

# 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 at 7.30pm on **Thursday, 24<sup>th</sup> May 2012**

## **Present Councillors:**

K Wagstaff	S Freeman
S Atwell	P Buchanan
Mrs C O'Donnell	B Knibb
A Hull	N Johnson
J Black	

**Apologies:** Cllr Mrs A Cheeseman, Mrs H Burrage, Mrs A Bradshaw, and M Victory

**In attendance:** County Cllr Steve Browne, MHDC Cllr C Cheeseman David Taverner (Clerk and Responsible Finance Officer)

## **19/12 Declarations of Interest for the meeting and any changes to be notified for the Registers of Interests and Gifts & Hospitality:**

Cllrs Black and Wagstaff declared prejudicial interests in agenda item *9(b) consultation on restriction of waiting on A449 near the Wells Primary School* as they have properties close to the location. They took no part in voting on the matter.

## **20/12 Closure of the Meeting to allow Parishioners Present to speak on any Matter on the agenda**

There were no questions from parishioners.

## **21/12 Minutes**

The Minutes of the Parish Council Meeting held on 22<sup>nd</sup> March, 2012 were unanimously **approved** by Members and **signed by the Chairman** as a correct record of that meeting.

## **22/12 Matters arising from the Minutes**

There were no matters arising from the approved minutes

*At this point in the meeting the a meeting of the Planning Committee was convened and Cllr Buchanan assumed the Chairmanship for this part of the meeting*

## **23/12 Planning Matters**

To confirm the actions taken, under the planning protocol between meetings, in respect of the following planning applications received from Malvern Hills District Council for comment:-

(a) Planning Application **12/00572/HOU - 56 Old Wyche Road, Malvern-**  
Erection of oak framed garage  
Members raised no objections to this application

(b) Planning application **12/00449/FUL - Wyche Water Treatment works,**  
Lower Wyche Road – change of use of land and erection of booster pumping station

The Parish Council objected to this application on the basis that the style and scale of the proposed kiosk, and the provision for the retaining wall and new handrail, is unsympathetic to its rural setting within the Malvern Hills AONB and the conservation Area.

This scheme as it is currently proposed would not help to preserve or enhance the natural beauty of the area in which it would stand.

- (c) Planning application **12/00496/FUL - Wells House, Holywell Road** -Internal alterations to form 1 additional one-bedroom dwelling. Provision of cycle and refuse storage areas, alterations to the design of the coach house block and car parking layout (33 spaces provided)

Members raised no objections to this application

- (d) Planning application **12/00381/FUL - 19 Assarts Road** - First floor link extension

Members raised no objections to this application

## **24/12 Reports of Committees and Committee Chairmen**

Cllr Johnson presented the previously circulated report of **Finance and General Purposes Committee** which had been held on 25<sup>th</sup> April.

Cllr Johnson took Members through the previously circulated final accounts report showing the Council's income and expenditure for the year ending 31st March, 2012.

Total expenditure for the year had out turned at £94.4k set against income received of £115.1K. Cash reserves had increased by £20.7K during the year. The major contributory factors to the increase in reserves were:-

<b><u>Reduced Expenditure</u></b>	£k
Salary and payroll savings	(2.4)
Other Council administration and running costs	(4.8)
Elections budget	(1.4)
Gas Lamps maintenance and running costs	(5.3)
Cemetery labour costs and supplies	(2.2)
Grass cutting and open spaces savings	(2.3)
<b><u>Increased income</u></b>	
Additional income from Cemetery fees	(2.3)
Total increase in reserves 2011/12	<b>20.7</b>

The Committee had also considered the 2011/12 annual audit return and governance statement which had also now been certified by the Council's internal auditor.

Members had reviewed each section of the annual governance statement and agreed that the Council had fully complied with each of its sections. The Committee had agreed **to recommend to Council** that the annual governance statement for 2011/12 should be approved and signed by the Chairman of the Council.

### **b) Council reserves policies**

It was agreed that the following additions would also be made to the Council's Earmarked reserves, at year end, to provide for future years commitments in respect of:-

	£k
Future Cemetery Land purchase	3.0
Assarts Road Playing Field	2.5
Gas lamps – gas consumption contract	7.0
Gas lamps – future maintenance costs	5.0
St Peters Closed Churchyard	0.5

Contributions from Earmarked Reserves had already been released during the year to fund:

	£K
Cemetery Railings Painting	1.0
Section 106 – St Wulstans Grass	
Cutting	1.0

The Council's total level of earmarked reserves at 31st March, 2012 was now £58.4k and the general reserve had increased to £29.3K. The Council's total reserves at the end of the 2011/12 had risen to £87.7K from the opening balance of £67.0k at the beginning of the year.

It was agreed to recommend to Council that the use of the earmarked reserve for Assarts Road playing field should be reviewed following the next meeting of the play and open spaces group who would be reviewing the specifications for improvements to that site.

