

## MALVERN WELLS PARISH COUNCIL

Minutes of the Meeting of Malvern Wells Parish Council duly convened and held in The Village Hall, Wells Road, Malvern Wells on **Wednesday 25<sup>th</sup> June, 2014** commencing at 7.30pm

**Present:** Councillors Mrs H Burrage K Hurst  
Mrs A Bradshaw M Victory  
Mrs C O'Donnell B Knibb  
A Hull N Johnson  
J Black K Wagstaff

**Apologies for absence:** Councillors P Buchanan, S Atwell and S Freeman

**In attendance:** David Taverner (Clerk and Responsible Finance Officer)  
County Cllr Lucy Hodgson, District Cllr C Cheeseman

### **37/14 Declarations of Interest**

**a) Register of Interests: Councillors were reminded of the need to update their register of interests:** There were none

**b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature:** There were none

**c) To declare any Other Disclosable Interests in items on the agenda and their nature:** There were none

### **38/14 To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none

### **39/14 Minutes of the Annual General Meeting held on 15<sup>th</sup> May, 2014.**

The following alterations to the draft minutes which had been previously circulated<sup>[DT1]</sup> were agreed:-

*Minute 10/14* – amendment of Chairman of the Staffing Committee. This was amended to reflect the fact that this vote had not been taken at the AGM and that the election of the Staffing Chairman would thus be deferred until the staffing committee's next meeting meets.

*Insertion of minute 14/14* – Chairman of the IT and Communications Working Group – Cllr K Hurst

*Correction of minute 21/14-* Election of Chairman of the parish plan working group amended to read ..that Cllr Buchanan should be elected as Chairman of the Parish plan working group.

The minutes of the Annual General Meeting held on 15<sup>th</sup> May, 2014 were then approved and signed by the Chairman as a correct record of that meeting.

**40/14      Matters arising from the AGM minutes of 15<sup>th</sup> May, 2014.**

There were none.

**41/14      Minutes of the Parish Council Meeting held on 15<sup>th</sup> May, 2014.**

The following alterations to the draft minutes which had been previously circulated<sup>[DT2]</sup> were agreed:-

*Minute 30/14 –payment schedule approved 15th May, 2014:-  
Cheque 3112 had been amended to £487.59 to account for changes to the VAT element of the clerk’s phone bill reimbursement.*

*Cheques 3126 to 3129 –these payments were approved by the Council during the meeting. These cheque numbers did not appear on the original payments schedule distributed as they were allocated after the relevant payments were approved by the Council.*

The minutes of the Parish Council meeting held on 15<sup>th</sup> May, 2014 were then approved and signed by the Chairman as a correct record of that meeting.

**42/14      Matters arising from the Parish Council minutes of 15<sup>th</sup> May, 2014.** There were none

**43/14      Reports from Council Committees & Working Groups**

Cllr Hull presented the previously circulated report of the **Planning Committee** which had been held on 11th June, 2014. The report was **noted and accepted** by the Council.

**44/14      Chairman’s correspondence**

**(a)      South Worcestershire Citizens Advice Bureau**

A letter of thanks had been received from Mr Les Kinmond – Chief Officer of the South Worcestershire Citizens Advice Bureau - acknowledging the Parish Council’s donation of £1,000 towards their running costs. It was noted that the Malvern Hills and Wychavon branches of the CAB had now merged and were operating from new premises situated on the Enigma Business Park in Malvern.

**(b)      Cllr Chris Cheeseman**

Several members of the Council had attended the funeral of the late Cllr Chris Cheeseman which had been held at Malvern Priory on 20<sup>th</sup> June.

Councillors were asked to consider how best the Parish Council could honour all of the sterling work which Chris had undertaken on behalf of the local community over many years.

Following discussion it was proposed By Cllr Knibb that, in memory of Chris, the Parish Council should set aside a net budget of £1,200 to:-

- (a) Provide two defibrillators for community use - to be sited at the Wells C of E Primary school and the Wyche Primary School
- (b) Purchase a flowering Cherry Tree to be planted at a suitable location in the Parish
- (c) Purchase a memorial plaque for the Jubilee Garden bench

The net budget would incorporate the previously agreed release of £750 from County Cllr Hodgson's divisional fund budget.

