

# West Malvern Parish Council

## Minutes of the Annual Parish Council Meeting held on Monday 10<sup>th</sup> June 2024 in West Malvern Village Hall at 7:30pm.

### Present

Cllrs. Mr A Turner (Chair), Ms C Baxter, Mrs J Burford, Mr G Harnden, Mr C Rouse, Mr S Sanoon.

### In Attendance

County and District Cllr. N McVey, District Cllr. Prof. J Raine and Mr D Sharp (Clerk).

The recently appointed CEO of Malvern Hills Trust, Deborah Fox, together with vice chair David Core briefed the Parish Council about the proposed updates and changes to the Malvern Hills Acts. This year marked 140 years since the Conservators were established by an Act of Parliament in 1884. Out of the £1.2M annual income, 50% was received from levy payers and the remainder from car parking charges grants and donations. Very little was allowed to be raised from other means. Proposed changes to the Act would reduce the number of current trustees from 23 and result in having a pool of candidates for election rather than by election from the levy districts.

There will be a public consultation from 22<sup>nd</sup> May until 22<sup>nd</sup> July, and if proceeded with was not expected to become law until 2026.

There was some concern raised over the proposed new election process which would dispense with candidates standing for election in specific levy areas.

County and District Cllr. N McVey left the meeting.

### 78/24 Public participation

**The Council invites local residents attending the meeting to make comments and suggestions, and question the Parish Council on issues on the agenda, or raise issues for future consideration:**

No issues were raised.

### 79/24 Apologies

**To consider acceptance of apologies for absence from Councillors:** There were none.

### 80/24 Interests

**i. Councillors Declarations of Disclosable Pecuniary Interests (DPI) and Other Disclosable Interests (ODI) regarding items on the agenda:** There were none.

**ii. Notification of changes to the register of interests:** There were none.

**iii. To consider written requests from councillors for the council to grant a dispensation for those with Disclosable Interests to take part in discussions or voting:** There were none.

### 81/24 Co-Option

**To consider applications for co-option onto the Parish Council:** No applications had been received.

### 82/24 Reports from other representatives

**To receive reports from County and District Councillors, and other representatives:** District Cllr. J Raine reported that there was little activity due to the parliamentary elections due to be held on 4<sup>th</sup> July.

### 83/24 Minutes

**To consider for adoption the minutes of the last Parish Council meeting:** The minutes of the meeting held on 13<sup>th</sup> May were approved and were signed by the Chairman.

### 84/24 Progress Reports

**Updates on matters not included on the agenda:** No issues were reported.

**85/24 Planning****i. To consider response to the following and any late submitted applications:**

Application No	From	Details
M/24/00455/HP	153 Old Hollow	Proposed single-storey side extension
M/24/00593/HP	68 Lower Road	Single storey rear extension to replace conservatory and conversion of double garage to form a utility/storage/home office (Retrospective).
M/24/00552/FUL	Raglan House Westminster Bank	Conversion of redundant meeting room, kitchen and toilets; and the addition of a single-storey ground floor extension to create a one-bedroomed residential unit (flat).
M/24/00727/HP	Coachman's Cottage Blackheath Way	Proposed new balcony, new foirst floor window, new first floor doors and new ground floor window.

It was agreed to return the following comment: 'The Council has no objection to the application' on all four applications.

**ii. Decisions Notified**

M/24/00329/HP - Orchard Cottage, Park Road - Approved

**86/24 Playing Fields and Open Spaces**

**Update on S106 application for playground funding:** The S106 agreement had been signed and funds were awaited. Once an installation date had been fixed an information notice was to be put up in the playground.

**87/24 Allotments & Community Woodland**

**i. To consider repair of picnic tables in The Glade:** Following damaged suspected to be caused by a bbq it was agreed to order replacement slats which could be fitted to the damaged areas. Furthermore it was agreed to look at providing some kind of heatproof table of concrete or metal that could hold bbqs.

**ii. To consider installing improved surface to paths and track:** Cost of improving tracks to be investigated.

It was also agreed to contact the owner of the two garages that were on Old Hollow near the track to the playing fields to consider long term use.

**87/24 Highways & Footpaths**

No matters were discussed.

**88/24 Finance**

**i. Completion of 'Annual Governance Statement':** This was completed and signed by Chair and Clerk.

**ii. Approval of Annual Accounts:** These were approved and signed by Chair and Clerk.

**iii. Completion of AGAR requirements:** The Accounting Statement and Certificate of Exemption were completed and signed by the Chairman and Clerk/RFO.

**iv. To review effectiveness of internal financial controls:** The current controls were agreed to be sufficient for the Parish Council's needs.

**v. To consider payment of invoices presented:**

The following payments had been made between meetings and were ratified:

From/Due to	Date	Amount		Details
Aspect Design	03/06	£265.00	BT	Hills Echo Print Costs (May)
Aspect Design	03/06	£265.00	BT	Hills Echo Print Costs (June)
	<b>Total</b>	<b>£530.00</b>		

The following payments were approved:

From/Due to	Date	Amount		Details
JR Burford	29/05	£140.00	CH	Village Handyman (May)
B&Q	05/06	£8.92	BT	Allotment Tap
DA Sharp	10/06	£418.65	BT	Clerk's Fees (Gross £523.25 SP17)
	<b>Total</b>	<b>£567.57</b>		

BT – Bank Transfer

CH - Cheque

After these payments are made bank balances will be as follows:

<b>Savings Account B/F</b>	<b>£15,132.22</b>	<b>Community Account B/F</b>	<b>£17,939.21</b>
		Allotment Rent	£25.55
		Centre Of The Hills – Hills Echo	£60.00
		Malvern Hills Repair – Hills Echo	£30.00
		Water Plus (DD)	-£45.84
		Water Plus (DD)	-£26.80
		Prepayments	-£530.00
		June Payments	-£567.57
<b>Savings Account C/F</b>	<b>£15,132.22</b>	<b>Community Account C/F</b>	<b>£16,884.55</b>

#### 89/24 Correspondence

*To consider correspondence previously circulated:*

<b>FROM</b>	<b>SUBJECT</b>
Malvern Hills Trust	Public consultation
WCC	Waste and recycling information
WCC	Road Closure - West Malvern Rd – 21/05 2 Days
MHDC	May Malvern Hills Business e-Bulletin
MHDC	S106 Grant Agreement

#### 90/24 Councillors' items for Report

It was agreed to liaise with the village hall committee over removing foliage by the bus stop outside the hall and also to rearrange the bench and rubbish provision.

#### 91/24 Next Meeting

The next Parish Council Meeting will be held on Monday 8<sup>th</sup> July 2024 in West Malvern Village Hall commencing at 7:30pm.

There being no further business the meeting closed at 9:30 pm.