

## 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 24 April** commencing at 7.30 pm.

**Present:** Councillor N Chatten (Chairman)

**Councillors:** K Wagstaff, C O'Donnell, M Dyde, J Smethurst, S Freeman, J Black

**Apologies for absence:** Cllrs J Baker, H Burrage, J Wagstaff, B Knibb, T O'Donnell, County Cllr Mrs L Hodgson

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

**132/18**     **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:** Cllr Black declared an interest in agenda item -9a Payment of Accounts- in that he had made a claim for the reimbursement of expenses for work on the restoration of the Jubilee Fountain.

**c) To declare any Other Disclosable Interests in items on the agenda and their nature:** None were declared.

**133/18**     **To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none.

**134/18**     **Minutes of the Parish Council Meeting held on 27th March, 2019**

The minutes of the Parish Council Meeting held on 27th March 2019 had been previously circulated. The minutes were **unanimously approved** as a correct record of that meeting and were signed as such by the Chairman

**135/18**     **Matters arising from the Parish Council minutes of 27th March 2019** -There were none

**136/18**     **Report of the Environment Committee held on 10<sup>th</sup> April, 2019**  
This report was noted and accepted by the Council

**137/18**     **Report of the Finance & General Purposes Committee held on 11<sup>th</sup> April, 2019**

This report and the recommendations contained therein were noted and approved by the Council

**138/18 Report of the Planning Committee held on 17<sup>th</sup> April, 2019**

This report and the recommendations contained therein were noted and approved by the Council

**139/18 Reports from Working Groups**

**(a) Neighbourhood Development Plan working group**

The residents questionnaire had been distributed by post to all residents. To encourage early responses a prize draw had been organised and two complimentary tickets, which had been donated by the Three Counties Showground for the RHS Spring Festival, would be given to the first fifteen people who had returned the form.

Parishioners had been asked to express their views on a range of issues dealing with the environment, heritage, landscape, design, transport, infrastructure, housing, local economy and community facilities.

The next meeting of the working group had been scheduled for Wednesday 8<sup>th</sup> May.

**(b) Gas lamps working group**

There had been a continued improvement in the performance of the existing lamps during recent weeks following the completion of maintenance works by Sight Designs.

Whilst there was insufficient financial support, from external bodies, to proceed with the originally envisaged project to install eleven new lamps along the Wells Road, there was a possibility that a smaller scheme, using three currently redundant lampposts, could be possible.

The group had met recently to discuss the potential for such a scheme, together with a look at the associated estimated costs which would need to be presented to Council for approval.

**(c) Communications Working Group**

The working group had met on 23<sup>rd</sup> April and had discussed the following business:

**Councillor ID badges**

Clerk had received a quote for the ID badges that councillors present felt was reasonable, but the fixing quoted for was lanyard style. It was felt the magnetic clip style as used by the District Council would be most flexible for all concerned and Clerk was tasked with getting a further quote for this. All agreed the design style to be

simple, clear font on two lines as follows:

*LOGO* Councillor Name  
Malvern Wells Parish Council

The committee agreed the best size was approx. 3cms x 8cms, or whatever their closest possible standard size is to save the expense of a custom design.

### **Distribution of the complimentary tickets from the Three Counties Showground**

The committee discussed the problems associated with councillors being seen to benefit from gifts from organisations. It was concluded that the best way to use the free tickets we had been given was to distribute them amongst parishioners in the following way: -

30 adult tickets for the Spring Show – already agreed to use as 15 pair of prize draw tickets for the Neighbourhood Plan questionnaire (in order to increase response rate).

12 adult & 18 children tickets for Three Counties Show Sat 15<sup>th</sup> June – agreed to donate one third to each of the schools in the parish, and the remaining third to All Saints, and let them choose how they will distribute.

12 adult & 18 children tickets for Autumn show Sat 28<sup>th</sup> Sept – agreed to use at our annual fete, perhaps some as prizes on the Tombola, some on a Treasure Hunt, perhaps some other competition. Cllr Dyde agreed to look at compiling a Treasure Hunt suitable for all ages and liaise with Events committee regarding other opportunities for optimum use.

### **Use of Social media Facebook, Twitter**

To preserve the security and integrity of the Council's Facebook page, it was decided to start a new Facebook page called 'Malvern Wells Noticeboard'. It would remain under the responsibility and control of the Clerk who would be master administrator, but other interested councillors would be welcome to help contribute regular posts and help monitor content in order to foster a greater sense of community and involvement across the parish. A separate Facebook page was deemed ideal because in the event of any problem with it the Clerk could shut the page down either temporarily or permanently, or regulate access to the administration of the page, with no harmful impact on the original and core page for Council business. Interesting items could be cross posted. Clerk also agreed to give Communications Working group members access to the Twitter feed to help build regular and parish-related content there too.

Cllr Dyde had an excellent idea to promote more activity by holding a 'Where in the Wells?' photo competition, namely a photo of somewhere in the Wells that visitors could guess the location (maybe for a prize of some sort?), perhaps get residents to send in photos of favourite views of the Wells as well. Similarly, to have a competition for re-posters and/or re-tweeters to attract wider number of users and their friends to participate and share more news (also foster community spirit).

