



MALVERN TOWN COUNCIL

FULL COUNCIL

REPORTS

25 November 2021

6.00 PM

UNADOPTED

MINUTES OF A FULL COUNCIL MEETING OF MALVERN TOWN COUNCIL

held in the Council Chamber, Malvern Hills District Council, Avenue Road
on Thursday 7 October 2021 at 7.00 pm

Councillors

Present

N Houghton (Chairman)
C Hooper (Vice Chairman)
J Ashington-Carter
C Bovey
L Lambeth
J Leibrandt
N Mills
N Morton
C Palmer
J Satterthwaite
P Smith
A Stitt
S Taylor
P Tuthill
D Watkins

Absent

S Charles
L Lowton
J O'Donnell
R McLaverty-Head (apologies)

Also in attendance

L Blake – Town Clerk
C Porter – Operations Manager
L Davies – Minute Clerk
Cllr Kaleem Aksar, MHDC

85. APOLOGIES FOR ABSENCE

Apologies received from Cllr McLaverty-Head were **NOTED**.

86. DECLARATIONS OF INTEREST

There were no declarations of interest.

87. 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, and they were signed by the Mayor:

- Full Council meeting 9 September 2021.

PUBLIC PARTICIPATION

None.

88. MAYOR'S ANNOUNCEMENTS

The Mayor reported that he and the Town Clerk had met with Simon Smith from Malvern Hills District Council (MHDC) and the Town Centre Transformation Plan Consultants, to discuss and walk around the town. The Town Clerk confirmed that after liaising with the consultants, an email will be sent to Councillors regarding setting a date for a meeting to discuss this in more detail. MHDC have issued a survey for residents to complete.

The Mayor had attended the Mayor of Gloucester's Ball, which was a fantastic opportunity to meet people from other local councils and he had also been very

UNADOPTED

pleased to congratulate and award medals to the finishers of the Help for Heroes walk in which the Town Clerk had participated.

A liaison meeting had recently been held with MHDC and the Mayor had also met with the Chairman of the Remembrance Committee to discuss arrangements for this year's Remembrance Commemorations. He also informed Council that officers at the Town Council have arranged for the wreaths to remain in place at the war memorial at Great Malvern Library for a month instead of a week.

The Mayor's charity calendar is near completion, pending a photoshoot at the Bowling Green at Victoria Park, taking place on Friday 8 October. The calendar has been entirely funded by sponsorship and all proceeds from the sale of the calendar will be donated to the Mayor's charities.

Future engagements include the attendance at the official opening of the Charlock Road development, a Baden Powell Society meeting and a visit to St Matthias primary school to present an award for the tallest sunflower following a recent competition linked to Malvern in Bloom.

The Mayor will also be attending the official planting of a tree in Victoria Park which has been a joint project to celebrate the 25th anniversary of the U3A.

89. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk reported the following:

Notice has now been given of the vacancy in Dyson Perrins ward. If ten electors from Dyson Perrins ward request an election before 15 October, then a by-election will be called, otherwise the vacancy will be filled by co-option.

A response has been submitted on behalf of the Town Council to the public consultation on district ward boundaries. The task and finish group delegated to submit the response suggested that the number of councillors for the Malvern Town area should be reduced from 15 to 12 and there were some alterations made to the current ward boundaries to achieve this. If anyone wants a copy of the submission, please contact the office.

Land at Mill Lane – groundworks finally began on the site about six weeks ago. Unfortunately, a planting scheme approved as part of the original planning application, and which has recently been provided would constrain Town Council plans for this area. After a very positive meeting with the MHDC planning officer, work is now being undertaken to submit a new landscape plan.

Heart of England in Bloom – The Town Council has been awarded gold in the Heart of England in Bloom competition and the Town Clerk reiterated that judges had assessed areas this year purely by portfolio, making particular mention of the high standard of the document. Praise was given to Lyndsey Davies for her hard work on this portfolio.

