

UNADOPTED

**MINUTES OF COUNCIL MEETING OF
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Malvern Hills District Council, Avenue Road
on Thursday 3 November 2022, at 6.00 pm**

Councillors

Present

N Houghton (Chairman)
K Aksar
C Fletcher
C Hooper
L Lambeth
F Matthews-Jones
R McLaverty-Head
D Mead
N Mills
C Palmer
J Satterthwaite
A Stitt
D Watkins

Absent

J Ashington-Carter
C Bovey (apologies)
J Leibrandt (apologies)
L Lowton (apologies)
J O'Donnell (apologies)
P Smith (apologies)
J Wilkinson (apologies)

Also in attendance

L Blake – Town Clerk
L Wall – Minute Clerk
C Porter – Operations Manager

Cllr John Raine (MHDC)
Cllr Karen Hanks (WCC)
Cllr Natalie McVey (WCC)

96. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Caroline Bovey, Josephine Leibrandt, Lou Lowton, James O'Donnell, Peter Smith and Josephine Wilkinson were **NOTED**.

97. DECLARATIONS OF INTEREST

None.

98. 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:

- Full Council meeting 6 October 2022.

PUBLIC PARTICIPATION

None.

99. MAYOR'S ANNOUNCEMENTS

The Mayor thanked everyone who had attended the quiz, helping to raise £700 for Guide Dogs. There were several engagements in the run up to Christmas which the Mayor and the Deputy Mayor would be attending.

100. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

Quiz - The Town Clerk also mentioned that the quiz had been a great success, with £700 being raised and the Mayor only reading out the answer as part of the question once!

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Low Traffic Neighbourhood – following a request at the previous Full Council meeting, a letter had been sent to cabinet member Mike Rouse, Worcestershire County Council, and copied to Cllr Karen Hanks (WCC) and the Link ward Town Councillors, requesting a trial Low Traffic Neighbourhood (LTN) in the Summerfield Road area. However, no response has been received to date and this will be monitored.

Operational projects – the refurbishing works to the play area at Michaels Crescent have begun whilst works to tarmac the pathway between Dukes Meadow and Sherrard's Green have been completed.

Events – upcoming events are Remembrance Commemorations from 10 – 17 November, The Christmas Light Switch On Event on Saturday 26 November and the Mayor's Charity Christmas Concert on Saturday 17 December.

SWDPR - a six-week consultation on the South Worcestershire Development Plan Review is currently taking place ending on 12 December. Any councillors interested in working on a Town Council response to this document were asked to contact the Town Clerk. The Neighbourhood Plan consultant is available to help with the response if required.

Staffing matters – the Town Clerk informed members that the item at the end of the agenda, which was to have been held in private session, had been withdrawn as it had not been possible to obtain the necessary information in time for the meeting.

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

Cllr Jack Satterthwaite, WCC

Guarlford Road – Residents had raised concerns over the lack of official consultation on the South Worcestershire Development Plan Review.

Airbnb – Cllr Satterthwaite had received several reports of late-night disturbances at Airbnb properties in Pickersleigh and Chase wards. He was working to find a solution and asked if any other members had heard similar reports.

Parking in Barnards Green – with an increase in traffic it was now proving difficult to park in Barnards Green with some people resorting to parking on the pavements. Traders have requested bollards outside shops to prevent this.

Construction traffic, Court Road – Cllr Satterthwaite had contacted Persimmon Homes to ask if construction traffic could be diverted but had not yet had a response.

20mph group – Cllr Satterthwaite has joined this group and will report back at future meetings.

Consultation on the West Midlands Rail Investment Strategy – Cllr Satterthwaite will distribute a link to all councillors regarding the consultation and hoped as many as possible would respond as it included the future of railway services coming into Malvern.

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Karen Hanks, WCC

Highways – Cllr Hanks has asked Mike Rouse to take into consideration the petition of signatures that Cllr Aksar gathered, in support of the Low Traffic Neighbourhood. Cllr Rouse had acknowledged receipt of the letter and is looking into the concerns. The new Highways Officer was currently assessing VAS permits and possible locations for new units include Lower Howsell Road, Pickersleigh Road and Worcester Road.

Divisional budget – Cllr Hanks has recently supported Malvern Link traders in All About and Trade Link magazines, will donate towards the Town Council's festive bags and reminded councillors they could contact her with other funding requests.

