

# Malvern Wells Parish Council

## Minutes of Meeting held on 25<sup>th</sup> November 2020 at 7:00pm via Zoom

### Present

Cllrs. P Stanier, C O'Donnell (Chair), G Turrell, C Gates, B Knibb, H Burrage, D Preece, M Dyde, T O'Donnell, J Black,

### In Attendance

Mrs S Hart (Clerk), District Cllr John Gallagher, County Cllr Lucy Hodgson and 5 members of the public.

### 1. Apologies:

**To consider acceptance of apologies for absence from Councillors:**

No apologies

Absent Cllrs K Wagstaff, J Baker

### 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. Minutes

**To consider for adoption the minutes of the Parish Council meeting held on 28<sup>th</sup> October 2020:**

These 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.

### 4. Progress reports and other matters arising from these minutes:

Item	Notes
Policy amendments: Grievance, Disciplinary, Equal Opps, Health and Safety	Clerk has made the amendments and the documents can be viewed on the website.
Jubilee garden sign to be erected.	Being arranged by Cllr Burrage.
Name badges.	Clerk has sent these to Councillors.
Environment Group to recommend to Council a new name for the Working Group.	The Environment Working Group is now named the Public Rights of Way Working Group.
Revised Financial Regulations from F&GP Committee	See agenda item 8a
Appointment of Vice chair	See agenda item 11
ICCM Membership payment.	This was approved by Council at £160 but reduced in price to £22 due to Council joining mid year.

The progress reports were **noted**.

### 5. Finance

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

PAID DEBIT CARD	31/10/2020	Infologic	Postcode/address list for Malvern Wells	84.00
BANK TRANSFER	04/11/2020	Print Plus	Newsletters	1,498.00
DD	11/11/2020	Lloyds Bank	Account charge	7.00
PAID DEBIT CARD	13/11/2020	Zoom	Monthly subscription Nov20	14.39
PAID DEBIT CARD	16/11/2020	Post office	Badge postage and office stamps	22.67
BANK TRANSFER	31/10/2020	Water Plus	Water Meter Cemetery	31.04
BANK TRANSFER	31/10/2020	Water Plus	Water Meter Cemetery	31.04
BANK TRANSFER	19/11/2020	Steve Maund	Outdoor work	995.84
BANK TRANSFER	23/11/2020	Martin Thomas	Outdoor work	338.13
BANK TRANSFER	22/11/2020	Michelle Alexander	Cemetery management	371.75
BANK TRANSFER	22/11/2020	Sight Designs Ltd	Gas Lamps Annual Maintenance	4,035.84
BANK TRANSFER	25/11/2020	Sarah Hart	Clerk's salary Nov20	1,171.33

b) Council **resolved** to state the following as signatories on the HSBC accounts:

**Sarah Hart, Keith Wagstaff, Barrie Knibb, Helen Burrage**

c) Council **resolved** to adopt the following resolutions as set out by the HSBC bank:

3.1 Until the Council cancels this mandate, the Bank is authorised to act on any instructions provided that they have been given by those persons named in the Specimen Signatures section (or authorised by such persons in accordance with the applicable authorisation requirement(s)) as follows: **Please choose one of the following three options**

Any one listed person  solely **or** Any two listed persons  together

or

Other

(for any other instruction write a brief description, for example 'any three from the four signatories', 'any one signatory up to £500' or 'any two signatories up to £1,000' etc.)

**Please note** in respect of opening additional accounts, making applications for and signing agreements relating to electronic banking and/or telephone banking and debit, credit or charge card facilities, if more than one person is authorised and the Council has allocated individual signing limits, only the individual(s) with the highest limit will be authorised to apply to open additional account(s), make applications and/or sign agreements.

- 3.2 That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.
- 3.3 That the Clerk of the Council is authorised to supply the Bank, as and when necessary, with lists of all persons who are authorised to give instructions on behalf of the Council, and that the Bank may rely on such lists.
- 3.4 That the Council accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time, together with any terms and conditions in respect of specific products and services requested by the Council.
- 3.5 That these resolutions be communicated to the Bank and remain in force until cancelled by notice in writing to the Bank, signed by the Chairperson or Clerk to the Council from time to time acting or claiming to act on behalf of the Council and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.

**The meeting was adjourned for public participation.**

The Clerk was thanked for making the Remembrance arrangements and it was agreed that the Clerk would send a letter of thanks to the Rev'd Dave Bruce for being instrumental in bringing it all together.

