

## MALVERN WELLS PARISH COUNCIL

Minutes of a Meeting of the Malvern Wells Parish Council duly convened and held in  
**The Village Hall, Wells Road** on Thursday 19th May, 2011 commencing at 7.30pm

**Present:** Councillors K Wagstaff (Chairman)  
Mrs H Burrage M Victory  
P Buchanan Mrs A Cheeseman  
A Hull J Black  
B J Knibb Mrs C O Donnell

**In attendance:** D Cllrs C Cheeseman and Mrs J Campbell, WCCllr S Brown  
Pc Jemma Geenhow and D M Taverner (Clerk)

**Apologies noted:** Cllr Mrs A Bradshaw

### **54/11 Declarations of Interest for:-**

**a) the Meeting:** Cllr K Wagstaff declared an interest as a near neighbour of the building in Item7 (c) – Planning application Malvern Wells C of E Primary School.

**b) any Changes to be notified to the Registers of Interests and Gifts & Hospitality:** No changes were necessary.

### **55/11 Closure of the Meeting to allow Parishioners Present to speak on any Matter on the agenda**

No Parishioners were present at the meeting.

### **56/11 Policing Report**

The Chairman welcomed PC Jemma Greenhow to the meeting.

PC Greenhow informed the meeting that she had now taken over responsibility for local policing matters following the temporary secondment of PC Steve Smith to Worcester. PC Greenhow would be continuing to work in close liaison with Community Support Officers Helen Carstairs and Karen Watson. In welcoming PC Greenhow into her new role, the Chairman asked that the Parish Council's thanks should be given to PC Smith for his all of his work during his period of duty in Malvern and passed on the Council's best wishes to him for his new role in the Worcester Division.

### **57/11 Minutes**

The Minutes of the Meetings of the Parish Council held on **23<sup>rd</sup> March, 2011** having been previously circulated were **approved** and signed by the Chairman as a correct record.

*At this point in the meeting the Chairman proposed a change to the scheduled agenda to allow for the consideration of items 12(a) and 12(b) reports of County and District Councillors to be taken earlier. This proposition was unanimously supported.*

### **58/11 Report of County Councillor**

Cllr Steve Brown informed Members that following the completion of the review of local bus services there would be some minor changes to the timetables for local services.

Services affected would be the 362( *Worcester – Kempsey – Upton-upon-Severn – Malvern Wells – Great Malvern*) and 363 (*Worcester – Callow End – Upton-upon-Severn – Malvern Wells – Great Malvern*) which will see have minor timetable changes on Saturdays and on Mondays to Fridays during times of school holidays.

Cllr Brown reported that he was aware of issues regarding drains becoming blocked by excess grit deposits left over from the winter maintenance runs. Cllr Brown advised that any such problems should be reported to the Worcestershire Hub in the first instance and he would follow up any outstanding reports which had been made previously.

Cllr Brown also updated members on the meeting that had been held discuss proposals for the future of Malvern Youth Centre. Representatives from Worcestershire County Council (WCC), South Worcestershire College and the Malvern Community Collective (MCC) had met recently to discuss options for its future.

WCC is considering the future of the facility as it faces up to funding cuts of more than 50% for youth services by 2014.

The college is keen to take over the site, creating classrooms and workshops along with a smaller "canteen" area that would also be available for public use. Part of the site could also be used for housing.

MCC wants to take over the centre and run it as a charitable trust for youth and community use and they have submitted a business plan for consideration.

Cllr Campbell advised that her daughter had attended the meeting in her role as the newly elected Councillor for the Priory Ward and had been pleased to note the public support for the MCC proposals.

Public consultation on the proposals will last until July and Worcestershire Youth Cabinet also plans its own consultation among young people in the District.

### **59/11 Report of District Councillor**

Cllr Cheeseman reported that Councillor Mike Soley has been formally elected by councillors at Malvern Hills District Council to take on the role of Council Chairman for 2011- 12. He will be supported in the role by Councillor Paul Tuthill who was elected Deputy Chairman there were to be changes made to some of the Executive Board cabinet posts

The District Council will remain under Conservative power despite the loss of a number of seats. At the elections on May 5th the Conservatives returned to control of the Council with 21 seats, the Liberal Democrats 11, the Independents 4 and Green Party 2.

Cllr Cheeseman also advised that negotiations over the letting of the St Anne's Well cafe contract were progressing.

The Malvern Hills Conservators (MHC) had been carrying out vegetation management throughout the Parish.

The Clerk advised that the elected Conservator Brian Wilcock and The MHC Director Ian Rowatt were being invited to attend the June Council meeting to explain their roles and their key priorities.

- *Cllr Victory Left the meeting at this point (7 45pm)*

### **60/11 Gas Lamps – Maintenance and Refurbishment Contracts**

The Clerk reported advised that draft contract documentation for the refurbishment and maintenance of the Parish Council's Gas lamps had now been completed. The contractor had requested certain revisions to some of the wording in the draft contracts and the revised wording suggested had been circulated to Members for their consideration.

Mr Brain Harper, representing the contractor sight Designs Ltd, was in attendance at the meeting and, following the invitation of the Chairman, Mr Harper spoke to outline his company's position regarding the urgent need for orders from the PC for refurbishment of the lamps and their ongoing maintenance

Following further discussion Members agreed that revised wording to the Contracts should be sent to the Council's legal advisors for review, with the aim of the final contracts for the works being available for signature by no later than 27<sup>th</sup> May

## 61/11 Planning Matters

The following planning applications had been received from Malvern Hills District Council for comment

(a) Planning Application 11/00501/FUL - **56 Old Wyche Road, Malvern WR14 4EP** – Demolition of existing building and erection of a new building.

