

MALVERN WELLS PARISH COUNCIL

Minutes of the Meeting of Malvern Wells Parish Council duly convened and held on Wednesday 29th April,2020 - commencing at 7pm via the Zoom Conference Facility

In attendance Cllr J Smethurst (Chairman) N Chatten, B Knibb, H Burrage, M Dyde, T O'Donnell, C O'Donnell, J Black, J Baker, P Stanier, G Turrell. County Cllr Lucy Hodgson.

114/19 Apologies for Absence- Cllr K Wagstaff

115/19 Declarations of Interest

a) Register of Interests: Councillors were reminded of the need to update their register of interests: It was noted that Cllr Geoff Turrell had not yet completed his form of interest declarations and the Clerk advised that he would send Cllr Turrell the relevant form for completion. Cllr Stanier reported that she had returned her form directly to the monitoring officer at Malvern Hills District Council

b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. None were declared.

c) To declare any Other Disclosable Interests in items on the agenda and their nature: None were declared.

116/19 To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011): There were none.

117/19 Minutes of the Parish Council Meeting held on 25th March 2020

The minutes of the Parish Council Meeting held on 25th March,2020 had been previously circulated. The minutes were **unanimously approved** as a correct record of that meeting.

118/19 Matters arising from the Parish Council minutes of 25th March,2020.

There were none

119/19 Planning Applications

20/00187/FUL The Stables, Green Lane, Malvern WR14 4JQ

Replacement of demolished stable block with a new stable block including loose box and a store unit.

Members raised no objections to this application

120/19 Report of the Finance & General Purposes Committee meeting held on 16th April,2020

Draft Final accounts and Annual Governance return

The Clerk advised that he had completed the draft 2019/20 Final Audit and Governance return (AGAR) which was now due to be examined by Diane Malley -the Council's Internal Auditor- prior to the submission of the statutory AGAR return.

Cash Holdings and Reserves

It was noted that the Council's total cash holdings as at 31st March totaled some £179,946 of which £129,000 was being held in the Council's reserves which had been earmarked for specific purposes.

2020/21 Base Budget

The Committee had approved the figures contained within the budget report which had been prepared by the Clerk for 2020/21. Income for the financial year was expected to outturn at £99,900 set against estimated expenditure of £121,255

It was anticipated that the level of the Council's Cash reserves was due to fall from £180K to £159K by 31st March, 2021.

It had been intended to increase the 20/21 parish precept demand by 1.5%. However, due to the unexpected reduction in the Parish Council Tax Base, the precept had actually risen by 3.2% for the 20/21 financial year. To compensate Parish Council Taxpayers, it was anticipated that there would be no increase in the 2021/22 precept which would mean that the parish element of the council Tax levy would equate to approximately 1.65% over the two- year period running from 1st April 2020 to 31st March, 2022

The Committee had agreed that the following sums should be included in the projected 2020/21 budget: -

- £7.9K as a contingency for the potential crossover in the employment of the new Parish Clerk & Responsible Finance Officer
- £7.5K for payment of the Housing Needs Survey and final consultancy fees for the production of the Council's Neighbourhood plan
- £2.5K for new play equipment for Assarts Road
- £1.6K additional income- increase in parish precept

Annual review of financial regulations, standing orders, risk register and schedule of Insurances

It was noted that the above-mentioned areas of review would be undertaken by the outgoing Clerk and RFO during the initial handover period in conjunction with his successor. Any relevant reports would

be presented to a future meeting of the Finance & General Purposes Committee for consideration

121/19 Report of Gas Lamps working group. There had been no meeting of the group since the previous Parish Council meeting

122/19 Report of the Communications Working Group A meeting was due to be convened to consider the format and publication dates for the next edition of the magazine. A decision would need to be undertaken as to whether or not to include any advertising for the Summer Fete which could well not be able to proceed this year due to the impact of COVID-19. Cllr T O'Donnell, in her capacity as Chairman of the Working group, agreed to discuss the matter with the Chairman of the Council to set out the way forward.

123/19 Report of the Open Spaces Working Group

There had been no meeting of the group since the previous Parish Council meeting. It was noted that due to instructions received from Central Government, regarding the containment of the COVID-19 virus, the Assarts Road Play area would remain closed until further notice.

