

UNADOPTED

**MINUTES OF A MEETING OF  
MALVERN TOWN COUNCIL**  
held remotely via Zoom on  
**Wednesday 21 April 2021 at 6.00 pm**

**Councillors**

Present

N Morton (Chairman)  
L Lambeth (Vice Chairman)  
C Bovey (apologies for lateness)  
J Dallow  
C Hooper  
N Houghton  
J Leibrandt  
L Lowton  
P Mewton  
N Mills (apologies for lateness)  
J O'Donnell  
C Palmer (apologies for lateness)  
J Satterthwaite  
P Smith  
A Stitt  
S Taylor  
P Tuthill  
D Watkins

**Absent**

S Charles (apologies)  
R McLaverty-Head

**Also in attendance**

L Blake - Town Clerk  
L Wall – Minute Clerk  
  
Cllr Peter Whatley

The meeting started at 7.05 pm.

1. **APOLOGIES FOR ABSENCE**

Apologies received from Cllr Samantha Charles were **NOTED**.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, to be signed by the Mayor in due course:

- Full Council meeting 3 March 2021.

**PUBLIC PARTICIPATION**

None.

***Cllrs Bovey, Mills and Palmer joined the meeting at 7.12 pm.***

4. **MAYOR'S ANNOUNCEMENTS**

The Mayor reported that it was good to see lockdown measures being gradually relaxed with shops, pubs, hairdressers etc now able to re-open.

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The Annual Town meeting had been held on 17 March and had been well attended by councillors, although no members of the public had been present.

The Mayor said he had taken part in a litter-pick in Victoria Park and had also had talks with McDonalds at the retail park over measures that could be taken to identify those who drive out of the retail park and throw their litter out of car windows.

The Mayor reported that the Chair of Guarlford Parish Council had contacted him regarding the application for an easement and asked Council if they wished to submit an objection or comments. Town Councillors felt that this area was an important approach to Malvern with the visual study included in the Neighbourhood Plan identifying it as a key viewpoint. It was agreed that Cllr Morton and Cllr Hooper would draft a response that Malvern Town Council urged the Malvern Hills Trust to refuse the easement because the Guarlford Road is a very important route into Malvern and if houses were built either side, they would have a negative impact on the character of the area.

### 5. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

#### County Reports

**Cllr O'Donnell** reported that he had sent the results of a Pickersleigh Residents survey to the Town Clerk. This survey undertaken with Platform Housing allowed residents to respond to local issues and would be circulated to any councillors who were interested. There were quite a few road resurfacing works in progress and most of these were due to utilities repairs, although some were as a result of broadband upgrades and gulley repairs. There had not been any covid cases in the over 60's reported in the past seven days and the infection rate had fallen by 42%.

**Cllr Tuthill** reported that this would be his last report as a County Councillor as he was not standing for re-election and that it had been an enjoyable eight years. The Acute Trust has plans to spend up to £70m on improvements in urgent care facilities, including the creation of a new stroke unit. £20m of the overall amount will be spent on moving and expanding the Accident and Emergency Department. Cllr Tuthill said he was pleased to see how well Worcestershire had performed in delivering covid vaccinations.

Cllr Tuthill then raised concerns over the expiry of Network Rail's lease at Malvern Link station, impacting on the availability of parking and that there seemed to be a lack of awareness of the situation. This would possibly be a change of use and Cllr Palmer agreed to raise this at District Council.

The Mayor thanked Cllr Tuthill for the quality and frequency of his reports over the years.

#### District Reports

There were no district reports.

### 6. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

#### Town Council Ward Reports

## UNADOPTED

There were no Town Council ward reports.

### Outside Bodies

**Cllr Hooper** reported that the Malvern Hills College Task Force continued to meet weekly but the Chair had signed a non-disclosure agreement with the WCG, and so no information could be given, other than the Worcestershire Community Foundation and WCG have been in discussions.

**Cllr Stitt** reported that he had attended the first meeting of the Malvern Hills Youth Action Network and it was **NOTED** that he would circulate a written report to members of Full Council.

## 7. **MEMBERS' QUESTIONS**

There were no members' questions.

