

Malvern Wells Parish Council

Minutes of Meeting held on 31st March 2021 at 7:00pm via Zoom

RESIDENTS COMMENTS:

Q. Why was there an additional Council meeting in March?

A. It was due to the NDP Working Group requesting approval of comments on the baseline of the Design Code - the deadline fell before the next scheduled meeting. The member of the public was invited to contact the chair of the NDP Working Group Cllr T O'Donnell if additional information was needed.

Q. Does the Council have a governance protocol when members of the same family are in chairing roles?

A. The Register of Interests and Code of Conduct provide that safeguard.

Present

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

In Attendance

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

1. Apologies were received and accepted for the following Councillors:

M Dyde, J Baker, K Wagstaff

County Cllr L Hodgson was also unable to attend.

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. The minutes of the Council meetings held on February 24th 2021 and March 10th 2021 were **approved** as an accurate record and will be signed by the chairman at a later date convenient to the Chair and Clerk whilst observing social distancing guidelines.

4. The minutes of the Planning Committee meeting held on February 17th were **approved** as an accurate record and will be signed by the chairman at a later date convenient to the Chair and Clerk whilst observing social distancing guidelines.

5. The progress reports were **noted**. (Annex A)

6. Financial Matters

a) The payment of accounts was **approved**.

Payment type	Invoice date	Payee	Description	Amount
BANK TRANSFER	21/02/2021	Water Plus	Water meter cemetery	34.93
BANK TRANSFER	21/02/2021	Water Plus	Water meter cemetery	37.53
BANK TRANSFER	28/02/2021	CASS Associates	Design code support/meetings	990.00
BANK TRANSFER	15/03/2021	Leigh Sinton Garden Machinery Limited	Service leaf blower	77.83
BANK TRANSFER	15/03/2021	Leigh Sinton Garden Machinery Limited	Service strimmer	85.65
BANK TRANSFER	18/03/2021	Carly Tinkler	Design code support/meetings	600.00
BANK TRANSFER	22/03/2021	M Alexander	Cemetery management Mar21	447.35
BANK TRANSFER	23/03/2021	Morgan Blacksmiths Limited	Jubilee Fountain sign and fix	54.00
BANK TRANSFER	23/03/2021	Martin Thomas	Outdoor work Mar21	291.72
BANK TRANSFER	26/03/2021	Sight Designs Ltd	Gas Lamps Maintenance	220.20
BANK TRANSFER	26/03/2021	S Maund	Outdoor work Mar21	1,244.80
BANK TRANSFER	26/03/2021	S Maund	Vas unit padlocks	21.80
BANK TRANSFER	29/03/2021	AONB (Via WCC)	AONB Annual grant	1,000.00
BANK TRANSFER	31/03/2021	S Hart	Clerk salary Mar21	1,171.33
BANK TRANSFER	01/04/2021	MHDC	Refuse collection - cemetery	59.86
DD	28/02/2021	BT Wi Fi	BT WIFI Feb	15.00
DEBIT CARD	03/03/2021	First Paige	Map copies	30.00
DIRECT BANK CHARGE	11/03/2021	Lloyds Bank	Bank Charges Feb/Mar21	9.55
PAID DEBIT CARD	13/02/2021	Zoom	Subscription Feb21	14.39
PAID DEBIT CARD	13/03/2021	Zoom	Subscription Mar21	14.39

BANK TRANSFER	31/03/21	Collette Accountancy Ltd	Payroll processing Oct-Mar	211.00
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- b) It was **approved** to set up a monthly Standing Order for payment of the Clerk's salary.
- c) It was **resolved** that Malvern Wells Parish Council would adopt the LGPS pension scheme in keeping with the Clerk's contract.
- d) It was **resolved** to set up a Royal Mail PO Box for Parish Council correspondence at a cost of £360 per annum. This represents no additional cost to Council because there are no longer quarterly payments of £150 for a phone line and calls.
- e) It was **resolved** to remove David Taverner as a compulsory signatory on the Lloyds bank mandate.
- f) It was **resolved** to remove David Taverner from the Lloyds Bank Mandate.
- g) It was **resolved** to amend the Lloyds Bank mandate to '2 to sign' in keeping with Council's Financial regulations and other bank accounts.