It was asked whether the NDP group had had the November review meeting. They had not.

**The meeting re-commenced.**

**6. Planning (from cancelled November planning meeting)**

One planning application was reviewed and Council made the following **resolution**:

20/01476/HP	Demolition of existing garage, construction of new garage with attic annexe.	Fair View, 1 Chase Road, Malvern, WR14 4JY	No objection
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7. Council **resolved** to adopt Appendix 5 of the Code of Conduct 'Remote Meetings Etiquette'.

**REMOTE MEETINGS ETIQUETTE**

**1. Before the meeting**

- Choose a quiet space away from pets and other members of the household
- Ensure your mobile is on mute

- Join the meeting space early to allow time for sorting out any technical difficulties prior to the meeting start time
- Close window blinds behind you (if attending on camera)

## 2. During the meeting

- Ensure you are on mute during the meeting
- Raise your hand if you wish to speak
- Wait for the Chair to invite you to speak and unmute
- Treat this like any in-person meeting, for example drinking alcohol is inappropriate

8. Council **resolved** to adopt the updated Financial Regulations.

## 9. Meeting schedule

Council **resolved** to adopt the following meeting schedule up until May 2021 when the allowance for remote meetings currently ends.

### Meeting schedule Jan 2021- May 2021

Thursday 14<sup>th</sup> January 2021 Finance and General Purposes Committee

Wednesday 20<sup>th</sup> January 2021 Planning Committee

Wednesday 27<sup>th</sup> January 2021 Council Meeting

Wednesday 17<sup>th</sup> February Planning Committee

Wednesday 24<sup>th</sup> February Council Meeting

Wednesday 24<sup>th</sup> March Planning Committee

Wednesday 31<sup>st</sup> March Council Meeting

Thursday 15<sup>th</sup> April Finance and General Purposes Committee

Wednesday 21<sup>st</sup> April Planning Committee

Wednesday 28<sup>th</sup> April Parish Meeting

Wednesday 19<sup>th</sup> May Planning Committee

Wednesday May 26<sup>th</sup> Annual Meeting

## 10. District/County Councillor Reports

Council **noted** the following reports

## **County Councillor's Report for the November 2020 meeting of Wells Parish Council**

### **A message from Dr. Kathryn Cobain, Director for Public Health in Worcestershire**

"We are in the middle of the current lockdown now, and for the past couple of weeks, we have all had to change our way of life, follow strict guidance and behave very differently. I know this has been difficult for everyone in Worcestershire. We are missing seeing our loved ones, we are missing our friends and we are all missing the day to day normal life we would

usually be leading. Lockdown is hard, and it is demanding on all of us. I would like to thank you for the resilience you are showing, the actions you are taking, and the sacrifices you are making. The restrictions are needed, as a way to break the chain of transmission of Covid-19. We need to reduce our contact, minimise the number of people we spend time with and be scrupulous with our hand washing and wearing face coverings. These steps all help limit the spread of the virus.

“At the moment in Worcestershire, we are starting to see our positive case numbers stabilising. This does not mean they are going down, but the rate of increase is starting to stay consistent. This is good news, we welcome any signs that the measures in place are starting to work. Your hard work is beginning to pay off and I thank you for that. But we should not be complacent now. We are still seeing far higher numbers of Covid-19 cases than we did a few weeks ago. We are still seeing widespread community transmission, and unfortunately there remains a long way to go yet. Community transmission rates tell us that the virus is with us wherever we go. We all need to take great care to protect ourselves and everyone around us.

“I know you are well aware of the steps to take, by now it has become a part of all our lives. But however many times we have heard the messages, we need to ensure we keep following the advice; Wash your hands regularly with soap and water, wear a face covering where needed and if you are unable to keep 2 metres apart and please keep your distance from others. 2 metres is further than you think when you are standing talking with someone. I completely understand this feels unnatural but please double check that you are 2 metres apart, it really does help to prevent the spread of Covid-19.

“We are now just weeks away from Christmas and the holiday season. I know many of you will be wondering if you will be able to spend precious time with loved ones. We are awaiting national guidance from Government which will guide us all on what is going to be possible during the festive season. In the meantime, I know you will be wanting to prepare for the holidays and I’d ask you to stay local as you shop, use online shopping and support our local businesses and services, many of whom can deliver to your home. Please try to plan ahead, look for ways to connect online and try to minimise the number of people you mix with.

