

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

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 8 November 2023, at 6.00 pm**

Councillors

Present

C Hooper (Chair)
S Austin
C Bovey
A Cherry
I Dawson
C Fletcher
N Houghton
M Jones (from 6.06pm)
J Leibrandt (from 6.07pm)
L Lowton (from 6.17pm)
J MacLusky
F Matthews-Jones
R McLaverty-Head
D Mead
D Watkins

Absent

M Birks (apologies)
J Green (apologies)
C Lee (apologies)
S Meager (apologies)
K Newbigging (apologies)

Also in attendance

L Blake – Town Clerk
C Porter – Operations Manager
L Wall – Minute Clerk
Cllr J Raine, Malvern Hills District Council (MHDC)
Cllr N McVey, MHDC and Worcestershire County Council (WCC) (from 6.15pm)

90. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors Marilyn Birks, Jude Green, Chris Lee, Simon Meager and Karen Newbigging. Apologies for lateness were **NOTED** from Councillor Lou Lowton.

91. DECLARATIONS OF INTEREST

None.

92. 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 11 October 2023.

PUBLIC PARTICIPATION

None.

93. MAYOR'S ANNOUNCEMENTS

The Mayor reported that he had attended the following engagements:

- Elgar Chorale and Priory Choir fundraising concerts, raising funds for new Priory choir robes
- Worcestershire CALC AGM – no matters of concern had been raised
- St Richard's Hospice AGM where he spoke to trustees and volunteers

- ARCOS Christmas card shop opening – annual event raising funds for various charities
- Great Malvern Station – closure of Lady Foley’s tea rooms after 39 years, Mayor gave a speech of thanks
- Citizens Advice Bureau, Prospect Close – the Mayor was introduced to the Princess Royal during her visit, and he spoke to staff and volunteers at the CAB. The Town Council supports the CAB with an annual grant.
- Eden Centre - Local History Museum talk about their research and archive work, including storage materials.

Cllr Mel Jones joined the meeting at 6.06pm

Cllr Josephine Leibrandt joined the meeting at 6.07pm

94. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk reported that since the last Full Council meeting, much work had been carried out and centred on two big upcoming projects – the sale of the building at Belle Vue Terrace and plans for the new Community Hub building at Victoria Park.

Other Town Council operations were ongoing, and these included:

Remembrance Commemorations - an Armistice Day service will be held in Great Malvern Priory from 10.40am, and on Remembrance Sunday, there will be a joint service in The Priory from 10am, a parade from The Post Office down to the Library marching off at 10.45 and then a short ceremony at the war memorial including a two minute silence at 11am followed by the laying of wreaths.

Purple Lights for Pancreatic Cancer - The Buzzards sculpture in Rosebank Gardens and the faces of the North Malvern Clock Tower will be lit purple as from next Monday. There will be a photoshoot by the buzzards on Monday 13 November at 5pm to publicise this campaign and everyone is welcome.

Operations

- The cemetery tour was a great success and raised funds for St Richard’s Hospice
- The new rainwater harvest tank has been installed in the cemetery
- Repair works to play areas at Victoria Park and Dukes Meadow have taken place
- Spring bedding has arrived and has been planted
- The entranceway bed in Rosebank Gardens has been cleared ready for new roses to be planted
- Refurbishment works to the bus shelter on North Malvern Road have taken place
- The new electric vehicle will hopefully be arriving next week

The Mayor thanked Lyndsey Davies in the office and other staff for their work in organising the Remembrance events so well.

95. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

No written reports had been submitted. Cllr John Raine did not wish to make a verbal report.

96. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

Cllr David Mead, MHDC Councillor for Barnards Green reported that:

- He had met with Friends of Malvern Cemeteries and discussed the works they would like to carry out at Great Malvern Cemetery
- He has a meeting planned with Citizens Advice Bureau at the end of the week
- He continues to monitor the situation at the Sunshine Centre regarding its possible relocation
- The enforcement of planning matters at the site of the former barrack stores at Qinetiq was ongoing

97. MEMBERS QUESTIONS

None.

98. CHRISTMAS LIGHTS SWITCH ON EVENTS

Report CL01/23 was received and noted.

The Town Clerk informed members of the arrangements in place for the Christmas Lights switch on events, in Great Malvern, Malvern Link and Barnards Green.

A tree would be erected in all three centres this year and dressed between 20 and 22 November. Lights along shop fronts in all three areas would be checked and powered up during the same week.

Cllr Natalie McVey joined the meeting at 6.15pm

The Christmas Festival would take place in Great Malvern on 25 November, organised in partnership with other organisations including Malvern Hills District Council and Great Malvern Priory. There were lots of activities planned, and Father Christmas would be in his grotto all day, with some further help required from councillors to manage the queues.

Town Council staff will be working all day to manage road closures, oversee the grotto and manage the stage on Belle Vue island.