**Members raised no objections to this application.**

(b) Planning application 11/00503/FUL - **16 The Crescent, Malvern WR14 4EP** – single storey extension and window alterations.

**Members raised no objections to this application**

(c) Planning application 11/00448/FUL - **Malvern Wells C Of E Primary School, 263 Wells Road, Malvern WR14 4HF** )- Erection of PPC steel canopy with polycarbonate glazed roof panels, insertion of new external double doors & enlarged window ( *Cllr K Wagstaff had declared an interest, as a near neighbour in this item, and took no part in the voting thereon*

**Following careful consideration of this application the Council was unanimous wishes in registering its strong objections to this application on the basis that the proposed works would not be in keeping with the style of the original building and would be inappropriate considering the building's location within the conservation area**

## 62/11 Reports of Council Committees and Committee Chairman

Cllr Johnson presented the previously circulated report of **Finance and General Purposes Committee** which had been held on 28<sup>th</sup> April.

During this meeting the Committee had received the 2010/11 final accounts report

Actual income for the year had exceeded expenditure by some £6,901. This was mainly due to savings in administration costs of £1.7K, savings against the Cemetery Maintenance budget of £3.1K, and net savings against the outdoor maintenance and other budgets of £1.1K

In accordance with previously agreed Council policy the Committee had recommended to Council that the following additions should be made to the Council's Earmarked reserves to provide for future years commitments in respect of:-

Future Cemetery Land purchase	£3k
Assarts Road playing Field	£2k
St Peters Closed Churchyard	£5k
Staff Pension Gratuity	0.7K

The Committee also recommended to Council that contributions from Earmarked Reserves should be made in respect of:-

Cemetery Railings Painting	£3k
Section 106 – St Wulstans Grass Cutting	£1k

It was noted that the Council's total earmarked reserves at 31st March, 2011 were some £42, 195 and the General Reserve stood at £24,869.

Cllr Black presented the previously circulated report of **the Environment Committee** which had been held on 12<sup>th</sup> April, 2011.

Cllr Buchanan presented the previously circulated of the **Planning Committee** which had been held on 20<sup>th</sup> April, 2011.

Threes reports and the recommendations contained in them were **accepted and approved** by the Council.

### **63/11 Report of representatives on other bodies.**

- (a) **Malvern Wells Village Hall Management Committee** – Cllr Burrage advised that the Christmas Carol Concert would be held on Friday 16<sup>th</sup> December. The Management Committee were looking to recruit a new hall booking Manager following and that interested applicants should contact any Member of the Committee
- (b) **AONB: Joint Advisory Committee** – Cllr Black reported that meetings were held on a quarterly cycle and that no meeting had taken place since the previously reported meeting.
- (c) **Malvern Hills CAB** - Cllr Johnson Cllr Black reported that no meeting had taken place since the previously reported meeting
- (d) **The Wyche Institute** – Cllr Bradshaw was in attendance at the AGM of the Wyche Institute which was taking place at the same time as the evenings Parish Council meeting
- (f) **CPRE**- Cllr Mrs Cheeseman reported that there had been no meeting since the previous Parish Council Meeting
- (g) **Three Counties Showground Liaison group**- Cllr Mrs Cheeseman reported that there had work on the new show hall extension was underway, bringing the total area available to 3,000 square metres. Following complaints regarding noise disturbance from the car rally event that had been held in the Autumn Nick Vincent, the Chief Executive of the TCS, had given an undertaking that the event would not be repeated in future years.
- (h) **Summer Fete working group** - Cllr Mrs Cheeseman reported that preparations were continuing well for the Summer Fete which was due to be held on St Wulstans field on Sunday 17<sup>th</sup> July. Various stalls and events had now been booked. Volunteers would be reminded that help would be needed on the day. The Clerk advised that advertisements for the fete were now live on the Parish website and would also be appearing in the summer edition of the Wells News.
- (j) **Wells News** – The Clerk advised that the articles for inclusion in the summer edition of the wells News had now been sent to the printer. The deadline for the submission of any further advertisements had been extended to 3qst May. It was hoped that printing would be completed by 27<sup>th</sup> June and delivery of the booklet to residents would be undertaken during the last two weeks of June.

### **64/11 Cemetery Matters**

The Chairman advised that he had been contacted regarding fees charged in respect of an interment that had recently taken place in the Cemetery with particular regard to the charging policy for fees relating to non parishioners.

Following discussion of the circumstances regarding this particular interment Council agreed to refer the charging policy to the next meeting of the Cemetery Working Group for review.

The Clerk advised that Malvern Town Council's operation staff had agreed to provide cover for the Management of the Cemetery during the Clerks annual leave in July and August. The Clerk was scheduled to hold further liaison meetings in this regard with the Town Council before the end of June.

**65/11 Approval of the 2011/12 final accounts and signing of the 2010/11 annual Audit Forms and Governance Statement**

Cllr Johnson presented the 2011/12 final income and expenditure accounts and bank reconciliation statements which had been previously circulated to all Members and drew attention to the presentation he had given during the presentation of the Finance & General Purposes Committee report of 28<sup>th</sup> April.

The final accounts report and bank reconciliation statement was noted and **approved** by the Council.

The Chairman then signed the Annual Audit Return and Governance Statement.

It was noted that the Annual Internal Audit was scheduled to take place at the home of the Clerk on Wednesday 1<sup>st</sup> June

**66/11 Payment of Accounts: accounts shown on the schedule submitted to Members were approved for payment**

There being no other business the meeting closed at 9 15 pm

.....*K Wagstaff*.....

Chairman 23 June, 2011