Cllr Natalie McVey

Highways – there is joint working to improve the crossroads at the Cowleigh Road junction including a replacement convex mirror and mobile VAS units. Other local traffic calming measures may be applied in Somers Park Avenue and Cowleigh Road (dragons teeth road markings). Various road closures continue due to flooding.

Divisional budget – Cllr McVey has supported a three-month trial of providing sanitary protection for players and supporters at Malvern Town Football Club.

Cllr Cynthia Palmer, MHDC

Cllr Palmer reported that the District Council has been allocated £2.5 million from the UK Shared Prosperity Fund (UKSPF) over three years, 2022-23, 2023-24 and 2024-25.

Cllr Neville Mills

Cllr Mills flagged up a safety issue in Lower Howsell Road where masonry is falling onto the pavement from a bridge. Cllr Hanks said she would investigate this.

Cllr Kaleem Aksar, MHDC

Planning applications - Cllr Aksar reported that the two planning applications for Morrisons Supermarkets had now been heard at committee with one approved (car wash facility) and one withdrawn (screen repair). Cllr Aksar was investigating why application at The Beacons had been approved by officer delegation and not heard at committee.

Other - Cllr Aksar has been appointed as joint Poverty Alleviation Champion and will be working to support vulnerable residents. Cllr Aksar also reported that at the last Executive Committee, it was agreed to increase financial support to Freedom Leisure, to offset rising energy costs.

102. TOWN COUNCIL WARD REPORTS/REPRESENTATIONS ON OUTSIDE BODIES

Cllr Neville Mills - Community Action

Cllr Mills reported that Community Action have recently held their AGM and reports were available on their website and that he had made a donation from his MHDC budget towards a dust extractor for the Men's Sheds group.

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Cllr Clive Hooper, CALC

CALC – the AGM is due soon and notification of the date has been circulated to councillors.

103. **MEMBERS QUESTIONS**

There were no members' questions.

104. **NOTICE OF MOTION – LIGHTING THE BUZZARD SCULPTURE TO CELEBRATE 50TH ANNIVERSARY OF COMMUNITY ACTION**

Cllr Cynthia Palmer presented her notice of motion suggesting that the buzzards sculpture in Rosebank Gardens be lit in gold to celebrate the 50th anniversary of Community Action Malvern and District. Community Action will promote this in the media.

It was noted that Community Action carry out vital work within the community, providing services to older and disabled people, many of whom are at risk of becoming isolated and lonely.

It was **RESOLVED** to light the buzzards sculpture in Rosebank Gardens in gold for three weeks commencing Monday 21 November, to form part of the 50th anniversary celebrations of Community Action Malvern and District.

105. **DEDICATION OF ROSEBANK BUS SHELTER TO QUEEN ELIZABETH II**

Report CL01/22 was received and accepted.

The Town Clerk reminded members that at the last Full Council meeting it had been agreed that three pieces of art dedicated to the late Queen Elizabeth II should be installed in the alcoves as part of the refurbishment works to the bus shelter at Rosebank Gardens.

It was now suggested that Malvern residents be asked for their ideas and designs and a publicity campaign would be launched to advertise this.

It was **RESOLVED** that ideas should be sought from Malvern residents for the design of three metal art sculptures to be installed in the alcoves of Rosebank Bus Shelter to respectfully mark the reign of Queen Elizabeth II.

106. **MALVERN TOURISM SIGN FOR ROSEBANK GARDENS**

Report CL02/22 was received and accepted.

At the last Full Council meeting it had been agreed to install a 'Malvern' tourism sign in Rosebank Gardens. It was now suggested that a small task and finish group be formed to look at ideas for the design and location.

It was **RESOLVED** to appoint a task and finish group to brainstorm, research and present ideas for the design and location of a Malvern tourism sign in Rosebank Gardens, to be completed by Full Council in December, comprising the following members:

- Cllr Ronan McLaverty-Head
- Cllr Cynthia Palmer
- Cllr David Watkins

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- Cllr Clive Fletcher

107. **SUPPORT FOR GREAT MALVERN PRIORY DEVELOPMENT PLAN**

Report CL03/22 was received and accepted.

It was **RESOLVED** that Malvern Town Council write a letter of support for Great Malvern Priory's restoration and renewal project.

108. **AUDIT COMMITTEE RECOMMENDATIONS**

Report CL04/22 was received and accepted and the Chairman of Audit Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 12 October 2022.