## 8. **UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

The Town Clerk provided a verbal update on Town Council operations and activities:

- The legislation to hold remote council meetings is due to expire on 6 May. NALC is supporting the lobbying by various bodies to extend legislation in respect of virtual meetings.
- The next Full Council meetings are due to be held on Monday 24 May and Wednesday 26 May in person and will be held at a venue to be confirmed. A full risk assessment will be completed ahead of the meetings. Members of the public will be able to view the meetings remotely.
- Letters have been sent to WCC regarding the 99 steps and speed limits within the town. Responses have been chased but not yet received.
- A letter was sent to WCC regarding bike racks in the town – the Transport Infrastructure Commissioning Team have no objection in principle to the placement of bike racks but require detailed location plans for a proper assessment.
- A new VAS is now operational on the Guarlford Road to address speeding, a matter which was first raised in June last year.
- Town Council operations are running as normal with football fixtures now being resumed. However, changing facilities will not be provided for the remainder of this season.
- The Town Council Offices remain closed to members of the public.
- The vacancy for grounds maintenance operative on a one-year contract has now been filled with the new staff member due to start in May.
- The Town Council continues to respond to requests for litter bins and although it is not possible to have a litter bin on every street, three new locations have been added to the Council list of bins recently, mainly to serve dog walkers.
- Grounds maintenance works are required to take place before the transfer of land at Mill Lane can be completed.
- The project to update the Council's IT services has now been completed along with the transfer of all data files.

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- The land slippage in Rosebank Gardens does not seem to be moving further but advice is to leave it to settle and reassess after the next heavy rainfall.
- After a useful meeting with Inspector Warner and MHDC, Officers are reporting antisocial behaviour at Victoria Park via the online West Mercia reporting facility most days and there is a marked increase in patrols in the area.
- The Council's first ever online event is being held tomorrow from 10 am until 8pm for Earth Day. Putting on this event has been quite a challenge for Town Council Officers as it is very new technology-wise, but Clare and Lyndsey have worked hard within the constraints of social distancing and technology and managed to put together an excellent programme.
- The Town Clerk reminded Councillors that the Health and Wellbeing Fair is going ahead on Saturday 1 May and will also be held online.

### 9. **LOCAL AUTHORITY REMOTE MEETING – CALL FOR EVIDENCE CONSULTATION**

Report CL01/21 was received and accepted.

The questionnaire had been circulated with the report and members were asked for their thoughts on submitting a response.

It was **AGREED** that Cllr Cynthia Palmer, Cllr Neil Morton, Cllr Nick Houghton and Cllr Aidan Stitt would form a task and finish group to put together a council response to the Call for Evidence Consultation on remote meetings.

Councillors were asked to return their responses to the office by Friday 30 April and the task and finish group would then collate these.

### 10. **UNITY CORPORATE MULTIPAY CARD**

Report CL02/21 was received and accepted.

Members felt it would be a good idea to have a MultiPay card that enabled purchases to be made by Officers for events etc. without having to use their own money and reclaim via petty cash. The limit for a single transaction would be £500 with an overall monthly total of £1,500.

Some members suggested increasing the single transaction limit, but the Town Clerk said she would prefer to keep the limit at £500 during the initial trial period.

It was **RESOLVED** to apply for a Unity Corporate MultiPay card for use by Town Council Officers.

It was **AGREED** that the card transactions and limits would be reviewed monthly, and that limits could only be increased by the Town Clerk in agreement with the Mayor or Chair of the Policy and Resources Committee.

### 11. **POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

Report CL03/21 was received and accepted, and the Chairman presented the recommendations from the meeting held on 31 March 2021.

- i. **Minute 131 Malvern Town Community Support Grant – CAB**

**UNADOPTED**

The Chairman of Policy and Resources Committee explained that although the CAB was now known by the name of Citizens Advice South Worcestershire, any grant monies awarded by the Town Council was ringfenced for use in Malvern only. The amount of the grant had been increased from £15,500 at the Policy and Resources Committee meeting to £16,000, as it was felt that the work carried out was vital and deserved an increase in the grant amount.

It was **RESOLVED** to award a grant of £16,000 per annum for three years to the Citizens Advice South Worcestershire.

ii. **Minute 134 ARCOS large grant 2019**

It was **RESOLVED** that ARCOS be allowed to retain their 2019 grant of £3,500 for an outdoor play area project in May 2021.

iii. **Minute 135 Assessment of Malvern Town Council's Significant Risks in achieving its short-term objectives**

It was **RESOLVED** that the assessment of the Town Council's significant risks to achieving its short-term objectives be accepted.

iv. **Minute 137 Vexatious Behaviour and Complaints Policy**

It was **RESOLVED** to adopt the draft Vexatious Behaviour and Complaints Policy without any further amendments.

The Mayor requested that a copy of the policy be sent to all members.

**12. DATE AND TIME OF NEXT MEETING**

It was agreed that the date of the next meeting would be the Extraordinary Full Council meeting to be held on Monday 24 May 2021 at 6.00pm. This meeting has been called to discuss the new pavilion at Victoria Park, and the Mayor reminded members that there was a meeting of the Victoria Park Pavilion Task and Finish Group on 13 May 2021.

The meeting finished at 8.45 pm.

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(Chairman)