Cllr Knibb's proposal was seconded by Cllr Mrs C O'Donnell and was **unanimously supported** by all Members.

#### **45/14 Assarts Road Playing Field Drainage scheme**

The Clerk advised that the Assarts Road playing field drainage scheme had been successfully completed by the contractors on 3<sup>rd</sup> June.

Additional work had been needed to fully complete the reinstatement of the field, following the excavation of the drainage ditch and channel.

The contractors had advised that, in order to ensure that the drainage system would work effectively when topsoil was re added to the drainage ditch, a Teran membrane should be laid across the gravel bed. The quotation for this work had been given by the contractors on site as £1,500. The contractors had advised that this figure would need to be substantially increased if they were to be asked to return to the site to undertake the work on a future date.

In the interests of expediency and efficiency the Clerk had authorised the contractors to undertake the additional works for the sum quoted. The total costs of the scheme and the additional reinstatement works undertaken would still outturn at a figure which was less than the nearest comparable tender for the scheme.

During the ensuing discussion the Chairman drew members' attention to Council standing orders 67 and 68 which state:-

***67 Where it is necessary to make a payment before it has been authorised by the council, such payment shall be certified as to its correctness and urgency by the clerk.***

***Unless it has been otherwise authorised by the council, payment shall be authorised by the chairman and vice-chairman of the council together with the chairman of Finance & General Purposes Committee or a substitute in the event of non-availability (a minimum of three members).***

***68 All payments authorised by Standing Order 67 or made without authority of the council shall be separately included in the next schedule of payments laid before the council.***

Due to the unavailability of the Chairman and Vice-Chairman of the Council and the Chairman of Finance & General Purposes Committee, on the day that the reinstatement work needed to be undertaken, it had not been possible for the clerk to meet the specific requirements of standing order 67 prior to giving approval to the contractors to undertake the work.

Members agreed to support the actions of the Clerk in this matter, which had been undertaken in the best interests of the Council, and **unanimously agreed** to note the breach of standing order 67 on this particular occasion.

The payment of the contractors invoice had been listed on the payments schedule for approval in compliance with the requirements of standing order 68.

#### **46/14      Financial matters - approval of the payment of accounts**

The following accounts were approved for payment:-

Cheque	Payee	For:-	Net £	VAT £	Total £
3130	Steve Maund	Cemetery Materials	101.70	20.34	122.04
3131	Steve Maund	Grass cutting and outdoor work May and June	3,048.96		3,048.96
3132	Worcestershire CALC	Finance Training Day	75.00	15.00	90.00
3133	Severn Trent	Cemetery Water supply	45.72		45.72
3134	Sight Designs	Gas lamps maintenance	154.35	30.87	185.22
3135	Metrosigns2000	Parish noticeboards	1,404.00	280.80	1,684.80
3136	N power	Cemetery electricity	33.15	1.66	34.81
3137	Claines Construction	Assarts Road drainage	11,410.00	2,282.00	13,692.00
3138	AON Insurance	Insurance premium 2014	1,690.00		1,690.00
s/order	David Taverner	Clerk salary June	1,446.51		1,446.51
3139	David Taverner	Admin Expenses June	224.03	12.54	236.57
3140	Lynne Hackles	Wells news Honorarium	50.00		50.00

#### **47/14      Actions Undertaken by the Clerk since the last meeting of the Council**

##### **(a) Summer Fête -7th September**

The Clerk advised he was continuing to liaise with Cllr Nick Johnson regarding the organisational work required prior to the planned fête on 7th September.

There would be a further meeting of the Events/ Fête working group in early July to review progress on the arrangements. Local groups and individuals who had expressed an interest in running a stall at the fête or in helping with the event on the day would be invited to attend that meeting and further details would be circulated.

##### **(b) Fruitlands Green tree and Xmas illuminations**

The work to restore the electricity connection had been completed and the new tree was due to be planted on site on 26th June.