7. It was **resolved** to review planning applications at full Council meetings. Additional meetings will be arranged by the Clerk as and when required dependent on quantity/complexity of applications and planning deadlines.

8. It was **approved** to delegate to the Clerk the authorisation for making the necessary arrangements for approved Council events, keeping within agreed budgets and amounts set in the Financial Regulations.

9. Working group reports/recommendations:

- a) The NDP Working Group report was **noted**. (Annex B)

- b) It was **approved** that the NDP Working Group could re-start the NDP, keeping non-housing site allocations in the plan.
- c) It was **resolved to adopt** the Cemetery Terms and Conditions. (Annex C)
- d) The Events working group meeting report was **noted**. (Annex D)

10. Planning. Council considered Tree Preservation Order reference number 678 (2021) affecting trees at Montecielo, 43 Wyche Road and made the following comments:

The Council were unable to make a full appraisal of the TPO due to a lack of detail in the documentation. There is no evidence for the reason for the TPO or who initiated it and why.

11. The District report was **noted**. (Annex E)

12. Cllr Knibb confirmed that Malvern Hills District Council only require contact details of the Clerk, Chair and Vice Chair for their Emergency Planning data. Clerk to ensure this is done and establish what information the Council needs to hold eg. Village Hall/Wyche Institute contact

The Council meeting was adjourned to allow a member of the public to speak.

There were two topics raised one regarding the flexibility of public participation in meetings.

The other topic regarding the installation of the new street LED lighting in the parish. Both topics were discussed and no commitments were made.

The Council meeting re-convened

Cllr Stanier raised the topic of virtual meetings and the ending of the regulations in May. This is likely to be on the agenda in April.

13. The date of the next meeting is April 28th 7pm.

There being no further business the meeting closed at 8:38pm

Annex A

<i>Item</i>	<i>Notes</i>
<i>Jubilee garden sign to be erected.</i>	<i>This has now been completed.</i>
<i>Updating the address and main contact on the Natwest bank account</i>	<i>This is now complete.</i>
<i>Updating signatories on the HSBC account</i>	<i>The minutes and forms have been signed by all signatories. An additional form needs to be signed by Chair of the Council.</i>
<i>Gas lamps refurbishment</i>	<i>The group are currently waiting for the results of the survey before going ahead with quotes.</i>
<i>LED streetlighting</i>	<i>Clerk still to contact WCC and AONB to see what the regulations are.</i>

DRAFT

Neighbourhood Development Plan (NDP) Update

March 16th 2021

On 16th March, a meeting of the NDP Working group was held to discuss the status of the NDP currently and what the future could hold for the NDP.

The agenda was relatively short but items to be discussed were.

1. Pros & cons of an NDP particular focus on benefits of having an NDP.
 2. NDP Status today.
 3. Consider the workload of continuing work on the NDP and time and effort required to deliver a complete NDP.
 4. Financial situation of NDP, costs, grants, and impact of continuing or not.
 5. Moving forward.
 6. Proposal to Council.
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1. The following was pointed out.
 - a. The NDP is the Parish's only way of influencing future development other than the single planning applications & land use applications that we see.
 - b. An NDP could counter unwelcome development.
 - c. There is an opportunity to direct future design of any building development within the Parish within the Design Code element of the NDP.
 - d. The NDP formally represents the Parish position to stakeholders.
 - e. Any site allocation is not just about housing it is also about green space, community assets like cemetery & allotments etc.
 2. The NDP has formally been on hold for a few months, this is something this meeting was specifically called to discuss.
 3. To date a significant amount of work has been undertaken. Due to a change in working group members some time has been needed for new group members to get up to speed with work done thus far and the Project Plan status. The Design code and 3 other statutory documents need completing but much of the supporting assessment documentation has been completed though not formally signed off. The status of the NDP is still as a working draft.
We now have a group of enthusiastic councillors and volunteers keen to progress. New Terms of Reference has been drafted. Consultants are engaged and work progressing on Design Code document following a detailed review of the baseline draft. Our estimated delivery date is Christmas 2023.
 4. A formal evaluation of financial status has been completed by Clerk and can be circulated. Approximately £25,000 has been spent much of this is in grants. This is higher than any original estimates but the nature of the NDP as required by Government & Councils has changed so costs have risen appropriate to typical spending on any an NDP anywhere in the country. Ours is not exceptional.

