

**UNADOPTED**

**MINUTES OF A FULL COUNCIL MEETING OF  
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Malvern Hills District Council, Avenue Road  
on Thursday 25 November 2021 at 7.00 pm**

**Councillors**

Present

N Houghton (Chairman)  
C Hooper (Vice Chairman)  
J Ashington-Carter  
L Lambeth  
L Lowton  
R McLaverty-Head  
N Mills  
C Palmer  
J Satterthwaite  
P Smith  
A Stitt  
S Taylor  
P Tuthill  
D Watkins

**Absent**

C Bovey (apologies)  
J Leibrandt (apologies)  
J O'Donnell (apologies)  
N Morton (apologies)

**Also in attendance**

L Blake – Town Clerk  
C Porter – Operations Manager  
L Wall – Minute Clerk  
Cllr Karen Hanks, WCC

One member of the public

**103. APOLOGIES FOR ABSENCE**

Apologies received from Cllrs Caroline Bovey, Josephine Leibrandt, James O'Donnell and Neil Morton were **NOTED**.

**104. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**105. MINUTES OF PREVIOUS MEETING**

Cllr Hooper requested two amendments to the minutes of the previous meeting as follows:

**Minute 91 Town Council ward reports/representatives on outside bodies**

To read: "at a recent CALC Executive Committee meeting it was agreed to adopt the Employment Kite Mark scheme; as well as a 1% increase on subscription rates, a 5% reduction 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."

**Minute 98 Christmas Lights switch on event**

Correction to spelling mistake in the word "parade"

It was **RESOLVED** that with these amendments, 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 7 October 2021.

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### **PUBLIC PARTICIPATION**

Tania Robertson, a local contemporary artist, asked councillors to consider her idea of exhibiting art in the display cabinet in the library and for ideas on how to get members of the community involved. Members thanked Ms Robertson for attending the meeting and advised that the cabinet is now managed by the library staff. It was suggested that she should enquire about the larger exhibition space downstairs in the library by the café, as this may be more suitable for her needs. Members also advised contacting The Cube which has exhibition space available for hire.

### **106. MAYOR'S ANNOUNCEMENTS**

The Mayor reported that the charity calendars and Christmas cards were selling well and that he had recently attended the following events:

- The Mayor of Worcester's Civic Service
- A virtual school assembly at the Bridge School, Hanley, where the students had been very interested in what a council does
- Planting of the Black Pear tree in Victoria Park with Malvern U3A
- St Matthias school to award a prize for the tallest sunflower
- Armistice Day and Remembrance Sunday services
- Placing of a poppy wreath on a special poppy train to Paddington Station

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

The Town Clerk reported as follows:

- Elections would take place in Dyson Perrins and Chase Wards on 16 December. There are two candidates for each vacancy.
- The planning application for the amended planting scheme for the land at Mill Lane, as agreed by the Town Council and the developer, has now been submitted with a deadline date of 17 December 2021.
- The buzzards in Rosebank Gardens have been lit up in purple light as part of the campaign to raise awareness of pancreatic cancer, following contact from a Priory Ward resident. The purple lights will remain on until the end of November.
- If members were unable to attend a committee meeting they should substitute another councillor to ensure quorum is reached.

### **108. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

Written reports had been received from Cllr Natalie McVey, Cllr John Raine and Cllr Beverley Nielsen prior to the meeting and distributed to all councillors.

**Cllr Karen Hanks, County Councillor, Link Division**, attended the meeting and reported that following a visit to Malvern Link from the Highways department, she would contribute part of her discretionary budget towards footpath repairs on Lower Howsell Road. The kerblines at a drop crossing at Players Avenue and Lower

## UNADOPTED

Howsell Road will be reset and an assessment carried out on Lower Howsell Road to establish whether a controlled or uncontrolled crossing point is required to aid children crossing to Church Road and St Matthias school.

Cllr Hanks and Cllr McVey had supported an initiative between Malvern Link with Cowleigh Churches and the Co-operative food store, whereby unsold food would be offered to the community from fridges located in the Ascension Nursery. This project has also been supported by the two district councillors for Link ward.