**(c) Section 106 funding –Assarts Road play area**

Further quotations for the new play area equipment were to be obtained from Sovereign Playscapes and Wicksteed Ltd

MHDC Planners had sent a somewhat non-committal response to the query that had been raised with them regarding the potential need for planning approval for the new equipment. This matter would need to be clarified before any scheme was proceeded with. All documentation would be sent to the District Council, once received, to support the application for the release of section 106 funding

No expenditure commitments would be made until written approval of the District Council to the release of the section 106 funding had been received.

**(d) Gas lamps maintenance contract**

The clerk advised that he had attended meeting with the contractor who had agreed to send an updated price list and call out schedule for the Council's approval.

As work on the new gas lamp maintenance contract had still not yet been completed it was agreed that the Clerk should write to the contractor to agree a temporary contract extension based on the contract which had been originally agreed on 27th May, 2011

**(e) Britain in Bloom entry**

The Jubilee Fountain garden had been entered into the RHS Britain in Bloom competition. Guarlford Nurseries had now submitted a suggested planting plan and garden design.

Parishioners would be invited to help with the planting scheme and the date for the judging of the Parish entry had been set as Wednesday 23<sup>rd</sup> July

Cllr Hodgson agreed to provide funding of £500, from her Divisional fund budget towards the costs of the work which would be undertaken at the site.

**(f) Wells News**

Copies of the Wells News were now ready for distribution. Members were asked to contact the Clerk if they were able to help with a delivery round.

It was noted that Lynn Hackles had now resigned as the Wells News editor and a new editor was being sought. The printer of the magazine was retiring and a new print company would be approached to produce the next edition.

**(g) Defibrillator quotes**

Further information from West Mids Ambulance Service (WMAS) & the British Heart Foundation on the planned defibrillator installations had been received. It was anticipated that the equipment could be installed for a unit price of around the £400-£500 mark.

Cllr Hodgson had already set aside £750 from her Divisional funds budget, and the Parish Council has also agreed to lend financial support through its

Community grants budget to honour the memory of the late Cllr Chris Cheeseman (minute 44/14 (b) refers)

#### **48/14      Report of County Councillor –Cllr L Hodgson**

Cllr Hodgson took members through her previously circulated report, copied below, and answered questions on various points of detail

#### **County Councillor Report to the Wells Parish Council for June 2014. Bus Subsidy Review**

As I am sure you will have seen in the local press the proposals for local bus services have been announced. In essence I think it is good news. The commercial operators have finally come forward to recognise the routes that can be commercial. Of interest to the parish council are the plans for the 41-43 bus routes between Upton and Malvern – it is proposed that the routes will reduce to an hourly service as well as a review of the Malvern Town Councils. I am afraid at present I am unable to pass on any more details; I will be meeting with officers in the next few weeks just to get some clarification on what this actually means. There were 3 clear priorities for bus users and that was getting to school, visiting doctors and essential shopping trips.

#### **New Chief Executive in Post and other County Business**

Claire Marchant who is the new County Council Chief Executive is now in post and Trish Haines left the council at the end of May.

As a council we are looking at how the council is structured and we are looking at a new operating model for the Council. More and more services will be considered for outsourcing and commissioning and in many areas we will need a certain skills set for senior offices to cope with these challenges.

There are a number of county services which being considered for outsourcing and are out to tender at the moment, these include the Council's Learning and Achievement Services, Property Services, ITC and other back office services. There is also a discussion going on about the role of the local member as to how we fit into this model of working which some of our members understand more than other.

#### **Gullies**

Chris had sent me a long list of blocked drains and gullies which are slowly being worked through. I have just had a report on the reported blocked drain outside 155 Wells Road. It inspected on the 24<sup>th</sup> June and a problem has been identified. I am told it will be added to a "priority based" list for further investigation though no date has been set yet.

#### **New Highways Webpages**

Just a reminder the new highways report it web page it up and running. I would urge you to go on and try it out. I did to report the blocked gullies mentioned above and the process is still updating me on the issues I raised.