5. Moving forward the NDP working group are keen to Emphasize Green policies and to this end have commenced engagement with the Environmental Law Foundation who are keen to help create an NDP putting sustainable & green development at the forefront of its agenda. As a group it was agreed that when addressing the Parish housing need as identified in the Housing Needs survey, we are keen to discourage large scale housing development and keen to see any small-scale development / infill development fulfil the Parish housing needs. The housing needs survey identified a requirement for smaller more affordable housing for either downsizing or younger families, but it was felt partly because of AONB & Conservation that the Parish cannot support huge, large scale development. We will work with SWDP to continue to show keen to demonstrate we are doing our bit for growth but at a sustainable level.

6. Finally, as a group having discussed all these things we concluded that the best way forward is to take the NDP off hold and continue to complete an NDP with site allocations but control what those allocations are with strong emphasis on Design Code & Green agenda.

We would like to propose that Council agree on this decision.

Malvern Wells Cemetery – Terms & Conditions

Malvern Wells Parish Council has drawn up these terms & conditions to ensure that the cemetery remains a peaceful and attractive place for families and friends of the deceased and demonstrates respect to all who are buried therein.

All interment bookings, general enquiries and comments regarding the cemetery should be directed to:

Michelle Alexander, Burial Ground Manager, Guestwick, Suckley, Worcs WR6 5EH
Email: macebearer69@gmail.com
Phone: :01886 884195

These terms & conditions have been drawn up in line with the Institute of Cemeteries & Crematorium Management guidelines and are in addition to the provisions of the Local Authorities Cemeteries Order (1977) and any other appropriate regulations currently in force.

The cemetery is a place of peace and quiet reflection, but it is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users and safety factors. No games, sports or riding of bicycles are permitted in the cemetery. No consumption of alcohol or drugs may take place within the cemetery and anybody considered to be under the effects of such substances will not be admitted.

1. General Terms & Conditions

1.1 The scale of fees will be published annually for residents of Malvern Wells.

1.2 A resident is defined as somebody who, immediately prior to their death, was a resident of the defined parish, or who had lived within the Parish for a period of more than 10 years but had then had to move away from the Parish due to personal care needs. (MWPC Minuteref 79/11)

1.3 The Parish Council reserves the right to amend these terms & conditions and to deal with any circumstances or contingency not provided for herewith.

1.4 The payment terms for burials are 14 days from date of Application for Grant of GraveSpace and receipt of Notice of Internment.

2. Grave Allocation and Management

2.1 Graves will be allocated on a next available basis, at the final discretion of the Parish Council but the wishes of applicants will be met wherever possible.

2.2 The Exclusive Right of Burial for a grave can be purchased for a period of 70 years. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the appropriate legal process.

2.3 All graves will be excavated and prepared for interment by the Parish Council or Funeral Director contractors only. No other person will be allowed to undertake any excavations within the cemetery except with the express permission of the Parish Council. The depth of each grave will be determined by the Parish Council in accordance with the provisions of the Local Authorities Cemeteries Order (1977). Each grave shall only contain:

- 2 coffins, or
- 1 coffin and 2 cremated remains, or
- 4 cremated remains

2.4 Smaller half size plots are available for up to 2 cremated remains requiring headstones.

2.5 Following the interment, the Parish Council will level the grave and re-turf or topsoil.

2.6 Following the interment, the family of the deceased are responsible for removing and disposal of floral tributes within 21 days. There are suitable waste and composting facilities within the cemetery to assist with this. If families are unable to do this, prior arrangements should be made with the Burial Ground Manager prior to the interment.

2.7 Flowers and appropriate decorative tributes may be laid on graves but may be removed temporarily to enable grass cutting by approved contractors.