**Cllr Jack Satterthwaite, County Councillor, Malvern Chase Division** informed the committee that he had been advised of more roadworks in Barnards Green, which was obviously upsetting to traders and residents. He was working to find out if these roadworks could be delayed beyond the Christmas period, and if not, how the traders and residents might be supported through another difficult period of trading.

The Operations Manager told members that he had been in discussions with the utility company Cadent and that the roadworks would now be postponed until January.

Cllr Satterthwaite also reported that WCC had made a bid to government for £86 million to support and improve bus services and this may give the option to fill black spots in services within Malvern.

**Cllr Cynthia Palmer** urged members to put forward their ideas and comments on the town centres studies, to say what they and their electorate wanted. Cllr Palmer also mentioned that there would be a Poverty Summit on Tuesday 30 November from 10am until 12.30pm and everyone was welcome.

### 109. **TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

**Cllr Clive Hooper:**

Task Force for Malvern Hills College Cllr Hooper noted that a letter had been sent to each Councillor from Gemma Wiseman, Save Our College Student Group, to Dr Lorna Pursglove and Karen Riley summarising the current position and advertising a rally to be held in Priory Park on 30 November. Cllr Hooper had asked the Town Clerk if it would be possible to have a letter of continuing support from the Town Council and this would be provided given the previous resolutions made by the council on this matter.

CALC Executive meeting Cllr Hooper attended a meeting of the Executive committee on 16 November where the guest speakers were David Throupe from the Environment Agency and the Clerk of Tenbury Parish Council. He reported that the 'Levelling Up White Paper' had been mentioned and it was understood that this would seek to achieve more delegation to local authorities including local councils.

### 110. **MEMBERS QUESTIONS**

There were no members questions.

### 111. **CHRISTMAS LIGHTS SWITCH ON EVENT**

## UNADOPTED

The Town Clerk reported that as the weather forecast for the next few days was not favourable, including very high winds, a meeting had been held with the organiser of the arts and crafts market, to discuss whether it would be safe to hold the event. Due to the strength of the winds expected, the organiser had decided not to hold the market, and it had been agreed that the other outside activities of the switch on event would also be cancelled. Father Christmas would still appear in his grotto in Malvern Library, and there would be other indoor activities available. The lights would now be switched on at 6 pm on Wednesday 1 December, and all information would be passed on to the public via a press release, BBC Hereford and Worcester, and social media. Events planned for Malvern Link on 3 December and Barnards Green on 4 December would still go ahead.

### 112. **ENVIRONMENTAL PANEL RECOMMENDATIONS**

Report CL01/21 was received and accepted and in the absence of the Chairman, the Vice Chairman of the Environmental Panel, Cllr Sharon Taylor, presented the recommendations from the meeting held on 18 November 2021.

#### **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.

#### **Minute 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. The Town Council will work with MHDC on a campaign to promote the use of these new bins.
  - Dyson Perrins High School – 2 bins
  - The Chase High School – 2 bins
  - Malvern Cube – 1 bin

### 113. **AUDIT COMMITTEE RECOMMENDATIONS**

Report CL02/21 was received and accepted and the Chairman of Audit Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 13 October 2021.

#### **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.

## UNADOPTED

### **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.

## **114. OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

Report CL03/21 was received and accepted and the Chairman of Operations and Planning Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 20 October 2021.

### **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.

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

Report CL04/21 was received and accepted and the Chairman of Policy and Resources Committee, Cllr Clive Hooper, presented the recommendations from the meeting held on 4 November 2021.

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

**UNADOPTED**

- i. 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.

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

It was agreed that the date of the next meeting would be Tuesday 21 December 2021 at 6.00 pm.

The public meeting finished at 7.10 pm.

**117. EXCLUSION OF THE PRESS AND PUBLIC – FUTURE OF BELLE VUE TERRACE BUILDING**

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.

Report CL05/21 was handed round at the meeting and the Town Clerk reminded members that this report was confidential, and information contained within it should not be discussed outside of the meeting.

Councillors were then given 15 minutes to read and digest the report. A robust discussion followed with everyone given the opportunity to speak and give their opinion on this matter.

After discussion, Council **RESOLVED** to approve all five recommendations as detailed in the report.

The meeting finished at 8.25 pm.

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(Chairman)