#### **Cyber Support for Worcestershire Businesses**

Growing Cyber is aimed at Worcestershire based businesses in need of advice and guidance about how best to protect their business from ever increasing online threats. Growing Cyber provides up to 12 hours of bespoke support from the projects expert providers at 3SDL based in Malvern. Growing Cyber can be seen as a proactive way of helping local businesses to recognise the threats. Malvern is fast becoming one of the safest cyber communities within the UK. It is possible can arrange a Cyber health diagnostic for your business with one of our expert cyber professionals by contacting the Worcestershire Business Central Team on

0300 123 14 40". So far 27 businesses have already benefited from the 12 hours of free bespoke advice and guidance that is currently on offer from the project which is also creating new employment opportunities. Businesses that wish to access the Growing Cyber support can also take advantage of the projects matched funded grant of up to £40,000.

### **National Pot hole Challenge**

The government recently announced that it providing more money for pothole repair and Worcestershire has been told that they will get an extra £3.5 million to help pay for these repairs across the county. As part of the announcement Worcestershire was praised for the work that it has done on pot whole repairs.

### **Southern Link Road**

The work on improving the Ketch roundabout is coming on well and is well within schedule and to date the delays have not been too severe and should be completed on time in the late Autumn.

### **Junction of Peachfield Road and Wells Road and Speeding on the Hanley Road**

A resident has contacted me about this junction and that he has real concerns about the volume of traffic and the ease of access particularly onto the Wells Road. I asked officers to look at the junction and it is in their professional opinion the junction is safe and nothing at present needs to be done.

I have also been contacted about speeding traffic on the Hanley Road from the 3 counties show ground, Green Lane and the Wells Road. I have asked if a speed review could be carried out to see where the problem is and if anything can be done. Again I will keep you informed once I hear anything.

### **Summer Library Reading Challenge Launched.**

Last weekend the County wide Summer Reading Challenge was launched at Croome Court. The event was attended by over 800 families and the theme this year is based around Mythical Maze style stories. Last year around 3500 children took part in events across the summer across the library service. Details can be found on the counties web site as well as at the main library in Malvern.

Also on Libraries we are looking at the role of the Mobile Library service and I will be bring a Cabinet report to the July Cabinet when we will be launch a consultation on how the service will look in the future. It will be based around a new Mobile Library which is now operating in the Evesham area and I was lucky enough to have a look around it last week.

### **Tour of Britain**

As I am sure you have seen in the local press the route for the tour of Britain has been announced. The tour will leave the Hive in Worcester between 10 and 10.30pm on Wednesday 10<sup>th</sup> September and head towards Malvern using rolling road closures for about ½ hour as the race moves along the route. I have forwarded the route that will cover the Wells area of Malvern. If it is anything like it was in 2008 it will be a most exciting day.

### **And Finally**

I would like to pay my respects to Chris a good friend who we lost a couple of weeks ago. I will deeply miss him; he was my mentor and friend and was so helpful in finding my feet as the county councillor for this area. He was a very special man who touched many. My thoughts are with his Wife Anne and his family.

**49/14 Report of District Councillor** – the Clerk advised that he had invited District Cllr Jill Campbell to the meeting but had not had a reply to that invitation

**50/14 Report of Elected Conservator** –due to the current indisposition of Mr John Tretheway it was agreed that the clerk should contact the Director of Malvern Hills Conservators to discuss the representation of a Board member at future Parish council meetings.

**51/14 Reports from Representatives on other bodies**

a) **Malvern Hills CALC** – Cllr Knibb. The clerk was asked to ascertain the date of the next CALC area meeting

b) **Malvern Wells Village Hall Management Committee** – Cllr J Black. There was nothing to report

c) **Malvern Hills CAB** - Cllr Johnson There was nothing to report

d) **The Wyche Institute** – Cllr Mrs Bradshaw gave details of the forthcoming AGM of the Wyche Institute

There being no other business the meeting the Chairman closed the meeting at 9.25pm

Minutes approved Wednesday 30<sup>th</sup> July 2014

Approved .....

Cllr Mrs Helen Burrage- Chairman of the Council