Minute 20 Review of the Council's arrangements to procure work, goods and services

It was **RESOLVED** that a tender summary report be made after the award of any contract over £10,000 in value.

Minute 21 Review of the Council's Risk Management Processes, Controls and Documentation

It was **RESOLVED** that a review should be carried out each year on the Council's performance and progress against its agreed aims and objectives.

Cllrs John Raine, Natalie McVey and Karen Hanks left the meeting.

109. **OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

Report CL05/22 was received and accepted and the Chairman of Operations and Planning Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 26 October 2022.

Minute 39 Review of charges for Town Council operations services 2023/24

It was **RESOLVED** that a 4% increase be applied to all cemetery charges for the year 2023/24.

It was **RESOLVED** that there should be no increase in allotment charges for the year 2023/24.

It was **RESOLVED** that a 4% increase be applied to all sports hire charges for the year 2023/24.

It was **RESOLVED** that from April 2023, a booking fee of £25 be charged for a half-day's exclusive use of a basketball court when reserved for a competitive match or an official coaching session.

Minute 40 Operational Projects – budget 2023/24

It was **RESOLVED** that the following operational projects be included in the Council's budget for 2023/24:

Replace zip wire, refurbish climbing trail, refurbish various equipment at Jamaica Crescent	£20,000
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Fence off and create a stone car park with DDA access as part of a larger schedule of works to develop land at Mill Lane being transferred to the Town Council	£12,000
To build a wooden structure/lean-to in the rear of the lodge yard at Great Malvern Cemetery, planning permission will be required	£15,000
New toilet, replace carpets, decorate, and replace furniture in rest room and break room within the cemetery lodge at Great Malvern Cemetery	£8,000
Purchase of tool package for operations team to achieve 80% electric in hand tools: 6 x strimmer with harness and battery, one hedge trimmer and battery, one multi-tool and battery, plus required charging ports and spare batteries.	£6,000
Total	£61,000

Minute 41 Vehicle/machinery replacement schedule for 2023/24

It was **RESOLVED** that £28,750 be included in the Council's Vehicle/Machinery Replacement Budget for 2023/24 for the purchase of an electric vehicle to replace the 2015 Mitsubishi pick-up.

It was **RESOLVED** that the annual amount put into the vehicle/machinery replacement reserve fund be increased from £15,000 to £20,000 as from 2023/24.

Minute 43 Review of draft environmental policy and recommendation to Full Council

It was **RESOLVED** to accept the draft environmental policy as attached to report OC04/22.

It was **RESOLVED** that the Environmental Policy be reviewed on an annual basis.

Minute 47 Sale of land at Dukes Meadow to Great Malvern Primary School

It was **RESOLVED** that the Council should sell a small plot of land occupying approximately 652 sqm to Great Malvern Primary School for £6,500.

There would be three conditions relating to the sale:

1. Use of the land would be restricted to education/nursery use for the purchaser and their successors
2. Should the land no longer be required for education/nursery use, it must be offered back to the Town Council at an agreed pricing mechanism
3. The design of any buildings and their layout must allow for ease of future access from the Council's retained land.

It was NOTED that Public Notices would need to be displayed in the local press for two consecutive weeks to allow the Council to consider any objections before proceeding.

110. REVIEW OF QUORUM FOR COMMITTEE MEETINGS

Report CL06/22 was received and accepted.

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Council reviewed the necessary quorum for committee meetings and it was **RESOLVED** to reduce the numbers of councillors required to be in attendance in order for a meeting to be legally constituted to the following:

	Membership	Quorum
Operations and Planning Committee	10	4
Policy and Resources Committee	9	3
Audit Committee	5	3

111. **LOCATION OF FULL COUNCIL MEETINGS**

Report CL07/22 was received and accepted.

It was **RESOLVED** to hold Full Council meetings between December 2022 and May 2023 in the council chamber, Malvern Hills District Council, Avenue Road, with the exception of Thursday 13 April when the chamber is already booked and an alternative location will be arranged.

112. **DATE OF ANNUAL COUNCIL – MAY 2023**

Report CL08/22 was received and accepted.

It was **RESOLVED** to move the date of the Annual Council meeting from 11 May 2023 to 18 May 2023 to give more time for new councillor inductions.

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

It was agreed that the date of the next meeting would be Tuesday 20 December 2022 at 6.00 pm in Malvern Hills District Council Chamber.

The meeting finished at 7.23 pm.

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(Chairman)