

MALVERN WELLS PARISH COUNCIL

Minutes of the Meeting of Malvern Wells Parish Council duly convened and held on Wednesday 27th May, 2020 - commencing at 7pm via the Zoom Teleconference Facility

In attendance Cllr J Smethurst (Chairman) N Chatten, B Knibb, H Burrage, T O'Donnell, C O'Donnell, C Gates, J Baker, P Stanier, G Turrell. County Cllr Lucy Hodgson.

- 29/20 Apologies for Absence-** Cllr K Wagstaff, J Black, M Dyde
- 30/20 Declarations of Interest**
a) Register of Interests: Councillors were reminded of the need to update their register of interests: It was noted that Cllr Geoff Turrell had not yet completed his Declaration of Interests form. The Clerk advised that he send Cllr Turrell the relevant form for completion. Cllr Stanier reported that she had returned her form directly to the monitoring officer at Malvern Hills District Council
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.
- 31/20 To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none.
- 32/20 Minutes of the Parish Council Meeting held on 29th April 2020** the minutes of the Parish Council Meeting held on 29th April, 2020 had been previously circulated. The minutes were **unanimously approved** as a correct record of that meeting.
- 33/20 Matters arising from the minutes of the Parish Council meeting held on 29th April, 2020.**
There were none
- 34/20 Reports from Working Groups**
(a) Report of Gas Lamps working group. There had been no meeting of the group since the previous Parish Council meeting. It was noted that the current maintenance contract for the lamps ends in May 2021. Brian Harper, the contractor, had advised that he would like to see consideration being given to the following additional works which were requiring attention: -
- Deep cleaning and Power washing of lamp posts (Est price to follow)
- | | |
|-------------------------------------|-------------------|
| Repair of cracked and loose glass | (Est cost £420) |
| Repair of distorted battery holders | (Est cost £540) |
| Re paint all lamp posts | (Est cost £4,080) |

A meeting of the working group would be convened to review and discuss these matters.

- (b) Report of the Communications Working Group** A meeting was due to be convened to consider the format and publication dates for the next edition of the magazine. Cllr T O'Donnell, in her capacity as Chairman of the Working group, agreed to discuss the matter with the Chairman of the Council to set out the way forward.
- (c) Report of the Open Spaces Working Group** There had been no meeting of the group since the previous Parish Council meeting. Council was reminded that due to instructions received from Central Government, regarding the containment of the COVID-19 virus, the Assarts Road Play area would remain closed until further notice.
- (d) Report of the Events Working Group.** Ian Burrage had reported that it was still unclear whether the Summer Fete would be able to be staged this year. Whilst contact with some of the usual stall holders for the provision of food and drinks had been made, it had not been possible to contact the usual suppliers for many of the infrastructure items, such as toilet hire, picnic benches, first aid provision, children's pony rides etc, due to the lockdown of the companies concerned due to the response to COVID-19. If the current government instructions remained in place, regarding large social gatherings, it would certainly not be possible to stage the event anyway

There were concerns that the Council's Insurance policy would be invalidated if the event were to take place despite any Government regulations in place at the time. Fortunately, the Parish Council had no current contractual liabilities in respect of the fete at this stage.

Following further discussion, and due to the inherent risks involved, the Council reluctantly and **unanimously resolved** that the 2020 Summer Fete should be cancelled. : Cllr Burrage asked if Council could carry forward the unspent 2020 budget for the Fete to enable & support the grand reintroduction of the Fete in 2021. Council reassured Cllr Burrage that the 2020 budget would be available additionally for the fete in 2021

- (e) Report of the Neighbourhood Plan working Group**
Cllr Chatten informed the meeting that work on elements of the draft plan were continuing. Additional work had been undertaken on landscape sensitivity and capacity assessments in response to some of stakeholder comments and concerns which had been brought to the fore during the initial public consultation process.

The reports and plans underpinning the plan's overall evidence base were also being updated to reflect changes which had already been agreed and assimilated into the emerging draft plan.

This key element of this work would be specifically aimed at developing parameters for the proposed Worcestershire Golf Club site allocations.

The draft plan includes a potential allocation for the development of two sites in Woodfarm Road, near to the Worcestershire Golf Club, which would support the development of new homes to meet identified housing need within the Parish.

The Parish Council was acutely aware of the level of concern which had been expressed by residents in the Woodfarm Road area and would be working to mitigate those concerns. There would be further detailed reviews of the potential impact of the nomination of the sites in question.

