

Malvern Wells Parish Council

Minutes of Meeting held on Wednesday 28th October 2020 at 7:00pm via Zoom

Present

Cllrs. K Wagstaff, J Smethurst, B Knibb, C O'Donnell (Chair), C Gates, H Burrage, J Black, J Baker, P Stanier, G Turrell, D Preece

In Attendance

Mrs S Hart (Clerk), 3 members of the public.

Public participation

Members of the public made statements on the following topics: Neighbourhood Development Plan, Remembrance Day.

1. Apologies

Apologies were received and accepted for Cllrs M Dyde, J Baker, P Stanier, T O'Donnell
Absent without apologies: Cllr G Turrell

2. Declarations of Interest

- a) Register of Interests: there were none.
- b) Disclosable Pecuniary Interests: there were none.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature: there were none.
- d) Written requests for the council to grant a dispensation: there were none.

3. Appointment of Vice Chair

There was only one nomination for the role of Vice Chair. The nominee (Cllr Baker) was not present. It was understood that Cllr Baker was willing to undertake the role but it was unclear whether they understood the requirement to Chair the Staffing Committee. It was agreed to postpone the appointment of Vice Chair until the Clerk has contacted Cllr Baker regarding the requirement to Chair the staffing Committee.

4. Minutes

The minutes of the meeting held on 30th September 2020 were amended for accuracy and will be signed by the chairman at a later date convenient to the Chair and Clerk whilst observing social distancing guidelines.

5. Progress reports and other matters arising from these minutes:

<i>Item</i>	<i>Notes</i>
<i>Policy amendments: Grievance, Disciplinary, Equal Opps, Health and Safety</i>	<i>These have been sent to the Clerk for action.</i>
<i>Jubilee garden sign to be erected.</i>	<i>Being arranged by Cllr Burrage.</i>
<i>Name badges.</i>	<i>Clerk to send to Councillors.</i>
<i>Environment Group to recommend to Council a newname for the Working Group.</i>	<i>See Agenda item 8d.</i>

6. Finance

a) ***The following fees and invoices were presented and agreed for payment:***

12/10/2020	HMRC	PAYE Q2
30/09/2020	CASS Associates	Report, informal consultation amending
14/10/2020	Zoom	Monthly subscription Oct20
15/10/2020	Information Commissioner's Office	Annual fee
13/10/2020	Lloyds Bank	Business account charge
28/09/2020	British Telecom	BT Wifi
22/10/2020	Martin Thomas	Outdoor work Oct20
28/10/2020	Institute of Cemetery & Crematorium Management	ICCM Membership
17/10/2020	Namesco Limited	Web domain renewal - 2 years
25/10/2020	Namesco Limited	Web hosting renewal - 2 years
19/10/2020	Lady Haig's Poppy Factory	Poppy wreath
09/10/2020	British Telecom	Village Hall Broadband
21/10/2020	Steve Maund	Outdoor work Oct20
21/10/2020	Steve Maund	Grass cutting 2nd half payment
30/10/2020	Sarah Hart	Clerk salary Oct20
22/10/2020	Michelle Alexander	Cemetery Management
28/10/2020	Sarah Hart	Admin expenses Jul-Sep
13/09/2020	Microsoft	Office 365 Annual Subscription

b) It was **resolved** to change the Authorised Signatories in the current mandate for Natwest Accounts 08335761 and 89204077 in accordance with the following:

- i. To add Sarah Louise Hart with Authorised Signatory access
- ii. To remove Keith Wagstaff, Malcolm Gordon Victory, David Max Taverner, Simon G Freeman

7. It was **resolved** to adopt the revised 2020 Code of Conduct.

8. Committee and Working Group Report Recommendations

a) Events Working Group

- i. Remembrance Day Service – it was **resolved** that
 - The usual Remembrance Day Service at the War Memorial on Sunday 8th November 2020 should not take place.
 - That the Chairman of the Parish Council, the President of the WI and a Veterans representative should each lay a wreath at a time or times to be agreed with the Clerk.
 - Anyone who is present at the time of a wreath laying should socially distance on the pavement opposite the War Memorial.
 - The Clerk should obtain contact details of all present at the time of the laying of the three aforementioned wreaths and retain those details for a minimum of 21 days.
 - Other parties may lay a wreath at any time other than the times pre agreed with the Clerk providing they adhere to all Covid guidelines.
- ii. The Clerk should publicise the decision of Council through the District Council and the Malvern Gazette and on the Parish Notice Boards.

ii. Sing a Song of Christmas

It was **resolved** to cancel Sing A Song Of Christmas for December 2020.

