

UNADOPTED

**MINUTES OF A MEETING OF  
MALVERN TOWN COUNCIL  
held remotely via Zoom on  
Wednesday 3 February 2021 at 6.00 pm**

**Councillors**

Present

N Morton (Chairman)  
L Lambeth (Vice Chairman)  
C Bovey  
S Charles  
J Dallow  
C Hooper  
N Houghton  
J Leibrandt  
L Lowton  
R McLaverty-Head  
N Mills  
J O'Donnell  
C Palmer  
J Satterthwaite  
P Smith  
A Stitt  
S Taylor  
P Tuthill  
D Watkins

**Absent**

P Mewton

**Also in attendance**

L Blake - Town Clerk  
L Wall – Minute Clerk

Cllr John Raine (MHDC & WCC)

Cllr Natalie McVey (MHDC)

Cllr Julie Wood (MHDC)

**275. APOLOGIES FOR ABSENCE**

Apologies received from Cllr Patrick Mewton were **NOTED**.

**276. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**277. 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 16 December 2020.

**PUBLIC PARTICIPATION**

None.

**278. MAYOR'S ANNOUNCEMENTS**

The Mayor reported that unfortunately due to the ongoing coronavirus pandemic he had not had any engagements to attend and did not have anything to report.

**279. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE****COUNTY REPORTS**

**Cllr Paul Tuthill** reported that the budget had been reviewed at an Overview and Scrutiny Performance Board meeting and it looked likely there would be an overall 2.5% increase in funding with 1% of this for social services. WCC spends approximately £1 million per day of which 75% is for social care services, thus not leaving a lot spare for highways, the environment etc. The health services are short-staffed and facing many challenges, and the contract to use private hospitals has been extended. There was positive feedback on vaccines which were being given through doctors and primary care centres and at bigger sites such as the ARTRIX in Bromsgrove.

**Cllr James O'Donnell** reported that the uptake of coronavirus vaccines had been encouraging with Worcestershire being in the top three counties for delivery of the vaccine; works to improve the roundabout at the junction of the A4104 and A38 at Upton had been approved, and funding was to be provided to upgrade broadband speeds in the local area and carry out repairs and improvements to footpaths and pavements.

**DISTRICT REPORTS**

**Cllr John Raine** reported that MHDC had just won the Litter Initiative category in the Keep Britain Tidy Awards. The initiative involved encouraging residents to adopt a street, and to keep it clean and tidy. It had been a very successful campaign with many streets being adopted and residents working hard to keep litter at bay. Two MHDC officers had accepted the award on behalf of the council. Cllr Morton passed on his congratulations and thanks on behalf of MTC to MHDC for the success of this scheme.

**Cllr Cynthia Palmer** said that plans for Priory Park were progressing and water testing and ecological surveys had been carried out. It was hoped that works would start in the late summer at the same time as improvements to the play area. Although works at Splash were nearly complete, it would not be able to open during the current lockdown.

**Cllr Julie Wood** explained that now plans for Priory Park were reaching finalisation, there would be a lot more information made public, probably in the form of signs in the park, and via Friends of Priory Park.

**Cllr John Raine** added that the project for the play area would have to be re-tendered but it was very much everyone's desire to get the work completed as soon as possible.

**Cllr Natalie McVey** informed the meeting that following a short delay, the vaccination centre planned for the Three Counties Showground would now be open by the end of the month.

**Cllr Samantha Charles** congratulated the district council for keeping the streets clean and also the town council staff for their continued work in removing rubbish and litter from various areas in the town. She has received numerous complaints

## UNADOPTED

from residents about the ongoing housing developments but is keeping in touch with the Enforcement Team. She has also been in contact with the County Council over blocked road drains and the clearance of debris from gutters.

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

#### TOWN COUNCIL WARD REPORTS

**Cllr Neil Morton** is still receiving complaints from members of the public about the Qinetiq site but he has had monthly meetings with the developers to discuss the various problems caused by the works, which have recently included flooding. A newsletter would be sent out to keep local residents informed of the works.

**Cllr Neville Mills** – reported that there had been an increase in dog fouling at Lower Howsell playing fields. He had reported this to the Town Clerk and also to the Street Scene Team at MHDC.

#### OUTSIDE BODIES

**Cllr Clive Hooper (CALC)** had attended a meeting of the CALC Executive Committee at which it had been queried why there was no information provided by town and parish councils to council tax payers with their bill, showing how the town council's share of the precept was calculated. The Town Clerk explained that a leaflet had been included in previous years but had been stopped by the district council due to issues with printing and circulation.

**Cllr Clive Hooper (Malvern Hills College task group)** reported that there was a petition circulating objecting to the closure of the college and nearly 3,000 people had signed it but it was hoped that more signatures would be added. The task group had established there was a clear need for adult education facilities in Malvern and supported unanimously the Town Council's application for the college to become an Asset of Community Value. The date for the result of the application was 18 February.

The Mayor requested that a full report on Malvern Hills College be listed on the agenda for the next council meeting.

**Cllr Cynthia Palmer (Community Action)** – whilst there had not been a recent meeting, Community Action continued to work hard delivering food parcels for the food bank. There were plans to set up a book shop in the near future and members were asked to keep this in mind if they had any spare books to clear out.