Peaky Blinders Casino Night – this event, in aid of the Mayor's charities, is taking place on 19 November. Flyers were available at the meeting and members were encouraged to attend if possible.

UNADOPTED

90. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

Cllr Natalie McVey, County Councillor, Trinity Division, had submitted a very detailed report, which had been distributed to all Councillors.

Cllr Kaleem Aksar, District Councillor for Malvern Link Ward - Cllr Aksar has been involved in community development work to establish independent communities to support themselves, he has been working with Platform on a survey to establish what is required in the community and what they would like.

Cllr Jack Satterthwaite, County Councillor, Malvern Chase Division informed the committee that he had seconded a notice of motion for more electric car charging points to be situated in residential areas, reinforcing the climate energy opportunity throughout the town. He is also campaigning about the lack of disabled access points in Barnards Green as this causes problems accessing businesses from pavements. He is working on a plan to outline which pavements are suitable and which are not in order that information on accessibility can be made more available.

Cllr Cynthia Palmer urged everyone to fill out the Town Centre consultation surveys being distributed by MHDC.

91. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

Cllr Neville Mills – had attended the annual meeting of the South Worcestershire CAB where appointment of members to the Board of Trustees had been made. Notes have now been passed onto the Town Clerk. Reports on domestic waste collection at Malvern Vale are now improving.

Cllr Clive Hooper - had attended the Local Government Association meeting at MHDC on Peer Reviews where councillors from neighbouring councils were in attendance. At the recent CALC Executive Committee meeting it was agreed to adopt the Employment Kite Mark scheme as well as a 1% increase on subscription rates would apply if the Town Clerk had a CILCA qualification, if councils were part of the Local Councils Award Scheme or if the employment Kite Mark had been awarded.

Cllr Aidan Still had been unable to attend the recent Malvern Hills Youth Action Network meeting, but would forward the notes from the meeting once received to Louise Wall for distribution to all.

92. MEMBERS QUESTIONS

There were no questions.

93. CONFIRMATION OF CASUAL VACANCY IN CHASE WARD FOLLOWING NON-ATTENDANCE

Report CL01/21 received and accepted.

It was **RESOLVED** to declare a casual vacancy in Chase Ward following a period of non-attendance by Cllr Samantha Charles exceeding six months.

UNADOPTED

94. **APPOINTMENT OF NEWLY ELECTED COUNCILLOR TO POLICY AND RESOURCES COMMITTEE**

Report CL02/21 received and accepted.

It was **RESOLVED** to appoint Councillor Ashington-Carter as a member of the Policy and Resources Committee.

95. **NOTICE OF MOTION - HM THE QUEEN'S ANNIVERSARY JUNE 2022**

Cllr Peter Smith outlined his Notice of Motion that Malvern Town Council should mark the Platinum Anniversary of HM Queen Elizabeth II's accession to the throne by placing a hand-forged obelisk in the centre of the circular bed at the entrance to Rosebank Gardens.

The costs quoted by How Caple Forge are £500, with an additional cost of £400 quoted by Croft Castings for the plaque.

It was **RESOLVED** to agree funding of £1,000 for a hand-forged obelisk to mark the Queen's Platinum Jubilee in June 2022.

96. **LAND SLIPPAGE IN ROSEBANK GARDENS**

The Town Clerk reported that unfortunately the report from the geotechnical engineers had been delayed and could not be presented to the meeting. The report will now be submitted to the Planning and Operations Committee meeting on 20 October.

97. **NEW BASKETBALL COURTS AT VICTORIA PARK**

The Town Clerk reported that the Town Council has employed a local person working half an hour daily to close the basketball courts at dusk. The Council has had some extremely positive comments about the courts. They are being well used and it is the intention to run some training days and group games as well as inviting schools and clubs to book the courts from 2022.

There has also been an offer from a local company to assist in installing CCTV cameras at the site.

98. **CHRISTMAS LIGHT SWITCH-ON EVENT**

Report CL04/21 was received and accepted.