**Website, especially pages for the Neighbourhood Plan, Jubilee Gardens**

This item pushed back until the next meeting because there had been no opportunity to meet the web designer Tim Henley. In addition to discussing the Neighbourhood Plan and Jubilee Garden content we need to upload; we also need to get a quote for ongoing maintenance now the support contract is due for renewal.

**Road signs for the Wells**

Cllr O'Donnell is still confident of funding from the Three Counties, but the committee were not so sure that the AONB would still be in a position to support us (after their initial interest and sample signage suggested in November 2017). The committee felt it was worth pursuing, and that 6 signs would be needed in total (top and bottom of Wyche Road, each end of the Wells Road, Hanley Road, and the bottom of Peachfield Road towards Blackmore Park). Clerk was tasked with asking Linda Blake (Clerk to Malvern Town Council) where they got the Malvern Link and Great Malvern signs made. The committee would like to arrange a competition for the design, maybe local artists). The committee would explore this further at its next meeting.

**Other matters discussed**

Privacy of discarded paperwork after parish council meetings – we need a policy regarding safe disposal of confidential information. This was to be discussed at next group meeting and also the next F&GP committee

Recommend enforcement of using laptops/tablets for council meetings as the working group had advised in the past to save paper and enhance security. Councillors could of course always print their own copies if needed. Cllr Dyde suggested Clerk could display the minutes and agenda and relevant paperwork on the projector to help those with no tablet or prefer to see a larger view of the information

**(d) Open Spaces Working Group**

A further meeting was due to be convened to consider the purchase of new play equipment for the Assarts Road play area and to reconsider the potential for the development of a children's play facility on common land at the Fruitlands using compulsory purchase powers afforded to it under section 125 of the 1973 Local Government Act.

An appointment would be made with RoSPA for them to comment on the suitability of the potential safety of the site

Work had commenced on for the establishment of a wildflower meadow on a portion of the Assarts Road playing field which would be managed by Community volunteers. A revised quotation was to be sought from local fencing contractors for the extension of the

play area fencing line back towards the roadside kerb. The working group would consider the potential for the provision of new equipment for under 5s and those children with disabilities.

**(e) Events Working Group.**

The Group had arranged to meet on Tuesday 30<sup>th</sup> April to discuss further planning arrangements for the Summer Fete

**(f) Jubilee Gardeners Working Group**

The reintroduction of a tap-controlled water supply at the head of the Jubilee Fountain had been successfully completed. Warning signage was to be put in place that the water from the Well should not be drunk directly without suitable treatment. The gardening group had been continuing with work involving new spring planting. Consideration was to be given to repainting the fence line along the entry footpath to the garden. Ian Burrage was coordinating the entry into the 2019 "RHS - It's Your Neighbourhood" competition

**(g) Cemetery Working Group**

Painting of the Oaklands side fencing line would be undertaken during the early summer. The Clerk was in discussions with the Administrators of a local funeral directors company which had been wound up regarding an outstanding debt due to the Council.

**140/18 Financial matters**

The following accounts were unanimously approved for payment

REF	Payee	FOR	NET £	VAT £	GROSS £
1420	HMRC	PAYEE & NAT INS MARCH 2019 QTR	1,167.48		1,167.48
1421	IAN BURRAGE	JUBILEE GARDEN WORK	135.72	24.88	160.60
1422	PKF LITTLEJOHN LLP	AUDIT FEE 2017 18	300.00	60.00	360.00
1423	COUNTY BUILDING SUPPLIES	CEMETERY MATERIALS	26.32	5.26	31.58
1424	BT WI FI	BGYGT5	12.50	2.50	15.00
1425	COLLETT ACCOUNTANCY LTD	PAYROLL PREPARATION	365.00	73.00	438.00
1426	WORCESTERSHIRE CALC	GDPR TRAINING	10.00		10.00
1427	MALVERN WELLS VILLAGE HALL	ROOM HIRE	104.00		104.00
1428	JIM BLACK	JUBILEE FOUNTAIN REFURB	98.06	17.85	115.91
1429	CASS ASSOCIATES	NEIGHBOURHOOD PLAN	1,626.25	325.25	1,951.50
1430	MARTIN THOMAS	OUTDOOR WORK MARCH	149.50		149.50
1431	WORCESTERSHIRE CALC	SUBSCRIPTION 2019/20	971.12	158.78	1,129.90
1432	PRINT PLUS	NDP QUESTIONNAIRE	1,570.00		1,570.00
1434	STEVE MAUND	OUTDOOR WORK APRIL	854.00		854.00
		<b>TOTALS</b>	<b>7,389.95</b>	<b>667.52</b>	<b>8,057.47</b>

**141/18 Report of District Councillor Mrs C O'Donnell**

This report can be viewed at the following link

[District Councillor Report 24th April, 2019](#)

There being no further business to transact the Chairman closed the meeting at 9.18pm.

Minutes approved.....

Chairman

15th May2019