2.8 The Parish Council reserves the right to remove any tributes from graves, which are considered to be inappropriate to the overall appearance of the cemetery or which may cause offence to other cemetery visitors.

2.9 Plastic flowers may be placed on graves but are not encouraged as they are not able to be composted. Such flowers may be removed if they become inappropriate to the overall appearance of the cemetery.

3. Booking of Internments

3.1 A provisional booking for a funeral may be made by telephone or email to the Burial Ground Manager.

3.2 The provisional booking for a funeral must be followed up by the submission of a completed Notice of Internment form to the Burial Ground Manager at least 48 working hours in advance of the interment date. Receipt of the fully and correctly completed Notice of Internment will act as confirmation of the provisional booking.

3.3 The exact size of the coffin, casket or container must be given in writing to the Burial Ground Manager as soon as possible after the provisional booking, together with any other pertinent information relating to the size and shape (e.g. locking bar handles, casket shape, wicker coffin etc.). Unless otherwise advised by the Burial Ground manager, the Funeral Director will subsequently be responsible for adding a suitable amount to the given size in order to determine the dimensions of the grave to be excavated.

3.4 As much information relating to the funeral as possible must be given to the Burial Ground Manager in advance, especially if it is unusual, e.g. large numbers of mourners expected, motorbike cavalcade, jazz band, piper, etc.

3.5 If a grave is purchased and is to be reopened for a future interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.

3.6 The certificate given by the Registrar of Births and Deaths, or an order of the Coroner, must be delivered to the Burial Ground Manager prior to the funeral.

3.7 The Parish Council will determine the appropriate fees to be paid for the funeral, which must be paid fully within 14 days of the interment.

4. Coffins

4.1 Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane bamboo, cardboard etc with appropriate decorative external fittings. The Parish Council also permits shroud burial.

4.2 The Parish Council reserve the right to refuse the use of certain coffin materials if they are deemed to be unsuitable for the type of grave space or if the grave space is of double depth and is to be reopened for a future interment.

5. Internments

5.1 Funerals will normally only be permitted Monday to Friday 09:30 – 15:00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside these hours subject to prior arrangement with the Burial Ground Manager.

5.2 All funerals will be subject to the control of the Burial Ground Manager, who will meet the cortege and direct it to the cemetery chapel or grave as appropriate.

5.3 The time appointed for an interment must be punctually observed. The Burial Ground Manager has the right to delay a late arriving funeral in the event that it impacts upon another service.

5.4 It is the responsibility of the person making the funeral arrangements to organise a Minister or Civil Celebrant for the funeral if one is required.

5.5 Any floral tributes from the funeral will be placed on top of the grave following back-filling and may remain in situ for a maximum of 21 days before being removed.

5.6 After interment, no body or cremated remains may be removed from a grave without the production of the Ecclesiastical Faculty and/or Licence for Exhumation required by law. The original documents will be required for this purpose. In the case of the re-opening of a private grave where written consent of the owner of the burial rights, the Deed of Grant of Exclusive Right of Burial or other reasonable evidence of ownership cannot be produced, the Council will require to be indemnified against any action arising as a result of permitting the interment.

6. Cremated Remains

6.1 The scattering of cremated remains is not permitted within the boundary of the cemetery.

6.2 Prior permission must be obtained for cremated remains to be placed within the Garden of Remembrance if relatives do not wish to purchase a private grave space. A plaque may be placed on the garden kerbstones with prior permission.

6.3 Cremated remains may be interred in a purchased grave space (see section 5). These graves are half size and can hold 2 cremated remains, but allow for memorial to be erected (see section 7).

6.4 The Parish Council will determine the appropriate fees to be paid, which must be paid fully within 14 days of the interment.

7. Memorials

7.1 A monument or memorial may only be erected on a grave space within the cemetery in accordance with these terms & conditions and upon payment of the appropriate fee. The right to erect a monument or memorial will be for the un-expired portion of the Grant of Exclusive Right of Burial.

7.2 Permission to erect, reinstate and add further inscriptions to a memorial can only take place with the grave owner's permission or with the agreement of proven representatives.