The Town Clerk outlined the arrangements for the Christmas Lights switch on event which did not include a parade but otherwise saw a return to a more normal switch on event, with a craft and food market, Santa's grotto at the library and a selection of entertainment throughout the town. It was **AGREED** that the Christmas Lights switch on event would be held on Saturday 27 November from 10am until 6pm with arrangements as outlined in report CL04/21.

99. **VICTORIA PARK PAVILION TASK & FINISH GROUP RECOMMENDATIONS AND UPDATE – MEETING HELD 29 SEPTEMBER 2021**

Report CL05/21 was received and accepted.

UNADOPTED

It was **RESOLVED** to put the buildings at Belle Vue Terrace up for sale to test the market as part of the fully costed business case, whilst continuing to look at the option of retaining the building.

100. **OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS – MEETING HELD 29 SEPTEMBER 2021**

Report CL06/21 was received and accepted and the Chairman of Operations and Planning Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting.

It was **AGREED** to consider the recommendations in 2.2 of the report separately.

i. **Minute 45 The Mayor's Bonanza**

It was **RESOLVED** to hold the Mayor's Bonanza on Sunday 28 August 2022 and to increase the budget to £7,500 for this event.

ii. **Minute 51 Operational Projects 2022-23**

It was **RESOLVED** to accept all the Operational Projects, totalling £60,000.

Cemetery roadway - Tarmac area around the chapel, plus potholes in various areas	£15,000
Dukes Meadow - Tarmac pathway from Sherrards Green Road to Dukes Meadow	£8,000
Michaels Crescent - Refurbish play area	£15,000
Victoria Park - Replace trim trail	£10,000
Rosebank Gardens - Replace fencing and refurbish footpath on western boundary	£12,000
Total	£60,000

iii. **Minute 52 Vehicle and Machinery Replacement Fund 2022-23**

It was **AGREED** to replace the John Deere mower at a cost of £12,500. However, the replacement vehicle (2015) was to be postponed until the next Full Council meeting whereupon the Environmental Panel will present a cost matrix detailing the viability and costings of an electric vehicle compared to a non-electric vehicle.

101. **ENVIRONMENTAL PANEL**

The Chairman of the Environmental Panel informed Council that the panel were obtaining quotations to look at measuring the Council's carbon footprint.

Malvern Community Forest were in discussions with Platform Housing about the management of the plot of land off Beauchamp Road. Malvern Community Forest had agreed to be the managing agents and would work with the community to manage this piece of land. A grant would initially have to be sought for set-up.

After discussion with the Operations Manager and a site meeting to discuss Mill Lane and rewilding sites, it was suggested that a three-year plan with outline costs be established. It had been agreed that future planting schemes should include 80% perennials and 20% annuals and that a target should be set of planting for troughs, baskets and planters in spring 2022 to be 50% insect-friendly.

UNADOPTED

102. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Thursday 4 November 2021 at 6.00 pm.

The meeting finished at 8.30 pm.

.....
(Chairman)

DRAFT

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Thursday 25 November 2021 at 6.00 pm
in the Council Chamber, Malvern Hills District Council, Avenue Road**

ENVIRONMENTAL PANEL RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider the recommendations from the meetings of the Environmental Panel, held on 18 November 2021 and listed below.

2.2. Recommendations to be presented by the Chairman of the Environmental Panel or, if absent, the Vice-Chairman.

Minute 29 Purchase of Electric Vehicles

- i. It was **RECOMMENDED** that the Town Council purchases an electric buggy suitable for its needs, subject to the maximum cost being no more than 30% extra to a standard vehicle.

Minutes 31 The Queen's Green Canopy Jubilee Celebrations 2022

- ii. It was **RECOMMENDED** that the Town Council takes part in the Queen's Green Canopy scheme for the Platinum Jubilee 2022.
- iii. It was **RECOMMENDED** that a new Jubilee orchard be created at Greenfield Road with a variety of twenty-five fruit trees being planted.