**Cllr Samantha Charles** informed members that the Octagon Centre was running a community pantry every Thursday and a school meals project for those who would normally receive free school lunches.

### 281. MEMBERS' QUESTIONS

There were no members' questions.

### 282. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk provided a verbal update on town council operations and activities over the past few weeks.

## UNADOPTED

Staffing – the Operations Manager has been back at work since early January and is catching up on various projects, whilst the operations team were being kept busy maintaining council assets. Two areas of particular significance in recent weeks had been fly tipping on council ground and an increase in dog fouling.

Town Council offices – the offices continue to be manned during normal opening hours by staff working on a rota basis to reduce contact. When they are not in the office, staff are working from home. The operations team is also working on a similar basis to ensure health and safety, but all services are operating as usual, with play areas, allotments and the cemetery fully open.

Flats at rear of Belle Vue Terrace – these are both now tenanted following the renovation works.

Land at Mill Lane – solicitors have been working to get the deed of easement in place and Platform Housing have now agreed to the terms.

Wilding Task and Finish Group –has had to rearrange its most recent meeting due to not being quorate, therefore a request for more members to join this group has been made, with interested parties to contact the Town Clerk.

Waste and Emissions Group – it was agreed at the last meeting before Christmas that the Town Clerk would meet with MHDC Officers to discuss recycling but due to other essential services needing to be provided during lockdown, this has been postponed.

Bike racks – ownership of land proposed for bike racks has still to be confirmed in most locations, but the owner of the Brays building has responded positively and will apply for funding as the landowner. Officers are still in discussions with WCC about other sites.

IT services – updated IT services are well underway with the delivery of new equipment and full migration of files due to be completed by the end of February.

The Town Clerk has recently met remotely with MHDC's Carbon Reduction Project Officer and exchanged information with a view to closer working between the two councils. A further meeting with the Contracts and Development Manager led to some positive discussions about Section 106 funding that is applicable to the Town Council.

Victoria Park Pavilion – Officers are putting together a new tender specification for approval by the Task and Finish Group and the project will be re-started soon.

20mph Speed Limits – a reply is awaited from WCC and Officers will chase this up in time for Full Council meeting in March.

Precept - a final update from MHDC showed that the 2021-22 tax base for Malvern Town will be 10,556.92. This is slightly lower than predicted but means that a Band D Council Tax Charge for Malvern Town Council will be £64.69, a decrease of 11 pence from last year.

Rosebank Gardens Fountain – work on this has now restarted following the return of the Operations Manager and it is hoped that the fountain will be finished by October of this year.

UNADOPTED

**283. CALENDAR OF MEETINGS 2021/22 COUNCIL YEAR**

Report CL01/21 was received and accepted.

The Town Clerk informed members that the calendar had been drafted to avoid any clashes with MHDC meetings as far as possible, but some conflicts were inevitable given that there were a couple of town council meetings that could not be moved, due to the timings of items such as the budget and year end accounts.

Officers will contact MHDC Officers to ask if they would consider moving their meetings where there is an avoidable conflict.

Council **AGREED** the calendar of meetings for 2021/22.

**284. APPOINTMENT OF REPRESENTATIVE TO MALVERN HILLS DISTRICT YOUTH ACTION NETWORK**

Report CL02/21 was received and accepted.

It was **RESOLVED** that the Town Council should elect a representative to Malvern Hills District Youth Action Network. Two councillors were nominated for this role and a secret ballot was held.

It was **RESOLVED** that Cllr Aidan Stitt be elected as the Town Council's representative to Malvern Hills District Youth Action Network.

**285. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

Report CL03/21 was received and accepted.

Cllr Hooper, Chairman of the Policy and Resources Committee presented three recommendations for approval by Full Council from the meeting held on 27 January 2021.

**Minute 114 Quarterly Accounts – third quarter 2020/21 October, November, December**

- i. It was **RESOLVED** to approve the Quarterly Accounts for the third quarter ending 31 December 2020.

**Minute 117 Staffing Matters**

- i. It was **RESOLVED** that a Grounds Maintenance Operative should be recruited and employed on a one-year temporary contract.

When considering the second recommendation under minute 117 Staffing Matters, the Chairman of Policy and Resources Committee explained that as this item had been discussed in private session, it had not been possible to include detailed information in the minutes. If members required more information a discussion could be held at this meeting, but it would need to be under the same restrictions.

***EXCLUSION OF THE PRESS AND PUBLIC***

***It was AGREED to resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.***

The Chairman of Policy and Resources Committee then gave a brief outline of the details behind the recommendations and answered any questions, and the Town Clerk gave details of the changes suggested to terms and conditions and pay rates.

- ii. It was **RESOLVED** that the Council's out-of-hours call-out facility should continue with changes made to call-out terms, conditions and pay rates, better to reflect a fair package for employees and to ensure a reliable and effective service to the public.

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

It was agreed that the date of the next meeting of Full Council would be Wednesday 3 March 2021 at 6.00pm, to be held remotely via Zoom.

The meeting finished at 7.50 pm.

.....  
(Chairman)