

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 30th July, 2014** commencing at 7.30pm

Present: Councillors Mrs H Burrage K Hurst
P Buchanan A Hull
Mrs C O'Donnell B Knibb
A Hull N Johnson
K Wagstaff

Apologies for absence: Councillors M Victory, S Freeman, Mrs A Bradshaw
J Black

In attendance: David Taverner (Clerk and Responsible Finance Officer)
County Cllr Lucy Hodgson

52/14 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

53/14 To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011): There were none

54/14 Minutes of the Parish Council Meeting held on 25th June 2014.

Members unanimously approved the minutes of the meeting which had been held on 25th June and they were then signed by the Chairman as a correct record of that meeting.

55/14 Matters arising from the minutes of the Parish Council Meeting held on 20th June, 2014.

There were no matters arising from the approved minutes.

56/14 Reports from Council Committees & Working Groups

(a) Cllr Atwell presented the previously circulated report of the **Environment Committee** which had been held on 10th July, 2014. The report was **noted and accepted** by the Council.

- (b) Cllr Johnson presented the report of the **Finance and General Purposes Committee** meeting which had been held on 17th July.

It was noted that the recommendations of the Committee regarding the review of standing orders and financial regulations would be considered at a later point on the agenda.

The remainder of the Committee's report and the recommendations contained therein were **noted** and **approved** by the Council

- (c) Cllr Buchanan presented the report of the **Planning Committee** meeting which had been held on 23rd July.

It was noted that the an extraordinary meeting of the Committee would be held on 7th August to consider outstanding planning applications, which had not been able to be considered at the 23rd July meeting after it had become non quorate.

57/14 Chairman's Communications

Malvern Civic Week

- (a) The Chairman reported that she had been invited to attend the opening ceremony of Malvern Civic Week on 12th July.

District Council by-election

- (b) There would be a by election for a new District Councillor for the Wells Ward held on 7th August. Councillor Chris O'Donnell was standing as a candidate.

Malvern Hills Conservators board vacancy

- (c) Councillor Simon Freeman had indicated that he would be willing to stand as a candidate for election to fill the current ward vacancy on the Malvern Hills Conservators Management Board .The Parish Council **unanimously resolved** to support Cllr Freeman's nomination. The Clerk would be making arrangements to submit the necessary nomination papers to the District Council who would be responsible for administering the election.

CCTV cameras-Wyche Road

- (d) A complaint had been received from a local resident regarding the fact that CCTV cameras had been mounted on a lamppost outside her home in Wyche Road, without notice. The Clerk had discovered that this work had been undertaken by the District Council to monitor reported cases of dog fouling on the Wyche common. The cameras had subsequently been removed. The Clerk would be contacting the District Council to ask that proper notice for further such monitoring events should be given to the Parish Council before being undertaken.

Speeding traffic –Lower Wyche Road

- (e) Complaints had been received regarding speeding traffic and cyclists in Lower Wyche Road and a request for a 20mph speed limit, and/or speed prevention road humps, had been made by a resident.

The Clerk had contacted the County Council's Highways and Transport Manager in this regard but had received a reply that there was little they could be in this instance as they were not, at present, introducing 20mph speed limits in such circumstances although they may do in the future.

With regards to road humps there would need to be evidence of speed related personal injury incidents at this site and the County Councillor would need to be supportive.

Funding would also be a factor as road humps can be quite expensive to install members of the public are not supportive due to the noise that such humps generate every time a vehicle passes over them.

The Highways Officer was of the view that the fact that cars are parked along this section of narrow road is probably a good thing when it comes to speed reduction as drivers will naturally slow down when there is a restriction ahead

Wells Club –late night disturbance

- (f) Severe problems have been encountered by local residents following a late night disturbance caused by people leaving the Wells Club in the early hours of the morning. A vehicle had been deliberately damaged and the Police had been involved with the incident. The Wells Club Management Committee had met to discuss the situation and had immediately suspended the membership of those who had been involved. The Committee had also been in touch with the owner of the vehicle which had been damaged and had taken action to ensure that no such incident would happen in the future.

58/14 Financial matters

(a) Electronic Banking – Unity Trust Bank

The clerk circulated details of electronic banking facilities being offered by Unity Trust Bank which are tailored for use by Parish Councils and Community groups where dual electronic payment authorisations are required.

The bank is approved and regulated by the financial services authority and is backed and recommended for use by NALC

Unity funds its banking business entirely from shareholder capital and customers' deposits.

Unity is a bank specialising in the provision of banking services to charities, voluntary organisations, social enterprises, Trades Unions and other not-for-profit organisations. This business is less volatile than that undertaken by many UK banks and as such has not been impacted to any material degree by some of the situations faced by other banks. Unity has a full banking licence, is regulated by both the Financial Conduct Authority and the Prudential Regulation Authority and is a member of the British Bankers

Association. Their business is conducted according to regulatory codes and subject to due supervision.

