

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 25th April 2018** commencing at 8.35 pm.

Present: Councillor N Chatten (Chairman)

Councillors: J Smethurst, B Knibb, C O'Donnell, H Burrage, J Black, M Dyde, B Murphy,

Apologies for absence: T O'Donnell, K Wagstaff, J Wagstaff, S Freeman, County Councillor Mrs L Hodgson

In attendance: David Taverner (Clerk and Responsible Finance Officer)

- 130/17** **Declarations of Interest**
a) Register of Interests: Councillors were reminded of the need to update their register of interests: No changes were necessary.
b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. None were declared.
c) To declare any Other Disclosable Interests in items on the agenda and their nature: None were declared.
- 131/17** **To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none.
- 132/17** **Minutes of the Parish Council Meeting held on 28th March 2018**
The minutes of the Parish Council Meeting held on 28th March had been previously circulated. The minutes were **unanimously approved** as a correct record of that meeting and were signed by the Chairman.
- 133/17** **Matters arising from the Parish Council minutes of 28th March 2018.**
There were none
- 134/17** **Reports from Committees**
(a) Report of the Environment Committee held on 5th April, 2018
This report was **noted and accepted** by the Council
- (b) Report of the Finance & General Purposes Committee held on 12th April, 2018**
This report and the recommendations contained therein were **noted and approved** by the Council
- (c) Report of the Planning Committee held on 18th April, 2018**
This report and the recommendations contained therein were **noted and approved** by the Council

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Reports from working groups

(a) Gas lamps working group

There had been no meeting of the group since the previous parish Council meeting.

(b) Communications working group. A meeting of the group was scheduled to take place on 30th April. Subjects under review would include

- an update on the Council's position regarding the General Data protection regulations which were effective from 25th May
- an e-mail handling protocol
- Members identity badges
- The encouragement of greater use the Council's social media platforms

The Council noticeboards would need to be updated to reflect the new contact details for Councillors now that all vacancies had been filled.

The Clerk advised that he would be contacting the Malvern Hills Conservators and the Wyche Primary School with a view to installing a new noticeboard facility near to the school grounds.

(c) Open Spaces working group. There had been no meeting of the group since the pervious council meeting. Following a request from Cllr O'Donnell the Council had now purchased two new bench type seats for the Assarts Road playing field which had been located near to the play area.

(d) Events working group. Preparations were ongoing for the summer Fete which was scheduled for 9th September. A community "Bring and Share" lunch event had been arranged to celebrate the forthcoming royal wedding on 19th May. Members had previously agreed to support the costs of the lunch event by way of a community grant of up to £250

(e) Neighbourhood Plan working group.

Tender documentation had been sent to the following consultants who had previously indicated a wish to tender for the contract to complete the formulation of the Parish Neighborhood Plan. Each of these companies had significant experience in having worked on the completion of Neighbourhood plans for other Parish Councils throughout the county and beyond.

- Kirkwells
- Cass Associates
- Data Orchard

Tenders were due for return by Friday 25th May. A review of the tenders received would be undertaken by the working group at its next meeting on 13th June

(f) Jubilee Gardeners working group

Preparations were now being made with a view to the Council again entering the RHS "Its Your Neighbourhood" competition.

The previous assessor had been critical of the condition of the Wells roadside boundary of the garden and Steve Maund was going to undertake appropriate remedial work in that specific area.

There would also be improvements made to the small garden around the jubilee fountain itself. All costs will be contained within the 2018/19 approved budget. The Costs of new Box type hedging in the estimated sum of £125 were approved.

(g) Cemetery Working group

The footpaths near to the entrance of the Cemetery were about to be sprayed to remove the slippery moss which had accumulated there. The County Council Community project team might be able to undertake a scheme to assist with the process and the Clerk advised that he would contact Cllr L Hodgson to see if such action could be progressed.

Work on a pathway across the most recent area of the Cemetery was now being planned by the Council's outdoor contractors and would be undertaken during the early summer

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Chairman's Correspondence

(a) Rough Sleeper – Wyche road/Wells Road Bus Shelter

Members raised concerns regarding the homeless gentleman who had been sleeping in the bus shelter for the previous eight weeks.

The Clerk advised that he had again contacted the local Police and South Worcestershire Housing team to discuss what action could be undertaken to resolve this issue in the most sensitive way possible.

A multi- agency meeting had recently been convened to discuss the problem, but no positive plan of action had subsequently been forthcoming. The Clerk expressed his disappointment that the PC had not been invited to that meeting

There had now been several complaints from residents regarding the situation and action to resolve it was now urgently required.

The matter would be listed for further consideration at the next Parish Council meeting.

137/17**Financial matters****(a) Approval of the schedule of accounts payable**

The following accounts were unanimously approved for payment:

REF	Payee	FOR	NET £	VAT £	GROSS £
1228	Water Plus	Cemetery Water	24.12	-	24.12
1229	British Gas Trading	Gas lamps Fuel	1,283.88	256.78	1,540.66
1230	Worcestershire CALC	Annual Subscription	912.51	147.71	1,060.22
1231	Malvern Wells Village Hall	Room Hire	92.00	-	92.00
1232	Steve Maund	Outdoor work Mar/April	733.08	4.03	737.11
1233	Martin Thomas	Outdoor work Mar/ April	248.43		248.43
1234	David Taverner	Salary March	1,638.17		1,638.17
1235	David Taverner	Admin expenses	219.15	26.32	245.47
1236	Playsafety Limited	Play Area inspection	91.00	18.20	109.20
1237	Mcafee	Computer Virus Protection	99.99		99.99
1238	Bank Charges	Monthly Account charges	8.45		8.45
1239	NEST	Pension march	27.58		27.58
1240	BT Mobile WI FI	Mobile Wi Fi	12.50	2.50	15.00
1241	Road Runner Leaflet Distribution	Neighbourhood plan Flyer	150.00		150.00
1242	Homebase	Power Lead for Computer displays	45.58		45.58
1243	Office Outlet	Office Chair & Foot rest	192.47	32.50	224.97
1244	First Paige Print	Fete Flyers	79.00		79.00
		TOTALS	5,857.91	488.04	6,345.95

138/17 Report of Clerk on actions undertaken since the previous meeting: -

- Progress on neighbourhood Plan and completion of Flyer deliveries
- Purchase of Picnic bench seats for Assarts Road Play area
- Initial work on General Data Protection Regulations
- Preparation of Final Accounts and Annual Governance Statement

139/17 Report of District Councillor

This report can be viewed at the following link [Report of District Councillor-28th March 2018](#)

140/17 Report of County Councillor

This report can be viewed at the following link [Report of County Councillor-28th March 2018](#)

There being no other business the Chairman closed the meeting at 9.40pm

Minutes approved.....**Chairman**
24th May, 2018