

## West Malvern Parish Council

### Minutes of the Parish Council Meeting held on Monday 9<sup>th</sup> June 2025 West Malvern Village Hall at 7:30pm.

#### Present

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

#### In Attendance

District Cllrs. Prof. J Raine, N McVey      Clerk: A Briggs      3 members of the public.

#### 72/25 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.** A member of the public gave a comprehensive and positive verbal presentation on he and his family's vision of potentially using the top playing field as a training ground for a disability football team with a view to making it a more permanent fixture with club facilities/multi sports venue. The response from the PC was very positive; The Chair said we'd just applied for a grant for the rest of the track to be resurface. He also asked that we were to be kept informed.

#### 73/25 Apologies

**To consider acceptance of apologies for absence from Councillors:** Cllr C Rouse

#### 74/25 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.

#### 75/25 Reports from other representatives

**To receive reports from County and District Councillors, and other representatives:** Cllr McVey gave a brief update concerning the Full County Council meeting and there is a minority administration which Reform have formed. There's no formal coalition as such but for certain things the parties will work together. Cllr McVey confirmed that she is now Chair of The Children and Families Overview and Scrutiny Panel. Closer to home; West Malvern Road with two emergency road closures (gas and water) which caused some confusion and frustration. Cllr McVey confirmed that she and the Chair will be meeting the County Highways Liaison Officer (Tanya) to flag up various issues. It's an 8.30am meeting so hopefully the WM Road will be its normal busy and sometimes challenging self! She confirmed that the community grant application has now closed and there's been a really good response with about 40 applications across the district.

Cllr Raine confirmed the uptake was good. On a different note he has three work experience youngsters (available 14<sup>th</sup>-18<sup>th</sup> July) and to let him know if we'd like anything doing.

#### 76/25 Minutes

**To consider for adoption the minutes of the last Parish Council meeting:** The minutes of the meeting held on 12<sup>th</sup> May were approved and were signed by the Chair.

**77/25 Progress Reports: Update on matters not included on the agenda.** None.

#### 78/25 Planning

**i. To consider responses to any late submitted applications:** None submitted.

**ii. Decisions notified.**

M/25/00494/HP. Removal of glazed sunroom and replacement with enlarged garden room, plus entrance porches to front and rear. Demolition of existing detached garage and construction of replacement garage. Gardeners Cottage, Lower Dingle. **Approved.** Noted.

M/25/00535/HP. Installation of window apertures, erection of walkway and single storey side extension. St Petrocks, Lower Dingle. **Approved.** Noted.

### 79/25 Playing Fields and Open Spaces

Cllr McVey confirmed that no dates have been given as such for when 'Round 2' may be announced for the community fund applications. Covered seating: After a brief discussion concerning this and what money may be available (CIL money could be earmarked). Cllr Baxter said she'd go ahead and get more quotes. Vandalism: Cllr Baxter discovered on her walk around that the goal posts had been vandalised. She showed a photo to this effect. Replace or repair? Cllr Baxter to get quotes to replace. (Huck nets). Cllr Baxter mentioned a gate which was in some disrepair; the Chair confirmed this gate is being removed. She also mentioned a stile on the way to the playground; Cllr Baxter to liaise with Glen/Tom Harnden.

(Cllr McVey forgot to mention earlier about the public consultation concerning unitarilisation - It's a live link for residents to respond to. To be placed on the Parish FB page.

**80/25 Allotments & Community Woodland.** Clerk gave brief update of the 19<sup>th</sup> May 'walk around' with the Allotment Association. Five plots were highlighted as action needed and letters were sent accordingly. The Allotment Association are looking to overhaul the contracts which will be announced at the next AGM. B/F from Correspondence BJ Unwin's Tree Survey quote of £350 plus VAT. After a brief discussion all in favour.

**81/25 Highways & Footpaths.** To confirm road closures were discussed earlier. Nothing else reported.

### 82/25 Finance

**David Sharp, ex Clerk of West Malvern had prepared year end accounts for 24-25:**

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

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

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

**iv. To review effectiveness of internal financial controls:** The current controls were agreed to be sufficient for the Parish Council's needs. Present Clerk to bring statement to next meeting for sign-off.

**v. To review risk assessment.** The same as last year apart from one addition concerning authorisation of on-line payments.

(Cllr Baxter mentioned at this juncture the phone box and what was happening with replacement wood. Cllrs Burford and Harnden to liaise on finding someone).

### vi. To consider payment of invoices presented:

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

From/Due to	Date	Amount		Details
None.	-	0.00		
	<b>Total</b>	<b>0.00</b>		

The following payments require approval:

From/Due to	Date	Amount		Details
JR Burford	09/06	£140.00	CH	Village Handyman (May)
A Briggs	09/06	£436.30	BT	Clerk's Fees(Gross £545.30 SP17)
WM Village Hall Extra Meeting	09/06	£12.00	BT	Extra ordinary meeting on 02/06/25
MHDC	09/07	£666.00	BT	Grass cuttings & Litter bins (Apr-Jun)
Aspect Design	09/07	£335.00	BT	June's issue for Hill Echo (late sub)
Anthem Ltd	09/07	50.00	BT	Internal Auditor for y/e March 2025
	<b>Total</b>	<b>£1,639.30</b>		

BT – Bank Transfer / CH – Cheque

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

<b>Savings Account B/F</b>	<b>£16,127.71</b>	<b>Community Account B/F</b>	<b>£3,524.94</b>
		Precept payment	£10,036
		Extra Insurance payment not accounted for on last month's sheet	-£146.88
		Water Plus (DD)	-£18.91
		Water Plus (DD)	-£2.05
		Service Charge	-6.00
		Pre Payments	0.00
		June Payments	-£1639.30
<b>Savings Account C/F</b>	<b>£16,127.71</b>	<b>Community Account C/F</b>	<b>£11,847.80</b>

(Cllr Shameen said that because there's no run of the Hills Echo in August, would the PC be in favour of a four page extra for July at a cost of £40. All in agreement. Cllr Raine suggested that the Christmas edition may follow suit as there's no Hills Echo in January).

### 83/25. Code of Conduct.

This has been forwarded to all to see: David Sharp confirmed to all Councillor's that they had a copy when they came on board as Councillors.

### 84/25. Correspondence

FROM	SUBJECT
MHDC	May Malvern Hills Business e-Bulletin -Noted.
BJ Unwin	Quote for tree survey. As above at 80/25.
NALC/CALC	Code of Conduct. As above 83/25.
CALC	First Bus General Meeting. the Chair confirmed his attendance end June and will report back.

### 85/25 Councillors' items for Report.

Cllr Sanoon gave an update on the WM Ring – all going well, tickets on sale and rehearsals taking place in the Armpit in a fortnight's time.

Cllr Burford said the village hall clock light isn't working and gave four light bulbs to Cllr Harnden to put in place. Does it run on a PIR system too? Cllr Harnden to check.

Cllr Harden to lop back some branches from the gaslight at Westminster Bank. Cllr Baxter confirmed a quote from Tom Harnden of £600 to reduce the size of the large oak by the playground. We've had another couple of quotes in. All in agreement to wait until the tree survey has taken place.

### 86/25 Next Meeting

The next Parish Council Meeting will be held on Monday 14<sup>th</sup> July 2025.

There being no further business the meeting closed at 08.50PM.