7.3 The erection of a monument or memorial on a public grave will be subject to the discretion of the Parish Council, in accordance with these terms & conditions, and upon payment of the appropriate fee. Where permission is granted to erect a headstone upon a public grave, it will be subject to the right of the representatives of other persons interred in the grave to have those persons commemorated thereon. As there is no right to erect a monument or memorial on a public grave, such monument or memorial does not in itself confer any rights and remains at the discretion of the Parish Council.

7.4 Application for approval to place a new monument or memorial in the cemetery, alter or add to any inscription or replace, add to or remove from the cemetery any monument or memorial must be submitted to the Burial Ground Manager. Such notice must be submitted at least two weeks in advance of the proposed date of erection and must include:

- The grave number and name of the deceased.
- In the case of a new monument or memorial a drawing of the monument/memorial and its specification including the type, colour and finish (i.e. polished, honed etc) of the material to be used and showing all size dimensions including those of the foundation slab.
- Any text to be cut upon the monument/memorial or any text to be altered or added to any existing monument/memorial and the method of lettering.
- The name, address and signature of the person placing the order for the monumental work to be undertaken who should be the owner of the Exclusive Right of Burial. If such owner is deceased, the applicant must state their relationship to the deceased owner.
- If the owner is alive but is not making the application, the applicant must provide a letter signed by the owner confirming and authorising such an application.
- The name, address and telephone number of the monumental mason.
- Any fee payable in advance.

7.5 The approval of the Parish Council for any such application will be approved in writing and is valid for a period of three months. No work should be undertaken until approval has been received. Any such approval is on the understanding that the work undertaken will fully comply with the details of the application form and the requirements of these terms & conditions. Any work that does not so comply will not be permitted to remain in the cemetery.

7.6 No permit is required for cleaning only, up-righting and re-levelling, repair of existing lettering, or painting of existing inscriptions unless the monument/memorial is to be removed from the cemetery when prior approval is required as above.

7.7 The Parish Council reserves the right to refuse any proposed memorial if it is considered to be inappropriate for the size of grave space or inappropriate in design or wording.

8. Maintenance Work

8.1 Grass cutting / strimming / hedge cutting within the grounds of the cemetery will be carried out by approved contractors of the Parish Council and the frequency will be determined by seasonality and/or weather conditions.

8.2 The Parish Council will carry out levelling or in-filling of grave spaces where this becomes necessary.

End.

DRAFT

Annex D

MALVERN WELLS PARISH COUNCIL EVENTS WORKING GROUP MEETING TUESDAY 9TH MARCH 2021 by Zoom from 7pm

Meeting Notes

1.0 APOLOGIES: None

2.0 ATTENDEES: Sarah Hart (MWPC Clerk); Ian Burrage (Chairman of Working Group & Village Hall)
Cllrs: Jim Black, Helen Burrage, Chris O'Donnell (Chair of the Council), Tonya O'Donnell. Members: Howard Allen (Classic Cars); Trish Beecroft (WI) and Ken Beecroft (All Saints Church & Wells Club.)

3.0 COVID 19

Ian outlined the current situation with respect to government regulations on COVID-19. Outdoor events could take place from 17th of May and all regulation should be gone by the 21st of June. Social distancing might still be advised, but this if was only 1m we should be ok as the site is spacious with good people flow. The full 2 metres would be very difficult. We could not police social distancing. If QR codes are required, they could go on the trees and sanitation points could be provided. The Fete should go ahead on the understanding that it is subject to the Covid regulations and the weather. There should be no significant cost to cancelling, other than the money already spent on advertising.