A contribution has also been made to fund the Christmas event in Malvern Link on 1 December.

Cllr Lou Lowton joined the meeting at 6.17pm

It was agreed to return to agenda item 6 "Reports by County and District Council Representatives in Attendance" to allow Cllr Natalie McVey to make her report.

99. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

- As Malvern Hills District Councillor for West Ward, Cllr McVey reported that:
 - There was an enforcement issue around Broadlands Drive development where lorries had been queuing outside residents' properties
 - She had been working with policing teams and WCC to get extra street lighting in the Belmont Road area where antisocial behaviour was causing concern
 - A session for hairdressers, tattoo artists and beauticians to help spot signs of domestic violence was held at the district council and was very

well attended. Positive feedback had been received and it was hoped that a similar session would be held in 2024.

- She had used some of her divisional funding to pay for the inflatable whale at the storytelling festival in Priory Park. The festival drew a lot of people into town and the whale provided an immersive storytelling experience for children and parents on the subject of plastic pollution
- There was an upcoming online session providing information and advice to hosts of Ukrainian families
- In her new role of Armed Forces Champion she would be laying a wreath at the Remembrance Commemorations on Armistice Day on behalf of Malvern Hills District Council. She thanked everyone for the hard work they had put into making sure the commemorations run smoothly
- As Worcestershire County Councillor for Malvern Trinity Division, Cllr McVey reported that:
 - Cowleigh Bank had finally reopened following the completion of roadworks
 - Safety issues on Cowleigh Road continue to be addressed, including installation of extra drainage
 - A new deer warning sign had been erected on Leigh Sinton Road following a request from local children
 - Funding of £3.5 million had been promised to WCC to improve bus services in the area, Cllr McVey would be attending a meeting regarding the reinstatement of services in Malvern Vale
 - She had awarded funding to a primary school library

100. EMERGENCY DECISION MAKING PANEL

The Chair reported that a meeting of the Emergency Decision Making Panel had been held on 12 October to consider written communications from a member of the public. The panel concluded that certain of the Town Council's policies had been breached. As a result, a letter had been sent to the individual concerned, noting the breach, and indicating how any future communications should be made.

101. OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS

Report CL02/23 was received and accepted and the Chair of Operations and Planning Committee, Cllr David Mead, presented the recommendations from the meeting held on 18 October 2023.

Minute 44 – Review of Charges for Town Council Operational Services 2024/25

It was **RESOLVED** that a 6.7% increase be applied to all cemetery charges for the year 2024/25, with resulting figures being rounded down to the nearest pound.

It was **RESOLVED** that the allotment charge for a 125 square metre plot be increased from £36 to £40.

It was **RESOLVED** that a 4.5% increase be applied to all sports charges for the year 2024/25, with resulting figures being rounded down to the nearest pound.

Minute 45 – Operational Projects – Budget 2024/25

Cllr Mead explained that due to matters which would arise from Agenda Item 14, Victoria Park Task and Finish Group, the £40,000 recommended to be allocated for

the future play area refurbishment at Victoria Park would be removed from the proposed Operational Projects 2024/25.

It was therefore **RESOLVED** that the following operations projects be included in the Council's budget for 2024/25:

Relocate zip wire, remove swing set, remove toddler climbing frame, remove hedgerows and old fence at Victoria Park play area.	£20,000
Install new Equality Act compliant swing set and roundabout to expand and improve play facilities at Adam Lee.	£20,000
Install new gateway entrance and replacement fencing at Adam Lee	£6,000
General bus shelter repairs	£3,000
New bins	£3,000
Total	£52,000

Minute 46 – Vehicle/Machinery Replacement Schedule for 2024/25

It was **RESOLVED** that £15,000 be included in the Council's Vehicle/Machinery Replacement Budget for 2024/25 for the purchase of a replacement tractor.

102. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

Report CL03/23 was received and accepted and the Chair of Policy and Resources Committee, Cllr Iain Dawson, presented the recommendations from the meeting held on 1 November 2023.

Minute 38 Dignity at Work Policy

It was **RESOLVED** to adopt the Dignity at Work Policy as an update to the Council's current anti-harassment and bullying policy for employees.

Minute 40 Quarterly Accounts, 2nd quarter to 30 September 2023

It was **RESOLVED** to approve the quarterly accounts for the second quarter ending 30 September 2023.

Minute 44 Administration Staffing Resources

It was **RESOLVED** that the post of Communications and Events Officer should be made a full-time position with hours increased from 25 hours per week to 37 hours per week.

103. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 13 December 2023 at 6.00 pm.

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.

104. VICTORIA PARK TASK AND FINISH GROUP

Report CL04/23 was circulated at the meeting and councillors were given time to read it thoroughly.

The Victoria Park Task and Finish Group had met on 6 November and made recommendations to Full Council.

The recommendations were discussed and **RESOLVED**.

The meeting finished at 6.55pm

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(Chairman)

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