“The best way to get the Worcestershire Covid-19 cases down, is to follow all these guidelines and measures. Please keep doing all you are doing, it is working. Continue to follow all the advice, stick to the rules. Let’s pull together and look forward to a happy and healthy 2021. Thank you.”

### **Worcestershire Welcomes Additional Funding for Families**

Worcestershire County Council has welcomed the news that additional funding will be provided for families over the winter period.

It was announced on Sunday 8 November, that Government has agreed to fund a new £170m Covid Winter Grant Scheme to support children, families and the most vulnerable over winter. The funding will be ring-fenced, with at least 80% earmarked to support with food and bills, and will cover the period to the end of March 2021.

The Council is awaiting official confirmation of the exact amount of funding Worcestershire will receive however it is expected that Local Authorities will receive the funding at the beginning of December 2020.

The Covid Winter Grant Scheme will be run by Worcestershire County Council and through the Ready Steady Worcestershire project that ensures the funding will directly help the hardest-hit families and individuals, as well as provide food for children who need it over the holidays.

Worcestershire County Council and Worcestershire Children First continues to support the Ready, Steady, Worcestershire initiative which combines the efforts of a range of agencies and food banks that provide a community response to holiday hunger.

All district councils are providing welfare support services. Anyone still in need of our help should get in touch with Here2Help Worcestershire on our website at [www.worcestershire.gov.uk/here2help](http://www.worcestershire.gov.uk/here2help) or call on 01905 768053.

**County Council are Here2Help during second lockdown**

With a second national lockdown in place, the County Council's Here2Help service is on hand to help residents who require extra support.

As we stay at home to help prevent the spread of the virus and to protect our communities, 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 need extra support.

For anyone finding themselves in this position and in need of 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 fill out the form for those who can't access the internet. The dedicated number is: 01905 768053 and is open Monday - Thursday 9:00 - 5:00pm and Friday 9:00 - 4:30pm.

Guidance for those who are clinically extremely vulnerable has been updated to include additional measures to keep this group safe during lockdown. This information is available on the [Here2Help shielding advice page](#) on the county council's website. The Government is encouraging people in this group to register for support on the national website where they, for example, can get access to priority supermarket deliveries.

For more information, please visit: [www.worcestershire.gov.uk/here2help](http://www.worcestershire.gov.uk/here2help)

### **New cycle parking scheme launched in Worcestershire**

A new cycle parking scheme has been launched in Worcestershire that lets organisations apply for free cycle parking stands.

The scheme is being introduced by Worcestershire County Council and is managed by ParkThatBike, a social enterprise. It is one of several measures being rolled out to make it easier for people to cycle and walk for local trips.

Businesses, community groups, surgeries, schools, shops, pubs, cafés, churches – in fact almost any organisation that has staff, visitors, or customers who arrive by bike – are eligible to apply.

Organisations can apply for up to four cycle stands free of charge. Successful applicants are then responsible for installing the stands on their premises, in a location which ParkThatBike has checked and approved. Conventional bike racks, heart-shaped stands, wall-mounted rails, PlantLocks (a combined planter and bike rack) and free-standing "toast-racks" are available.

To apply for free cycle parking visit [www.ParkThatBike.info](http://www.ParkThatBike.info) and download an application form, or phone 01594 564 344.

### **Spot the signs and report abuse and neglect**

Worcestershire County Council and the Worcestershire Safeguarding Adults Board are encouraging people to know how to spot the signs and report any suspected abuse and neglect.

The message comes as part of Safeguarding Adults Week (16th – 22nd November), a week organised by the Ann Craft Trust to raise awareness and help people know what to do if they suspect abuse or neglect.

If you're concerned about abuse and neglect for yourself or someone you know, there are a number of ways to get in touch with someone who can help:

- If it is an emergency dial 999
- To report a crime or potential crime to the Police you can phone the non-emergency number 101
- To report a safeguarding concern please call 01905 768053
- For safeguarding advice please phone the Adult Safeguarding Team on 01905 843189

The Worcestershire Safeguarding Adults Board is a partnership of health and social care organisations, that works to promote wellbeing and help to reduce the risk of harm for people with care and support needs.

Safeguarding Adults Week aims to provide people with more information on safeguarding and wellbeing, adult grooming and exploitation, creating safer places, organisational abuse, safeguarding adults in sport and safeguarding in your community.