Any additional such work that was undertaken by the Council's consultants would increase the costs of producing the plan, but it was anticipated that any such costs would be offset by additional Government grant. There would thus be no additional call on the local council taxpayer.

Further meetings and consultations were due to be held with the Council's consultants and representatives from the residents group. Update reports will be presented to future meetings of the Working Group and the Parish Council, as necessary.

(f) Other Planning matters

Planning applications referred by MHDC for comment

Planning application 20/00/578 18 Old Wyche Road Malvern WR14 4EP-
Erection of a Single Storey Extension to the rear of the main house to provide Bathroom/wet room and Utility Room (plans can be viewed by following the weblink shown above)

Members **raised no objections to this application**

(g) Report of the Jubilee Gardeners Working Group

The new replacement sign for the Tap has been safely received. Its installation and that of the new sign on the Fountain are yet to be completed. The Tap's replacement sign is being stored by Cllr Burrage awaiting the end of Lockdown before being put up. The Jubilee Fountain sign is also being stored by Cllr Burrage as it required work from an outside contractor to fix it at the end of Lockdown.

(h) Report of the Cemetery Working Group

Cllr Burrage gave Council a short presentation on the advantages of also having a Burial Manager working 6hrs a week from the hours currently worked by David Taverner. Because the cemetery burials had been reasonably quiet over the past year, this Burial Manager would be able within these hours, to review the status of the cemetery and its procedures and provide us with a plan for the cemetery going forward. Council agreed that this was a very good idea

35/20 Financial matters - Approval of the schedule of accounts payable.

The following accounts were approved for payment: -

ref	Payee	for	net £	vat £	gross £
1628	Martin Thomas	Outdoor Work November	172.38		172.38
1629	David Taverner	Microsoft Outlook Support	59.99	-	59.99
1630	Kidwells Solicitors	Advice on potential Land purchase	55.00	11.00	66.00
1631	David Taverner	Salary May 2020	1,747.38		1,747.38
1632	NEST	Clerks Pension May 2020	114.94	-	114.94
		TOTALS	2,149.69	11.00	2,160.69

36/20 Approval of the 2019/20 final accounts and the Annual Governance and Audit return (AGAR)

The Clerk presented details of the 2019/20 final accounts and Annual Governance Statement (AGAR) which had previously been approved by the Finance & General Purposes Committee at its meeting on 16th July. The returns had now been sent to the Council’s internal auditor for review.

The statements and figures presented were **unanimously approved and adopted by the Council**. Once signed off the AGAR and associated statements would be submitted to PKF Littlejohn who are the appointed external auditors.

37/20 Chairman’s Communications.

An e-mail had been received from a local resident regarding grass cutting at St Wulstans Green and the perceived change to the maintenance of the preserved area of wildflowers during the spring.

The Clerk had replied to the correspondent stating that the Parish Council remains justly proud of the way it undertakes conservation and protection work throughout the Parish. Managing the local environment with a strong emphasis on the preservation and protection of naturally occurring flora and fauna.

The Council’s outdoor contractors has done much work in this regard being responsible for grass cutting in areas such as St Wulstans Green, while sensitively managing the preserved area of wildflowers there throughout the growing season each year. During that time, the Council has we have received

numerous compliments regarding the level of conservation work it has undertaken.

Since last autumn the PC has additionally been working with the AONB to extend wildflower growth at the Assarts Road playing field and this has proved to be a most successful project.

Paul Esrich, conservation management officer at the AONB, agreed to meet with the complainant and officers of the Council in the early spring of 2021 to review the works which were planned to be undertaken during the year ahead.

38/20 Report of District and County Councillors to 27th May Parish Council meeting and Malvern Hills.

The latest reports can be viewed at the following link -[Latest District and County Council reports](#)

39/20 – Report of Staffing Committee

The new Clerk & RFO Appointee, Sarah Hart, was in attendance at the meeting and outlined the work she had been involved in as Clerk & RFO to Longdon Parish Council and as finance officer to the Diocese of Worcester Multi Academy Trust – Malvern Parish Primary School

The Chairman advised that Sarah would be taking up her post with the Council as soon as possible to start the handover of duties from the current clerk.

It was now intended that the post would be shared by Sarah in the role of Clerk and Michelle Alexander as the Cemetery manager. In reply to questions from members the Chairman advised that details of the work to be undertaken by each postholder were being reviewed by the staffing committee and a final report would be brought back to the June Council meeting.

There being no other business the Chairman closed the meeting at 7.55 pm

Signed as approved..... Chairman 24 June ,2020