

# West Malvern Parish Council

## Minutes of the Parish Council Meeting held on Monday 10<sup>th</sup> October 2022 in West Malvern Village Hall at 7:30pm.

### Present

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

### In Attendance

District Cllr. Prof. J Raine and Mr D Sharp (Clerk).

### 123/22 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 matters were discussed.

### 124/22 Apologies

**To consider acceptance of apologies for absence from Councillors:** Cllrs. Mr L Gregory, Mr S Sanoon and Mr T White. Approved. Also County & District Cllr. N McVey and Mr C Penn (Malvern Hills Trust).

### 125/22 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.

### 126/22 Reports from other representatives

To receive reports from County and District Councillors, Tree and Footpaths Wardens and other representatives:

District Cllr. Prof. J Raine had no report to make.

Cllr. C Rouse (Malvern Hills Trust Board Member) had no report to make.

### 127/22 Minutes

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

### 128/22 Planning

**i. To consider response to any late submitted applications:** None had been received.

**ii. Decisions Notified:** None had been received.

### 129/22 Website and Emails

**Update on dedicated web site and councillor/clerk email addresses:** This was ongoing.

### 130/22 Playing Fields and Open Spaces

**Update on playground improvements:** The new development on Broadlands Drive was still unoccupied.

Plans for a cycle pump track were still ongoing.

### 131/22 Allotments & Community Woodland

**To consider allocating funds to improve perimeter fencing and internal pathways:**

A meeting with the Allotment Association to discuss maintenance issues had been planned for this Thursday. Clerk and Chair to attend.

A skip had been ordered for the allotment this week.

The ownership sign at the entrance to the playing fields was damaged. Clerk to investigate.

### 132/22 Highways & Footpaths

The Clerk reported that he had contacted Nick Hands, the Director of Boundless Outdoors over the scheme to utilise some land owned by Platform Housing to create a coach parking bay. His response had been circulated. The Clerk was to also contact Platform Housing and to try to get the scheme reinstated.

**133/22 Standing Orders**

**To review and approve standing orders for 2022:** These were approved. Clerk to download onto website.

**134/22 Finance****i. To consider payment of invoices presented:**

The following payments were approved:

From/Due to	Date	Amount	Details
JR Burford	30/09	£120.00	Village Handyman (Sept)
Water Plus	04/10	£18.04	Allotment Water Supply
Water Plus	04/10	£36.11	Allotment Water Supply
PKF Littlejohn	22/09	£240.00	External Audit Fee
Go Greener	10/10	£264.00	Allotment Skip Hire
HM Revenue & Customs	-	£272.00	PAYE (Jul-Sep)
DA Sharp	10/10	£362.65	Clerk's Fees (Gross £453.25 SP17)
	<b>Total</b>	<b>£1,312.80</b>	

Following the transfer of Parish Council accounts from HSBC to Unity Trust Bank there was an outstanding uncleared cheque for £50 to the internal auditor. A replacement cheque drawn under Unity Bank was to be signed.

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

<b>Savings Account B/F</b>	<b>£14,554.22</b>	<b>Community Account B/F</b>	<b>£10,999.28</b>
Interest	£4.63	MHDC Precept	£8,874.00
		Bank Charges	-£1.96
		October Payments	-£1,312.80
<b>Savings Account C/F</b>	<b>£14,558.85</b>	<b>Community Account C/F</b>	<b>£18,558.52</b>

**ii. Review of internal and external audits:** The Clerk had previously circulated these and they were approved. No issues had been identified for action.

**iii. Review of Risk Assessment:** The Clerk had previously circulated an amended risk assessment and this was adopted.

**135/22 Correspondence**

**To consider the following correspondence previously circulated:**

FROM	SUBJECT
WCC	Road Closure Old Hollow
CPRE	Worcestershire AGM Invitation for 29th September
WCC	Road Closure Harcourt Road
PKF Littlejohn	External Audit Report
MHDC	SWDP Newsletter
Nick Hands	Old Hollow Parking
Resident	Bench Maintenance <sup>(i)</sup>
Cllr Baxter	Playgroup Toys <sup>(ii)</sup>
Pensions Regulator	Re-Declaration of Compliance <sup>(iii)</sup>

<sup>(i)</sup> The Village Handyman was to assess the work required.

<sup>(ii)</sup> District Cllr. Raine offered to fund soft toys for the Playgroup.

<sup>(iii)</sup> The Clerk confirmed that the re-declaration had been completed.

**136/22 Councillors' items for Report**

No further matters were discussed.

**137/22 Next Meeting**

The next Parish Council Meeting will be held on Monday 14<sup>th</sup> November 2022 in West Malvern Village Hall commencing at 7:30pm.

There being no further business the meeting closed at 8:15 pm.