Note 1: If guidelines change to the extent that some form of carol singing celebration is able to take place then the organisers are prepared to try and arrange a suitable event at the last minute.

Note 2: Christmas Hall Decorating 2020 will therefore also not take place. A date in early December 2021 for Christmas hall decorating will be announced in early 2021.

Sing a Song of Christmas 2021 will be planned for the second Friday in December, 10th December 2021

iii. Fete

The date for the fete in 2021 was **resolved** for the second Sunday in September that being Sunday 12th September 2021.

b) Cemetery Working Group

It was **resolved** that the Burial Ground Manager (BGM) should immediately commence looking at the objectives submitted, to assess their feasibility and to identify suitable funding from the various funding streams that are known to be available. The BGM would then bring a report to the Cemetery Working Group and to Council with recommendations for discussion and action.

c) Neighbourhood Development Plan Working Group

It was **resolved** to remove the two proposed site allocations at Woodfarm Road, and the associated public open space allocation, from the draft NDP.

d) Environment Working Group

It was **resolved** to change the name for the Environment Working Group to the **Public Rights of Way Working Group**.

9. Wells News – Winter Communication

It was **resolved** to issue a letter (instead of the Wells News Winter Edition) to all residents communicating Remembrance day plans, the Council decision regarding Sing a Song of Christmas and to advertise the date of the next Fete.

10. The following Committee reports to Council were noted

a) Planning Committee

The following applications were considered at the Planning meeting on October 21st.

Council Comments	Application Number	Details	Location
No objection	20/01492/HP	Change garage door to window for garage conversion to bedroom.	24 Walnut Crescent, Malvern, WR14 4AX
No objection	20/01417/HP	Demolition of sunroom and construction of single storey extension to side and rear, and erection of detached carport/workshop.	Thor Cottage, Shuttlefast Lane, Malvern, WR14 4JB
No objection	20/01463/HP	Enlarge rear conservatory with replacement of roof to solid material.	35 The Moorlands, Malvern, WR14 4PS
No objection	20/01400/HP	Demolition of existing conservatory to allow for replacement single storey side extension	1 St Peters Close, Malvern, WR14 4JS
No comment, this is not in Malvern Wells.	20/01154/ADV	(Erection of a wall sign and a temporary verge sign. Additional information/amendment) Colour of proposed signage amended. Please note that we only require comments in writing on the additional information / amendments as described above in bold.	Ellerslie House, Abbey Road, Malvern, WR14 3HL

It was agreed that the Clerk would email new planning applications to all Councillors who would volunteer to lead on the ones most suited to their knowledge and location. New Councillors would be coached by more experienced Councillors.

b) Finance and General Purposes Committee

The quarterly budget was examined. A total of £50,724.47 has been spent to date from an overall budget of £121,225.00. It was agreed that the Clerk would re-organise the budget headings (as part of the budget exercise for 2021/2022) to give greater clarity on specific areas of spending.

Council Financial Regulations were reviewed by the Committee and will be submitted to Council at the November meeting. It was agreed that invoices for advertisers in the Wells News should be raised at the time of issue of the publication.

11. The following District/County Councillor Reports were noted:

County Councillor's Report for Wells Parish Council for the meeting on 28.10.2020

County Council continues to tackle climate change

Worcestershire County Council is continuing its commitment to tackling climate change as the Net Zero Carbon Plan was approved in today's Cabinet meeting.

The Net Zero Carbon plan shows how the County Council will seek to achieve its pledge to make its estate and operations carbon neutral by 2050, aligning with central Government's target.

Developed by its Zero Carbon and Sustainability Board, the Plan also considers the County Council's influence over county-wide carbon reduction and response to the impact of climate change.