ACTION WATCHING COVID REGS: IAN & SARAH

4.0 BUDGET 2021

The budget has been temporarily increased this year to £4,450. We don't intend to spend this to raise people's future expectations unsustainably. Money will be spent on increasing our marketing with adverts, banners and flyers as well as social media. Further capital investment was suggested such as increasing our stocks of gazebos or buying picnic tables. We could store a few gazebos but not picnic tables. The cost of hiring per table is modest but their transportation costs are great. **ACTION INVESTMENT: IAN**

5.0 ADVERTISING

5.1 The Wells News: It was agreed that rethinking the timing of the Wells News booklets would be beneficial in advertising the Fete as well as the Carols and Remembrance Day as adverts for the Fete and for exhibitors could go in before the summer. Spring and Autumn editions were suggested rather than Summer and Winter. This would also benefit the WI. The suggestion about The Wells News and increasing Social Media Advertising to go to the Communications Working Group and the Editor: **ACTION: TONYA & SARAH**

- Schools: Currently Chris goes into the schools for Assembly every year to advertise the Fete with leaflets just before the Fete. It was suggested that an additional visit should be made in July, before the end of term, with leaflets provided at that time. **Decision for NEXT MEETING 20th April ACTION: CHRIS**

- Moving the date of the fete to help schools' participation – back to July or a week later in September was discussed. The July date had been problematic because of the weather (two cancelled events) and September is normally a drier month. The annual cut of this important grassland needs to be at the best time (July is often too early). The Goodwood festival is always held on the 3rd weekend in September (the Fete is the 2nd).

- Members saw no reason to change the date of the Fete.

5.2 Distribution and Timing

We should do a general leaflet drop in early July once the June restrictions are lifted.

Banners signage beside the roads should be in place in July well before the end of school term – two months before the Fete. **ACTION: IAN 2**

5.3 Local Businesses

The local community of businesses & Chamber of Commerce (CoC) should be contacted to find new stallholders, particularly in crafts and cheeses and other consumables, but not clashing with existing refreshments. Tonya has business/CoC/Twitter business contacts and may have a list of potential sellers.

ACTION: TONYA

5.4 Leaflets

One all-purpose flyer to be designed for the Fete to attract attendees and Classic Cars.

There was interest in a flyer aimed at potential stallholders. Helen had produced a flyer type advert for the Wells News in 2019 (not published). No-one had Jackie's artwork on file. Helen to try to access the original artwork from the pdf and produce new flyers for 2021. **ACTION: HELEN**

5.5 Banners

Need to have key details only (& 'brand' artwork) and be simple & clear to read from a distance. Investigate possibility of generic banner where the date can be changed each year without re-printing, or simply 'Second Sunday':

ACTION: IAN & TONYA #

5.6 Social Media Tonya has the expertise here. It is KEY to be posting regularly on Twitter and Facebook. Might she have access to the MWPC Twitter account?

ACTION: TONYA & SARAH

6.0 CLASSIC CAR SHOW.

Howard expects a lot of interest here. Any cut-off date would be informed by status of Covid Regulations .

Last time (2019) there were 59 cars attending and this is virtually up to capacity.

Bookings are always taken but some just turn up with their cars on the day without booking in advance.

Advertising is free in Classic Car magazines.

Flyers are needed for this summer's classic car events to encourage cars to return to the Fete in September.

The Advanced Driving Course stand was particularly popular.

Prizes have previously been obtained from local businesses (Daniels) and Morrisons.

The Fete would continue to fund the Classic Car competition's trophies (about £80)

ACTION: HOWARD

Tonya has contacts at Morgan's (who might provide tour tickets, possibly to be raffled?)

ACTION: TONYA

7.0 REFRESHMENTS:

Smokey Dough Pizza, Friday Beer and the Ice Cream Van will all be re-booked.

Ice cream are also bringing soft drinks and the Friday Beers are also bringing wine.

Smoky dough will also provide water. **ACTION: IAN / SARAH**

- **It was agreed that the WI would continue to have exclusivity to sell teas, coffees, cakes, and scones at the Fete.**

8.0 CHILDREN'S GAMES AND RIDES.

8.1 Ponies, Bouncy Castle & Aeroplane (Children's Flying Chairs).

The Aeroplane has been booked by Ken with Mr Harper. The fee is £200 less the cost of the rides sold. The owner also brought the Hammer & Bell (no charge to us and he kept the fees.) Members were happy for him to keep the Hammer & Bell fees especially if it would encourage him to bring the Aeroplane to our Fete.