124/19 Report of the Events Working Group

There had been no meeting of the group since the previous Parish Council meeting. It was still unclear whether or not the Summer Fete would be able to be staged this year. Whilst contact with some of the usual stall holders for the provision of food and drinks had been made, it had not been possible to contact the usual suppliers for many of the usual infrastructure items, such as toilet hire, picnic benches first aid provision, children's pony rides etc, due to the lockdown of the companies concerned as part of the response to COVID-19.

If the current government instructions remained in place, regarding large social gatherings, it would certainly not be possible to stage the event anyway in terms of matters such as maintaining of social distancing and the continual cleaning of all surfaces etc.

The Council's Insurance policy could be invalidated if the event were to take place despite any regulations in place at the time. The Parish Council had no current contractual liabilities in respect of the fete at this stage.

A further review on the possibility of staging the 2020 fete would be undertaken at the 27th May Council meeting.

125/19 Report of the Neighbourhood Plan working Group

Cllr Chatten informed the meeting that some additional costs had arisen as a result of additional work which had been undertaken by the consultants to strengthen and support the evidence base for the Council's emerging plan.

Updates to the Local Green Space report and the Neighbourhood Plan Heritage Area Report had also been completed. It was anticipated that the costs of the additional works would be offset by additional government

grants received from Locality. Further grant funding stream could be opened up as a result of the fact that the Council was making a site allocation for development in respect of land near to the Worcestershire Golf Club.

Progress on the progress to Regulation 14 consultation was being delayed due to the impact of COVID-19

Further meetings were due to be held with the Council's consultants and update reports will be presented to future meetings of the Council as necessary

126/19 Report of the Jubilee Gardeners Working Group

Cllr Burrage reported that although the 2020 "It's your Neighbourhood Competition" had been cancelled, maintenance work at the Garden was continuing on a regular basis

The installation of the new signage which had been commissioned for the Garden was now due to be completed

127/19 Report of the Cemetery Working Group

A meeting of the group was due to be held to review the cemetery procedures prior to the handover of duties to the new Clerk

128/19 Co-option of New Parish Councillor

An application to join the Parish Council had been received, Via Cllr Dyde, from Mrs Chrissie Gates. The Clerk had sent Mrs Gates some background information regarding the role and advised that the application would be considered at the Parish Council meeting which was scheduled for 27th May

129/19 Financial matters - Approval of the schedule of accounts payable

| Ref | Payee | For | £ | £ | £ |
|------|----------------------------|--------------------------|-----------------|---------------|-----------------|
| 1609 | Steve Maund | Outdoor work April | 1,018.25 | | 1,018.25 |
| 1610 | Martin Thomas | Cemetery work - January | 172.38 | | 172.38 |
| 1611 | D M Taverner | Office phone April Qtr | 110.56 | 33.00 | 143.56 |
| 1612 | Printed Banners and Signs | Carol Concert Banner | 77.00 | 15.00 | 92.00 |
| 1613 | Wyche Institute | Room Hire NDP | 38.00 | | 38.00 |
| 1614 | Viking Uk | Printer Ink | 67.94 | 13.74 | 81.68 |
| 1615 | Malvern Wells Village Hall | Room Hire Meetings | 80.00 | | 80.00 |
| 1616 | British Gas Trading | Gas Lamps Fuel | 1,283.88 | 256.78 | 1,540.66 |
| 1617 | Sight Designs Ltd | Gas Lamps maintenance | 847.30 | 169.46 | 1,016.76 |
| 1618 | BHIP Insurance | Annual Insurance Premium | 1,684.06 | | 1,684.06 |
| 1619 | British Telecom | Broadband - March Qtr | 200.20 | 40.04 | 240.24 |
| 1620 | Collett Accountancy | Payroll preparation | 340.00 | 68.00 | 408.00 |
| 1621 | D M Taverner | Salary March | 1,715.16 | | 1,715.16 |
| 1622 | NEST - Clerks Pension | April | 112.54 | | 112.54 |
| | | TOTALS | 7,747.27 | 596.02 | 8,343.29 |

130/19 Report of District and County Councillors to 29th April Parish Council meeting and Malvern Hills.

The latest reports can be viewed at the following link -[Latest District and County Council reports](#)

There being no other business the Chairman closed the meeting at 7.55 pm

Signed as approved..... Chairman 29 April ,2020