Worcestershire County Council has a long history of action against climate change, having taken the lead on a wide range of initiatives and according to latest figures, the county's carbon emissions reduced by 32% between 2005 and 2018.

As a county council, it has been and will continue to be committed to our pledge to tackle climate change. This Plan and its proposed targets are going to help us on our way to carbon neutrality. However, this can only achieve this with the help of our industry and residents, by working together the target can be reached."

The Plan includes ongoing investment into energy efficiency measures and generation of renewable energy sources at County Council properties and moving to 100% LED street lighting.

Also, part of the County Council's efforts to reduce carbon emissions are the approach to moving to 100% Ultra Low Emission fleet vehicles, the inclusion of carbon reduction requirements and the provision of carbon reduction advice sessions with service providers.

For more information on the County Council's commitment to reducing carbon emissions, visit: www.worcestershire.gov.uk/info/20235/sustainability/1091/sustainable_council

To see the Council's activity to tackle climate change to date, please visit:

www.worcestershire.gov.uk/info/20798/climate_action_timeline

Further support launched for Worcestershire start-ups and entrepreneurs

Enterprising Worcestershire will offer support to new and early stage businesses in the region, after securing a further three years of funding. Match-funded grants between £1,000 - £15,000 will be available from November for eligible businesses under three years old, allowing them to get their ideas off the ground.

The Worcestershire County Council programme will deliver a range of business support and grant funding to eligible local enterprises, building on the success of the previous programme. Individuals wishing to start their own business can also receive free support to develop their ideas, whilst early-stage businesses can progress with free business coaching and development sessions.

Considering COVID-19, there is particularly important to support those looking to start their own new businesses within Worcestershire, as well as supporting those that are already set up.

There is a wide range of support available through this programme for all Worcestershire start-ups and entrepreneurs to make the most of the invaluable support available from Enterprising Worcestershire.

Enterprising Worcestershire has partnered with Worcestershire Libraries and the University of Worcester to offer tailored packages to support those thinking of starting a business or considering self-employment.

This new level of support has been developed following feedback from the local business community, whilst also considering the impact of COVID-19 on many businesses and individuals within Worcestershire.

The programme is funded by Worcestershire County Council, the District Councils and the European Regional Development Fund (ERDF).

Worcestershire Spooks Safely

Halloween may seem tricky this year, but we can still treat ourselves.

With a few simple changes we can all have a lot of fun on 31 October without knocking on doors and handing out sweets. You may even start a few new family traditions.

Worcestershire County Council have put together a Worcestershire spooks safely fun pack with lots of things to do including colouring in and games to play. You can download this from the Here2Help page of their website.

The safest way to enjoy Halloween is to have a party in your bubble. There's lots of ways to celebrate whilst doing what's right for your family. Here's just a few ideas:

- Watch a scary movie together
- Carve pumpkins
- Decorate your home
- Have a Halloween hunt in the back garden (think Easter but with pumpkins or treats)
- Make Halloween themed food
- Dress up - staying in is the new going out

You could also go out for a spooky walk in your favourite Halloween costume with people in your bubble. Masks are encouraged! This year will be special as there will be a full blue hunters moon on 31 October.

Whilst on your walk you can play Worcestershire spooks safely Halloween Bingo. Whoever spots a line of spooky creatures or the whole bingo card, gets a treat from a grown up. It's a nice alternative to trick or treating.

You could have a neighbourhood decorating contest to make everyone's walk more enjoyable. Go big with the decorations so they can be admired from a distance. Children can also colour in the characters from the Worcestershire spooks safely fun pack and pop them in the window for everyone to see.

2020 has been difficult for all of us and we need to have some fun to cheer ourselves up. With a bit of creative thinking and a few changes we can all have a spooktacular but safe Halloween. Enjoy 31 October in your bubble at home. If you do go out for a special Halloween walk, please be a covid-buster, follow the rule of six and keep a 2 metre broomstick length away from others to stay safe.

You can download your Worcestershire spooks safely fun pack from the Here2Help page on the Worcestershire County Council website, please visit

<https://www.worcestershire.gov.uk/here2helphalloween>.

Parents advised to wear face coverings outside schools

Parents and carers across the county are being advised to wear face coverings when dropping off and collecting children from school.