More information can be found about the awareness week on the [Ann Craft Trust website](#).

### **Worcestershire Parkway Rail Station**

Worcestershire Parkway has won top award at prestigious civil engineering awards

Worcestershire Parkway Station has won West Midlands' top civil engineering project award for 2020.

This was announced at last night's virtual West Midlands Institute of Civil Engineering (ICE) Awards.

The project, which saw the first new station constructed in Worcestershire in over 100 years, was also awarded the Geotechnical award and the Large Project of the Year award as well as the Best Overall Project Award.

The annual awards ceremony celebrates the best civil engineering projects, as well as highlighting those people who have contributed to promoting civil engineering across the region.

### **County Council signs Armed Forces Covenant**

Worcestershire County Council has once again reaffirmed its support to the Armed Forces Community, this time as a forces-friendly employer.

At a virtual event hosted by the Ministry of Defence West Midlands Employer Engagement Team, Councillor Bob Brookes, the Council's current chairman, and Chief Executive, Paul Robinson signed the Armed Forces Covenant on behalf of Worcestershire County Council. Signing on behalf of the MOD was the Commanding Officer of 37 Signal Regiment, Lieutenant Colonel Matthew Longcake.

Signing the covenant shows that as an organisation the County Council values and recognises the wide range of unique skills and experiences that reservists and veterans can bring to an organisation.

Worcestershire as a county signed the Armed Forces Covenant back in 2012. Since then, Worcestershire County Council has facilitated and administrated an active Armed Forces Covenant Partnership.

The Partnership works collaboratively with stakeholders to strengthen local delivery of the Covenant, and in particular, to support Worcestershire's 20,000 veterans, some of whom may experience problems either in transition or future years.

Worcestershire's Here2Help campaign ensured there was dedicated support for our veteran community at the beginning of the pandemic and by combining forces with our local military charities.

## **District Councillor Report – Nov 2020**

From 1<sup>st</sup>-24th December town centre parking will be free after 3pm (Free from Three). This was agreed after consultation. All day free parking was considered but decided against for two reasons. Firstly there was a concern that the spaces might be occupied by workings and then unavailable for shoppers. Secondly, the reduction in income from making all day parking free could not be reclaimed from the governments grant scheme.

New grants have been made available to encourage young people across the Malvern Hills District to enrol in an apprenticeship. The Apprenticeship Bursary, funded by Malvern Hills District Council, offers apprentices the chance to claim:

- Maximum of £50 per month for up to 12 months for travel expenses
- One-off grant payment with a maximum value of £75 for clothing
- One-off grant payment with a maximum value of £100 for tools or equipment

The bursary is available to apprentices who live within the Malvern Hills District, receive at least a minimum wage salary, travel to or from a difficult to access location and can demonstrate the money will enable them to take up and complete their apprenticeship.

MHDC Coronavirus cases have remained steady at around 1 in 1000. However, other areas within Worcestershire County Council have higher occurrences and this may impact the tier that we be placed into on 3<sup>rd</sup> December. A local testing centre is being set up at Victoria Park and is scheduled to become operational on 26<sup>th</sup> November.

Unemployment figures from October 2020 show Malvern Hills has 2,050 people registered as unemployed giving a rate of 4.7% (a reduction of 110 from last month's figure). This rate compares with 5.2 % unemployment in Worcestershire and 6.3% in England. (This time last year we had 815 people unemployed.)

The council is working closely with local businesses to ensure they claim the support grants being offered by central government.

As part of the 5 year plan commitment to reduce the carbon footprint of the council, a new Carbon Reduction Officer, Matt Barker, has been appointed.

The Splash refurbishment continues and is going to plan and we are hoping to reopen in February next year.

## Malvern Hills Trust Report – Nov 2020

Nothing much of note has happened recently. You may have read recently about a trustee resigning. That person was to be the subject of an internal review into their behaviour so I'm not sure if they left on principle or to avoid scrutiny.

### **District Councillor Report – John Gallagher**

**John is setting up a task group concerning housing and fuel poverty. Please get in touch if you are interested in getting involved. [john.gallagher@malvernhillsdc.net](mailto:john.gallagher@malvernhillsdc.net)**

#### **11. Appointment of Vice Chair**

This was postponed to the January meeting.

#### **12. Any other matters to report**

The Clerk reported that there had been no call for an Election which means the Council can co-opt to the current vacancy.

There being no further business the meeting concluded at 8:30pm

DRAFT