



**MALVERN WELLS PARISH COUNCIL**  
**[www.malvernwells-pc.gov.uk](http://www.malvernwells-pc.gov.uk)**

Clerk: A Briggs  
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24<sup>th</sup> October 2025

Dear Councillor,

You are duly summoned to attend a meeting of Malvern Wells Parish Council at **6.00pm** on **Wednesday 29<sup>th</sup> October 2025 at Malvern Wells Village Hall.**

**AGENDA**

1. To receive and consider apologies for absence from Councillors.
2.
  - a) Declarations of Disclosable Pecuniary Interests and any Other Disclosable Interests in items on the agenda (Personal and Prejudicial)
  - b) Register of Interests. Councillors are reminded of the need to submit their Register of Interests.
  - c) To consider any written requests from Councillors to Grant a Dispensation (S33 of the Localism Act 2011) relating to items on the agenda
3. Public Participation - Residents are invited to address the council on any local matters and agenda items.
4. To consider/note the legal advice received in respect of Section 91 (1) of the Local Government Act 1972
5. Reports of District and County Councillors.
6. To consider and approve the minutes of the Parish Council Meeting on 24<sup>th</sup> September 2025
7. To consider Co-option Applications / and any S91 councillors that may wish to rejoin the council.
8. Planning
  - a) Updates on ongoing planning matters
  - b) Planning applications for consideration
  - c) To note planning decisions received:  
**M/25/01104/HP** - Hill House Holywell Road: Proposed replacement roof with rear dormer, single storey side extension and front porch. **Approved.**  
**M/25/01288/FUL** - Land At (Os 7743 4400), Holly View Drive: Replacement of timber post wall lining shared driveway. **Approved**
9. Finance
  - a) To note, consider and **approve** payment schedules (to be circulated).
  - b) Nat West Bank Signatories/Lloyds Bank updates
  - c) To consider budget for 2026-27 (previously circulated)
  - d) To note the new process of handing payment list to bank signatories
10. Recruitment
  - a) Update on recruitment of new permanent Clerk
  - b) Completion of outstanding Declaration of Office and Register of Interests forms
    - 1) To consider and approve a Budget Working Group



11. Policies – Noting, approving and minuting the Code of Conduct, Standing Orders, Financial Regulations, Staffing and Cemetery ToRs and Data Privacy Notice.
12. To consider the appointment of an Internal Auditor
13. Cemetery update
14. To consider a Litter Picking group
15. Communications
  - a) To consider new MW logo
  - b) To consider new timing of Parish Council Meetings
16. To consider reports from Committees/Working Groups
  - Committees:**
    - a) Staffing – Cllrs Wild, Cllr P Merrifield, D Hunter-Miller.
    - b) F&GP – Cllr M Victory, Cllr Hartley-Wooley, Cllr Lowe
  - Working Groups:**
    - c) Cemetery – Cllr Black, Cllr Price, T Kidwell, P Stanier, C Gates, S Maund, C Fenn
    - d) PROW/footpaths – Cllrs H Merrifield, Cllr Marsh, N Nimmo-Smith (WCC Co-ordinator)
    - e) Gas Lamps – Cllrs R Price, J Black, P Merrifield, H Merrifield, C McHale, S Freeman
    - f) Traffic/Speed/Road Safety - Cllrs P and H Merrifield, D Hunter-Miller
17. To consider Committee/WG distribution lists – best practice
18. Progress reports on items from previous meeting not otherwise listed on the agenda.
19. Other reports and items for future consideration:
20. Next Meeting: 26<sup>th</sup> November 2025 and consider December meeting

**Timings of future meetings to be confirmed - All meetings held at Malvern Wells Village Hall**

*A Briggs*

Acting Clerk Malvern Wells Parish Council

The public and press are invited to attend.