The new advice from Public Health follows recommends that face coverings should be worn where it is physically difficult for parents to follow 2 metre social distancing rules.

This extra measure is being introduced to keep the whole school community safe, especially those who are most vulnerable.

At the beginning of the week, there were 30 schools across the county with full or partial bubbles closed, which means now more than ever we need to work together to keep children in school.

Worcestershire County Council, like the support of parents and carers to keep to the social distancing guidelines at all times, when dropping off and picking up your children. They strongly advise wearing a face-covering if you're unable to keep apart, by doing this you can help prevent the spread of the virus. Let's continue our hard work and remain in the lowest tier of measures

Last week Worcestershire County Council and Worcestershire Children First began the roll out

of colourful lamppost wraps to over 200 schools to help remind residents of the importance of social distancing.

I have asked for some pillar wraps to go outside of the Wells Primary school.

Worcestershire will still remember them

Worcestershire will remember those who have lost their lives in the two World Wars this November. Socially distanced events are being organised across Worcestershire, where the county can pay its respects.

Government guidance has now been issued to help local authorities ensure their Remembrance Sunday plans are COVID secure.

Amongst the guidance issued from Central Government are the following points, which must be followed when organising an event:

- All planned commemorations should be short and focussed on wreath laying, with a reduced march past or parade only if social distancing can be maintained.
- Numbers of attendees should be kept to a minimum, focussing attendance on those wishing to lay wreaths (more information on who can attend below)
- All reasonable steps to minimise wider public viewing, encouraging the public to observe the rule of 6 when spectating and observe social distancing at all times

Proposed review of Day Opportunities for Adults with Learning Disabilities

Worcestershire County Council's Cabinet is being asked to approve a comprehensive review of day opportunities for adults with a learning disability. The County Council currently provides a variety of day services for around 207 individuals.

These are delivered from four Resource Centres in Wyre Forest, Bromsgrove, Worcester and Pershore for adults with complex needs and from five Connect Services in Droitwich and Bromsgrove, Redditch, Worcester, Malvern and Evesham for those with less complex needs. Cabinet at its meeting on October 22 agreed to approve the start of a comprehensive review of day opportunities so they better meet the needs of individuals. This review will also consider the County Council's learnings from the challenges presented by Covid-19.

Resource Centres have operated Monday to Friday and provide a variety of building-based activities for people including support with personal care, physiotherapy, occupational therapy, speech and language support, behaviour support and psychology support.

Connect Centre Services operate Monday to Friday and provide mainly community-based day opportunities providing support such as access to employment/work experience, education and volunteering, personal care, meeting friends, computer/IT literacy support.

Whilst the centres have been closed, the Council has stayed in touch with individuals by providing welfare checks and practical support.

In July, the Council carried out an engagement process for people who use the centres to learn from their experiences of lockdown and to begin to shape future options.

Three of the Resource Centres reopened in October. The opening of the final centre in Wyre Forest delayed by six to eight weeks due to a flooding issue.

Connect buildings will not reopen for now due to limitations around space and the need to adhere to Covid measures to help keep people safe. People using these services will continue to receive the support that they have been receiving throughout the pandemic.

How, when and why Worcestershire might go to tier 2 restrictions

Worcestershire currently is at medium risk of Covid-19 under the Government's 3 tier alert system.

The county is at what's called Level 1, medium risk. This means residents are living with some restrictions, but not the most severe.

In Worcestershire, like elsewhere, County Council and Public Health leaders are involved in regular conversations with Government about Covid-19 cases and trends in the local area.

Our district COVID-19 infection rates give us a rolling snapshot of the last 7 days of cases.

They can indicate a rise in some areas at certain times, for example at the moment

Bromsgrove has the highest levels in the county.

A few weeks ago, Redditch and Wyre Forest were at the top of the list. The situation is fluid, it changes rapidly.

Worcestershire as a whole is seeing rising Covid-19 rates. The whole county has rising numbers over a consistent period.

To place one district only into tier 2 measures, would not prevent the virus from spreading across the rest of the county. Being in tier one does not mean there is no risk.