It was **unanimously agreed** that arrangements should be made for the Council to open an account with Unity Trust Bank to facilitate the use of electronic banking

(b) **Approval of the payment of accounts**

The following accounts were approved for payment:-

Chq	Payee	For:	£ NET	£ VAT	£ GROSS
3141	Steve Maund	Cemetery Materials	56.18	5.24	61.42
3142	Steve Maund	Grass cutting and outdoor work July	1,106.40		1,106.40
3143	Malvern Wells Village Hall	room hire	88.00		88.00
3144	HMRC	PAYE/Nat ins June qtr.	950.40		950.40
3145	Sight Designs PCC of Malvern Wells & Wyche	Gas lamps maintenance	74.75	14.95	89.70
3146	Wyche	Room Hire	18.75		18.75
3147	Collette accountancy	payroll preparation	250.00	50.00	300.00
3148	Exell Print & Rubber stamps	Wells News printing	996.00	-	996.00
3149	Grant Thornton LLP	Audit Fee 2013/14 accs	300.00	60.00	360.00
3150	Martin Thomas	Cemetery Work May - July Gas consumption -lamps - June qtr.	1,081.72		1,081.72
3151	British Gas	June qtr.	1,283.88	256.78	1,540.66
3152	Grange Farm Nurseries	Plants for jubilee garden	361.85		361.85
3153	Arkell and Hurcombe	Cemetery plaque-Whittaker	110.00	22.00	132.00
s/order	David Taverner	Clerk salary July	1,396.77		1,396.77
3154	David Taverner	Admin expenses - July	318.77	39.23	358.00
3155	Nature First	FruitlandsGreen tree	3,145.00	629.00	3,774.00
TOTALS			11,538.47	1,077.20	12,615.67

59/14 Cemetery matters

It was agreed that the clerk would monitor the need for additional maintenance works in the cemetery remembrance garden during the current growing season.

Arrangements would also be made to commission a ground scan in the cemetery to survey apparently unused grave plots. This was in accordance with the Finance & General Purposes Committee resolution (agenda item 9b - 17th April) where a budget of £500 for the ground scan had been approved.

In response to a question the Clerk advised that the electronic version of the Cemetery plan had been fully updated and was supplemented by a written hard copy index which showed a full record of all interments made in the cemetery.

60/14 Review of Standing Orders and Financial Regulations

The Clerk presented the previously distributed papers which highlighted suggested changes and updates to the Council's Financial Regulations and Standing Orders which set out the distinction between the Council's Annual General meeting and the Annual Parish meeting

New model financial regulations had been drawn up by the National Association of Local Councils (NALC) which, if agreed by the Parish Council, would give it the freedom to make use of electronic banking arrangements as well as ensuring compliance with EU and other legislation governing Council contracts.

The Finance & General Purposes Committee had reviewed the content of the papers at their meeting on 17th July and had recommended that the council should adopt the updates and revisions which had been made

The Council **unanimously resolved** to support this recommendation. Copies of the documents can be obtained from the Clerk on request or can be viewed at <http://www.worcestershire.gov.uk/MyParish>

61/14 Report from Clerk on actions undertaken since the last meeting

(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 on 4th August 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 again be invited to attend that meeting.

(b) Section 106 funding –Assarts Road play area

Arrangements had been made to obtain further quotations for the new play area equipment were to be obtained from Sovereign Playscapes and Wicksteed Ltd. Once these had been received a meeting of the play and open spaces group would be convened to decide on the precise nature of the equipment to be purchased

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

(c) Gas lamps maintenance contract

The clerk advised that he had attended meeting with the contractor who had provided an updated price list and call out schedule for the Council's approval as part of the current contract negotiations.

As work on the new gas lamp maintenance contract had still not yet been completed the clerk had undertaken an initial review of the contract the contract terms with Sight Designs (SDL)

It was **unanimously resolved** that the new wording of the revised contract Should be reviewed at the Extraordinary Parish Council meeting which had been scheduled for 7th August.

(d) Britain in Bloom entry

The Jubilee Fountain garden had been entered into the RHS Britain in Bloom competition. A community planting day had been held and the judging of the Parish entry had been undertaken on Wednesday 23rd July. Thanks were recorded to the Chairman and Jan Bowden for all their efforts in coordinating the planting plan.

Cllr Hodgson had provided funding of £500, from her Divisional fund budget towards the costs of the works which had been undertaken.

Further discussions would take place with Steve Maund, the Council's Outdoor Worker, regarding the potential for a Christmas illumination scheme sited within the garden.