Minute 32 Recycling Bins

- iv. It was **RECOMMENDED** that five recycling bins are purchased at a cost of £2,000 to be placed outside schools in the following locations. The bins would be near rubbish bins but not next to them, to try to avoid cross contamination.

- Dyson Perrins High School – 2 bins
- The Chase High School – 2 bins
- Malvern Cube – 1 bin

The Town Council will work with MHDC on a campaign to promote the use of these new bins.

3. Background

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.

3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.

3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

4. Financial Implications

4.1. Please see individual committee reports.

5. Legal Implications

5.1. Please see individual committee reports for specific details.

5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Thursday 25 November 2021 at 6.00 pm
in the Council Chamber, Malvern Hills District Council, Avenue Road**

AUDIT COMMITTEE RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider the recommendations from the meeting of Audit Committee held on 13 October 2021 and listed below.

2.2. Recommendations to be presented by the Chairman of the Audit Committee or, if absent, the Vice-Chairman.

Minute 14 Review of Town Council Events Budget

i. It was **RECOMMENDED** that the underspend from this year's event schedule of approximately £15,000 should be earmarked and carried forward to 2022/23.

Minute 15 Town Council Invoicing Procedure

ii. It was **RECOMMENDED** that no changes should be made to the current procedure for invoicing Town Council customers as it was satisfactory.

Minute 16 Internet Banking Review

iii. It was **RECOMMENDED** that the current procedures should remain in place for internet banking and were both sufficient and robust.

3. Background

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.

3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.

3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

4. Financial Implications

4.1. Please see individual committee reports.

5. Legal Implications

5.1. Please see individual committee reports for specific details.

- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Thursday 25 November 2021 at 6.00 pm
in the Council Chamber, Malvern Hills District Council, Avenue Road**

OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 20 October 2021 and listed below.

2.2. Recommendations to be presented by the Chairman of the Operations and Planning Committee or, if absent, the Vice-Chairman.

Minute 58 Bands in the Park and Alternative Bands in the Park 2022

i. It was **RECOMMENDED** that a budget of £9,500 be allocated for the Bands in the Park/Alternative Bands in the Park programme for 2022/23.

Minute 61 Review of Charges for Town Council Operational Services 2022/23

ii. It was **RECOMMENDED** that there should be an increase in some cemetery charges that were currently low in comparison with charges at other cemeteries:

Purchase of a cremated remains space

Resident	£20 increase to £200
Non-resident	£40 increase to £400

Interment of cremated remains

Resident	£20 increase to £200
Non-resident	£40 increase to £400

Interment in unpurchased grave space

Persons 5 years and over	
Resident	£43 increase to £600
Non-resident	£86 increase to £1,200

Interment of cremated remains in unpurchased grave space

Resident	£80 increase to £300
Non-resident	£160 increase to £600

iii. It was **RECOMMENDED** that there would be **no** increase in allotment charges for the year 2022/23.

iv. It was **RECOMMENDED** that there would be **no** increase in charges for the hire of sporting facilities for the year 2022/23.

3. Background

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any

recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

- 3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.
- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

4. Financial Implications

- 4.1. Please see individual committee reports.

5. Legal Implications

- 5.1. Please see individual committee reports for specific details.
- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Thursday 25 November 2021 at 6.00 pm
in the Council Chamber, Malvern Hills District Council, Avenue Road**

POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 4 November 2021 and listed below.

2.2. Recommendations to be presented by the Chairman of the Policy and Resources Committee or, if absent, the Vice-Chairman.

Minute 26 Review of Town Council Objectives – Short and Long Term

It was **RECOMMENDED** that the relevant aims and objectives should form part of reports sent to committees and council where relevant so that policy decisions can be made in line with approved objectives.

3. Background

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.

3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.

3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

4. Financial Implications

4.1. Please see individual committee reports.

5. Legal Implications

5.1. Please see individual committee reports for specific details.

5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake
Town Clerk