The preferred option is to keep Worcestershire together in the same tier, hopefully remaining in tier 1. The situation in the county is being monitored and assessed daily, and if the numbers of cases continue to rise, the Government may choose to raise the alert level here. At present no district is at that level.

Worcestershire parklands retain Green Flag status

Three Worcestershire parklands have been once again ranked among the country's best after being awarded Green Flag status.

Worcester Woods Country Park, Waseley Hills Country Park in Rubery and St. Wulstan's Local Nature Reserve in Malvern, have each been successful in receiving the award announced today.

This international award, now into its third decade, is a sign to the public that the space boasts the highest possible environmental standards, is beautifully maintained and has excellent visitor facilities.

The parklands join more than 2,000 sites across the country to raise their flags today.

The announcement, normally made in July, was delayed this year due to Covid-19 and while staff and volunteers dealt with challenges that went along with huge numbers of additional visitors.

The Green Flag Award scheme, managed by environmental charity Keep Britain Tidy under licence from the Ministry of Housing, Communities and Local Government, recognises and rewards well-managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.

Here2Help remains available to support those in need

Coronavirus cases across Worcestershire are rising, and for some of the county's residents that could result in the need for extra support.

As more people across the county are asked to self-isolate to help stop the spread of the virus, for those who do not have the support of friends, family or neighbours, getting essential shopping, and other help such as mental health support, could be an issue.

For anyone finding themselves in this position and in need non urgent help, Worcestershire's County Council's Here2Help service remains open and available to offer support.

The 'I need help' form remains available on the home page of the Here2Help website. Once completed, the Here2Help team will be in touch to discuss needs in more detail and talk through what support can be offered.

A phone number has been set up to help those who can't access the internet, to fill out the form. The dedicated number is: 01905 768053. This can be used Monday - Thursday 9:00 - 5:00pm and Friday 9:00 - 4:30pm.

People are also able to register on the website to offer their time as a Here2Help volunteer. Volunteers can select different types of activities they would be willing to provide support with and will be matched to people or local voluntary organisations based on this.

Worcestershire County Council have devised a list of handy tips and tricks to ensure you do not have to go without food:

Supermarkets are regularly refreshing their delivery slots, and it's good to keep an eye on all those local to your address, so you can shop where slots are available.

Some supermarkets are delivering food boxes outside of their usual delivery slots and some can be arranged as a subscription, including Asda and Morrisons.

Morrisons are offering a Doorstep Delivery service which is a next day delivery service. The Spar or Co-op also offer same and next day services depending on location and the time of order.

Other alternatives are to make use of local offers including farmshops / village shops and some organisations deliver fresh fruit and vegetable boxes locally.

For more information, please visit [the Here2Help pages on the Council's website](#)

District Council Update Oct 2020

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From 28th Sept the council has had the ability to ward up to £500 for Covid self-isolation support payments (to eligible residents).

The Malvern Splash refurbishment is going to plan and the facility should be reopened in the spring of 2021.

Reported cases of Covid had seen increases recently, in part due to previous under reporting. The south of the the county, including MHDC is still low.

Finance for the year has been secured for the theatre (£971,251). The theatre is an important asset for Malvern not only for local people but also by bringing in visitors to the local economy.

The Government has confirmed another £152,000 in support, giving a current total of £1,089,573. At the moment, predicted losses are £1,400,000 so we may face a shortfall.

The refurbishment of Priory Park is to be progressed with work on the ponds and play area being seen as a priority.

Enforcement officers halted work on the development at the former Qinetiq site through a temporary stop notice. The developers had begun building work before discharging the necessary conditions regarding site preparation. The developers have agreed to correct this.

Unfortunately, this years Christmas festival and lights switch on has been cancelled.

Malvern Hills Trust Update

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There has been recent press coverage regarding a trustee who resigned. According to the press report this was due to his dissatisfaction in the way MHT are working towards modernising their constitution. Coincidentally, that same trustee's conduct had been called into question and an independent external investigation was about to begin after the Trust had raised a "serious incident report" with the Charity Commission.

Regards
Councillor Mark Dyde

12. Any other matters to report or for future consideration. Cllr O'Donnell thanked Cllr Smethurst for her contributions to the Parish Council.

There being no further business the meeting concluded at 7:55pm.