(e) Wells News

The Clerk advised that deliveries of the Wells News had now been completed. It was noted that in addition to the Council needing a new editor for the next edition, new printing arrangements would need to be made as the existing printer had announced his retirement.

(f) Chris Cheeseman memorial

It was agreed that a remembrance plaque in memory of Chris should be placed at the site of one of the Community defibrillators once the schemes had been completed. Further consideration would be given to the location for the flowering cherry tree previously discussed.

(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)

Representatives from WMAS had agreed to attend the October meeting of the council to outline the procedure for the installation of a community public access defibrillator scheme.

62/14 Report of County Councillor

County Councillor Hodgson had submitted the following written report:-

Bus Travel

I met with highway's officers last week to be briefed on the proposed bus services in this area.

362/364/365 Worcester – Upton upon Severn – Malvern Wells- Great Malvern

From the consultation there were 3 clear priorities for Bus users, these were essential trips to get to the Doctors, getting to school and work and being able to do essential shopping. This was applied when looking at the future of the bus services in this area.

I am glad to say that 362/364/365 will be run as commercial services by first bus but with reduced levels of service. The buses will run hourly from Upton and will be then will split between Little Malvern and along the Wells Road and the other going past the three counties show ground and up the Hanley Road and then both will go down Peachfield Road and along St Andrew Road and terminating in Barnards Green. There will be no services Sundays and bank holidays and the last service from Great Malvern will 6pm.

42 Fruitlands-Poolbrook-Great Malvern-Elgar Avenue- Malvern Link

The 42 service will be run by LMS and there will be one bus with a dedicated driver. The service will start at Cherry Tree Drive and will terminate at the Community Hospital and will include Barnards Green, Great Malvern, Prospect View Medical Centre as well as Morrison's. There will no services on Sundays and bank holidays.

I am told that it is hoped that this service may be able to be developed if new development come on line and there is 106 monies available to develop the service.

Pot Hole Challenge

The county was delighted with the news that it has been awarded £3.5 million to be used for the repair of pot holes across the county. This is the largest amount of money to award to any council. It will be carefully monitored by government and it has yet to be decided exactly how tis money will be spent.

Remodelling of Library Services

It was my pleasure to present to cabinet a report about the future of library services. It reported how £1.9 million had been taken from the service whilst still maintaining a level of service that means no library will have to close. Community solutions have been found at 5 libraries, Bewdley, Wythall, Broadway, Hagley and Upton. Some have agreed to increase their precepts and all have agreed to take on the running of the building whilst the council rents them back for a peppercorn rent whilst a professional service working with local volunteers.

There is also to a consultation on the Mobile Library Service alongside the Library at Home Service. The aim is to reduce the numbers of mobile to one and a new vehicle has been purchased which is fitted with Wi-Fi and satellite communications and can be used as a meeting room as well being wired for computers.

The proposals are that the mobile would not stop aware that it is less than 3 miles from a static library and would visit once a month rather than every three weeks. There will also be a review of the Libraries at home service and all current users of the service will be spoken to as part of the process.

Strategic Economic Plan and financing Bid

The outcome of Worcestershire's bid for its economic plan has been announced that a total of £47million has been awarded by government to support a number of critical projects due to start over the next couple of years across the county including:

- Worcester's Southern Link Road;
 - Flood alleviation schemes;
- Malvern Hills Science Park;
 - Hoobrook Link Road;
- A Centre of Vocational Education supporting engineering apprenticeships and training;
 - Worcester Technology Park;
 - Kidderminster Railway Station
 - Worcestershire Parkway Station

Cyber Security Help for local 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.

Malvern is fast becoming one of the safest cyber communities within the UK. You can arrange a Cyber health diagnostic for your business with one of our expert cyber professionals and 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, call 0300 123 14 40 to find out more.

Growing Cyber is part of a wider 'Cyber Valley' strategy to make Worcestershire the place for cyber businesses and skilled professionals in the UK and is also a key component of the £2.9 billion Strategic Economic Plan which has been submitted to Government by the Worcestershire Local Enterprise Partnership.

63/14 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

64/14 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 and he advised that the next meeting was due to be held on 22nd October
- b) **Malvern Wells Village Hall Management Committee** – Cllr J Black had tendered his apologies and there was nothing to report.
- c) **Malvern Hills CAB** - Cllr Johnson There was nothing to report.
- d) **The Wyche Institute** – Cllr Mrs Bradshaw had tendered her apologies and there was nothing to report

There being no other business the meeting the Chairman closed the meeting at 9.30pm

Minutes approved - Wednesday 24th September

Approved.....

Cllr Mrs Helen Burrage- Chairman of the Council