To **note** Locum Clerk has arranged appropriate emergency professional support via Chris Wayman (Worcs. CALC) and Steve Maund to manage burial on 1st August.
 - c) Cemetery Committee to **agree** date of meeting – to consider backlog projects and agree way forward.
 - d) Cemetery Committee to **appoint** a councillor as Committee Chair at their next Committee meeting.

Malvern Wells Parish Council

7. Assets Management

- a) To **note** any update from Gas Lamps Working Group and **resolve** any decisions required.
- b) To **note** Locum Clerk seeking site visits and quotes from specialist suppliers for new play equipment in Assarts Park.

8. Finance Matters

- a) To **note** internal audit full report (as circulated) evidencing no matters to report. To **confirm** adoption of internal audit full report.
- b) To **note** completed AGAR and internal audit report submitted to external auditor and receipt confirmed 30/7/23.
- c) To **note** exercise of Public Rights published on website and noticeboard 30/7/23.
- d) To **note** bank reconciliation for May (circulated).
- e) To **note** bank reconciliation for June (circulated).
- f) To **note** Lloyds current account bank balance at 30/6/23 £33,914.85.
- g) To **note** quarterly budget comparison (document circulated).
- h) To **note** annual VAT reclaim 2022-2023 notified to HMRC total £6,611.98.
- i) To **note** payment made by Sarah Hart on Locum Clerk delegated authority – All About Magazine advertising for Fete £192 18/7/23.
- j) To **note** payment to be made to Worcs. CALC for 4 unpaid invoices dating back to November 2022 (nos. 8925/ 8906/ 8904/ 8898). Ann Dobbins confirms non-payment during year end process. Invoices previously approved by council for payment. Total £180.
- k) To **note** payment made by Sarah Hart on Locum Clerk delegated authority - £500 & vat to Newsquest for Malvern Wells / Worcester News on 18/7/2023 for clerk advert.
- l) To **approve** payments schedule (as circulated) for payments dated 1st July to 24th July 2023.
- m) To **note** unfortunately duplicate June payments made inadvertently to suppliers by bank authoriser on 18th July (document circulated). Council to **note** Locum Clerk immediately notified relevant suppliers requesting duplicate payments be reimbursed to Lloyds current account.
- n) To **note** Finance & Governance Committee need to convene a meeting prior to next 27th September Council meeting to consider Ann Dobbins advice on simplifying reserve bank holdings to potential investment with CCLA (Charities, Churches and Local Authorities Investment Fund).

9. Planning Matters

To consider and **resolve** agreed comments on the following new applications and any others received between agenda circulation and meeting:

- **M/23/00840/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. 21/01894/FUL)
Respond **within 21 days** from 4 July- extension requested to 31st July.

- **27/HP** - 151 Upper Welland Road, Malvern, WR14 4LB
New Single Width Dropped Curb.
Respond **within 21 days** from 30 June 2023.

Malvern Wells Parish Council

- **M/23/00850/HP** - Rusland Lodge, 16 Wyche Road, Malvern, WR14 4EG
Alterations to access, resurfacing, including removal of two trees.
Respond within 21 days from 12 July 2023.

10. Consultation

- To **consider** and **approve** an agreed response to consultation on the Welland Neighbourhood Plan – notification previously circulated.
- To **consider** and if appropriate **approve** an agreed response to Road Traffic Regulation Act 1984 (as amended) Worcestershire County Council (Malvern Hills District) (Civil Enforcement Area) (Waiting Restrictions and Street Parking Places) Consolidation Order 2013 (Variation) Order 2023 [Prohibition of Waiting on B4218 Wyche Road/Lower Wyche Road, Malvern Wells] (documents circulated).

11. Staffing Matters

- To **note** – Clerks delegated authority (with Staffing Committee approval) to extend response deadline to Monday 14th August – due to delay in uploading advert and documents to MWPC website and advertising via SLCC and NALC with awareness of holidays period impacting.
- To **note** permanent Clerk role advertised via MWPC noticeboards, MWPC website, Worcs. CALC, SLCC, NALC, Worcester Clerks network with closing date Monday 14th August 2023.
- To **note** due to submission dates and to obtain ‘best value’, local transparency and reach across qualified Clerk’s network, closing date extended (via Clerks delegated authority notified to Staffing Committee 18/ 7) to Monday 21st August 2023 with advertising via Worcester News and Malvern Gazette.
- To **note** and **approve** costs for advertising Clerk role through all channels (document circulated).
- To **note** Staffing Committee to agree a date for shortlisting applications received, finalise interview arrangements and report to Council meeting 27th September.
- To **note** due to Burial Ground Manager resignation additional unexpected burden on Locum Clerk hours available and issues impacting. Council will need to limit expectation of immediate project progress and email traffic.
- To **note** combined Clerk/ RFO / BGM ‘interim’ arrangements to be discussed in confidential session and appropriate decisions to be **resolved**.

12. Governance

Council to **note** Malvern Hills have notified 6 members of council elected have not returned their register of interest forms (email to councillors named). If not done already all Councillors elected and co-opted to return register of interest forms to Malvern Hills urgently.

13. Events

- Council to **note** minutes of Events WG and revised costings for Fete (as documents circulated) supplied by Ian Burrage. Council to consider and if appropriate **resolve** to approve revised costs.

14. External Committees

Malvern Wells Parish Council

- a) Council to **note** brief report from Chair (document circulated) on attendance at Wyche Institute trustees meeting.
- b) Council to **resolve** new MWPC councillor appointment to Wyche Institute Committee.

15. Correspondence (as document circulated)

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

17. Matters for future agendas.

- a) Neighbourhood Development Plan
- b) Website upgrade
- c) Defibrillators registration
- d) AONB noticeboards progress
- e) Fruitlands

18. To confirm the date of the next scheduled Council meeting **Wednesday 27th September 7.30pm.**

19. 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.

20. CONFIDENTIAL SESSION

To consider Staffing Committee recommendations and if appropriate **resolve** to approve:

- a) New LCC contract as 'interim' Clerk to end December 2023 to allow time for permanent Clerk appointment and handover.
- b) If agreed to **resolve** that 'interim' Clerk be approved as bank authoriser / signatory/ debit card user.