ACTIONS: KEN/IAN/SARAH

Chris noted how very much Messy Church had been enjoyed by the youngsters. 3

8.2 The Youth Church are happy to run all the in-house children's games as previously. They will also run the Arena events this year now that Jackie has left.

The Youth Church Tent could be the place where everything could be booked, both Arena Events and the children's games.

Members agreed to invite a member of the Youth Church to attend this working group **ACTION: KEN**

8.3 Other Games

A climbing wall was discussed but it was rather expensive and not booked in 2020 Howard would be looking into this for the group. **ACTION: HOWARD**

Trampolining was considered but was decided against.

9.0 ENTERTAINMENT

Helen will re-book 2020's cancelled bands: The Chase Brass Band and The Ukulele Band.

Tonya noted how much she'd enjoyed the Steel Band in 2019 (note: they weren't available in 2020). Everyone was happy with the bands being reinvited. **ACTION: HELEN**

Helen talked about 2019 tech issues and asked whether or not we could hire someone to help us on the day or hire the whole PA system? It was agreed to get some prices.

ACTION PRICING: HELEN

Jim has a neighbour called Tim who does this kind of work and he will contact him.

ACTION NEIGHBOUR: JIM

Getting John Bibby to help was suggested but Helen thought he didn't have his own PA equipment.

10.0 TOMBOLA.

Tony and Tonya will be doing the tombola leaving Chris free to act as Chairman of the Council.

Tombola Prizes Last time Chris got prizes donated by Wilco and Morrison's.

The budget of about £200 for prizes was spent at the cash & carry.

It was noted that all councillors are expected to donate something for the tombola - unfortunately they have not done so in the past.

11.0 STALLS

The History Society should be reinvited. **ACTION: HELEN**

NB Other possible stalls to be considered at the next meeting.

12.0 FACILITIES.

12.1 Picnic Tables

Eight picnic tables last time: three picnic tables for Classic Cars; two for the WRI teas & cakes; three for the Ice Cream, Pizzas and Beer area.

It was decided against getting extra tables from the Village Hall with separate chairs to use for catering purposes.

Delivery cost of the picnic tables was very high. Could we get a better price? **ACTION: IAN/SARAH**

12.2 Portable Toilets

We had two last time. It is ESSENTIAL that they go onto FLAT GROUND and that the doors have an acceptable orientation in terms of the sensibilities of the people who live in the Crescent.

ACTION: IAN /SARAH

12.3 Generators

Two were booked last time: one for the Entertainment Tent; one for the WI Refreshments.

Generators MUST be of an appropriate type and specification. The leads MUST be long enough. Fuel must be available.

Mr Harper brings his own generator for the aeroplane. The Bouncy Castle bring their own generator. **ACTION: IAN/SARAH**

12.4 Water

This comes courtesy of the neighbour. **We need a LONG ENOUGH HOSE. ACTION: IAN**

12.5 High viz jackets/gilets.

We'd agreed to order these jackets last time, but they never materialised. 4

We need a full set of these gilet-type tops (named MWPC or ORGANISER??) so that all persons in an official capacity at the fete can wear them. Quantity??

ACTION: SARAH

12.6 First Aiders

These need to be booked again. (the names should be in David T's files). **ACTION: IAN/ SARAH**

13.0 ANY OTHER MATTERS

13.1 Risk Assessment Forms: Sarah reviewed several other organisations' RA forms, basing her version on 'good practice'. The form might need further modification for use at MWPC events.

How we currently manage risk (without filling in a form) was discussed.

Risk is managed thoroughly but without being too 'in your face' for a happy family day out.

Discussion re whether we need any extra marshals for our risk assessment? – the Scouts had let us down previously.

We have the Youth Church taking part for games and parking.

Sarah thought the current organisers and helpers in high vis wear should be sufficient as 'Marshals'.

We would be unable to 'police' Social Distancing. **ACTION: SARAH**

13.2 Charities

Helen confirmed that there was no overall Fete charity each year. The Fete is not a fundraising event for the Council. Individual Stall holders, Bands and the Classic Cars Show each collect for their personal charities which change from year to year.

Classic Cars will be supporting the **Air Ambulance**.

The Bands will notify us of their chosen charities.

Chris was keen to support a Mental Health charity

13.3 Other Events.

The Wells club are RE-OPENING with a celebration event and the Village Hall could build on what the Club is doing.

Howard suggested a themed quiz night.

13.4 Carol Evening

The date for '**Sing a Song of Christmas 2021**' is **Friday 10th December** in the Village Hall, Covid Regulations permitting. This is the Friday of the week before the children break up from school.

14.0 DATE OF THE NEXT MEETING:

Tuesday 20th April 2021 by Zoom at 7pm ACTION: SARAH

The meeting finished at 8:45 pm.

Notes: HMB/SH

12th / 18th March 2021

Banners: After the meeting Tonya kindly took on designing the banners

Annex E

District Councillor Report by Mark Dyde – Mar 2021

The £2 million revamp of the Splash complex is complete. The centre is hoping to reopen on 12th April (when the next stage of government restrictions are scheduled to ease). Users will now benefit from:

- Fully refurbished swimming pool changing rooms
- Dedicated changing facilities for people with disabilities
- Additional family changing areas
- A new flume
- New interactive water play features for younger swimmers
- A new wave machine to enhance the experience for swimmers
- A modern looking, revamped pool side area
- Improvements to water quality because of upgrades to the pool plant room, pumps and UV filter
- A range of energy efficiency features have also been installed to help reduce the centre's carbon footprint including LED lighting and improved glazing.

A new Community Carbon Calculator (<https://impact-tool.org.uk/>) has been developed to help town and parish councils produce their own carbon reduction plans or actions. The tool has been developed by the Centre for Sustainable Energy (CSE) working with the University of Exeter and was supported by funding from the Department of Business, Energy & Industrial Strategy. It gives parish-level data on carbon emissions in the area that provides idea of their main 'impact areas' where concerted community based action could make a dent in local emissions. The press release from CSE which explains more about the tool can be viewed here: <https://www.cse.org.uk/news/view/2583>.

A natural commemorative space will be created in Malvern Hills District in memory of the lives lost during the Covid-19 pandemic. The Madresfield estate have offered to donate a parcel of land which can be developed as a natural place of reflection, where residents can remember loved ones, as well as mark the significance of the pandemic.

The council continues to work with the Worcester College Group and local MP Harriet Baldwin in order to secure the future of the Malvern Hills College. Covenants exist on the building but these do not force WCG to continue to operate it as a college if it is deemed unviable. So the council is looking to see what education provision can continue to be offered there.

The Malvern Wells Post Office is closing due to the resignation of the postmaster. Welland Stores operates a morning post office seven days a week and is possibly the best alternative for people in the southern Wells. For those in the Wyche and northern Wells the main Post Office in Great Malvern is probably the nearest alternative.

The message from our NHS locally is that vaccine supply issues mean the rollout will slow down in Herefordshire and Worcestershire during April. It means the next stage of the rollout – to the over 40s – will not begin until May. Our NHS though remains on track to meet the deadline of offering a first dose to everyone 50 and over by 15 April and to all adults by July. They want to reassure people that there is enough supply to make sure they give second doses to all staff and patients due them. People aged 50 and over can now book their vaccine without needing to wait for an invite but the NHS will send you one anyway. The NHS will be contacting this group by text (some may get letters as well or instead of). The text will come from NHS Vaccine. A genuine text will not ask you for your bank details or payment as the vaccine is free.

For more information about the Covid-19 Vaccination Programme in Herefordshire and Worcestershire visit <https://herefordshireandworcestershireccg.nhs.uk/covid-19-vaccine>.

The annual council meeting has been brought forward to 4th May so that it can be held remotely (before the law changes and meetings after 7th May should be held in person).

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Malvern Hills Trust Report

A public consultation has started on an easement application and will run until 18th April. It can be accessed online via :-

<http://malvern hills.org.uk/get-involved/public-consultations/>

A similar application was made a couple of years ago and was seen as quite contentious. It would open up a parcel of land for the development of a significant number of houses on the road to Guarlford (behind the Bluebell estate at Poolbrook).

Members of the public can submit comments using the web link above or in writing to the office.

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