Cllr Buchanan then presented the previously circulated report of the **Planning Committee held on 18th April**

The reports and the recommendations contained therein were **unanimously accepted and approved** by the Council

## **24/12 Chairman's Communications**

### **(a) Worcestershire County Council – proposed street lighting trial**

Correspondence had been received from Worcestershire County Council on a proposed trial reduction to street lighting during night time hours within the Parish. The Clerk advised that an article publicising the consultation document would be appearing in the Wells News and a response would be sent to the County Council once a summary of residents views had been coordinated

### **(b) Worcestershire County Council – restriction of waiting on A449 near to the Wells Primary School**

The County Council were consulting on a proposal to introduce 3 short sections of Restriction of Waiting 8 – 9am & 2 – 4pm Mon - Fri near to the Wells Primary School. A plan showing the details had been circulated to Members for their information

The proposal followed a request from the County Councillor Steve Brown, who has received complaints regarding obstructive parking and concerns regarding the safety of the school crossing patrol in this section outside the school.

This proposal will allow passing places this section, which is currently causing problems of speed and driver frustration at school start and finishing times.

Following discussion Cllr Buchanan proposed that the Council should raise no objections to the proposals. This proposal was seconded by Cllr Johnson. After being put to the vote the proposal was declared carried. *(Cllrs Wagstaff and Black had declared a prejudicial interest in this item and took no part in the voting on it)*

## **25/12 Summer Events**

The Clerk advised members that the Jubilee commemorative mug and coaster sets would be distributed to the two local primary schools on 28<sup>th</sup> May. Spare sets would be made available for residents to purchase at a charge of £5 each

A commemorative bench and tree had now been installed in the Jubilee Fountain Garden

An event was being arranged that would mark the rededication of the Village Hall which had originally been dedicated to celebrate Queen Victoria's diamond Jubilee in 1897. A

“bring and share” Jubilee celebration lunch was being planned for 3<sup>rd</sup> June which would follow the ecumenical service of re-dedication at 12 45pm. The Village Hall would remain open for socialising during the afternoon. Council had agreed that funding of up to £250 would be available to help support the event and invoices from the organisers were awaited

The Olympic torch was due to be carried in convoy along the wells Road on Friday 25<sup>th</sup> May, following a route from Hanley Road to the junction with Upper Welland Road commencing at 9 25 am.

Cllr Johnson advised that he would be leading a team of volunteers to help with the organisation of the Village Fete scheduled for Sunday 15<sup>th</sup> July. A meeting of the fete working group would be called during the course of the next few weeks

**26/12 Wells News** –The Clerk reported that the Summer Edition was due to be sent to the printers by 13<sup>th</sup> June and delivery to residents was scheduled to start during the week beginning 25<sup>th</sup> June

### **27/12 Reports of representatives on other bodies**

#### **(a) Worcestershire County Council – County Cllr S Brown**

Cllr Brown advised that he had received the Council’s request for the release of £500 from his evolved member’s budget to help towards the funding of the Council’s Jubilee and Community events.

#### **(b) Malvern Hills District Council – Cllr C Cheeseman**

Cllr Cheeseman reported on changes that were being made to the Senior Management Team at the District Council – with a new lead monitoring officer – Jon Williams - having been appointed

#### **(c) Malvern Hills District Conservators – Mr J Tretheway**

Mr Tretheway updated Members on changes that were being made to make the car parking area on Peachfield Road common more accessible to motorists.

Improvements were also being made at British Camp to make the pathway easier for the Bike Rescue team.

Warnings signs had been erected asking dog owners to ensure that their pets do not worry livestock grazing on the hills

The Jubilee Bonfire Beacon was being lit at 10 15pm on the Worcestershire Beacon on 4<sup>th</sup> June – the event was open to all members of the public to attend.

### **28/12 Gas lamps Refurbishment project**

Cllr Black presented an update report to Members. 28 lamps had now been completed and work was in progress on a further 12 lamps in the workshop. The refurbishment of the remaining 7 lamps had not yet been started because there were difficulties with the renovation of the older lamps, especially those of the Parkinson & Cowan type which are predominantly sited on the Holywell Road

Cllr Black advised that good progress had been made with the negotiation of the new Gas contract with British Gas and the estimated gas supply charge that had been calculated would be lower than the figure that had been included in the 2012/13 budget.

This would be kept under review pending the receipt of invoices from British Gas and the amount being held in the Council's earmarked reserves as a provision for the new charges would be reviewed once actual bills had been received.

**29/12 Payment of Accounts:** The under mentioned accounts were approved for payment:

Cheque			£
2906	David Taverner	Clerks Salary & Expenses - April	1,504.63
2907	Uk Coasters Ltd	Jubilee Mug and Coaster sets	1,747.20
2908	Steve Maund	Outdoor works April	1,044.71
2909	Martin Thomas	Cemetry Work - April	169.18
2910	Playsafety Ltd	Play Area inspection	82.80
2911	Malvern Wells Village Hall	Room Hire	74.00
2912	Marmax Ltd	Jubilee Bench	486.00
2913	Yvonne Scriven	Internal Audit fee	150.00
2914	Steve Maund	Outdoor works May	1,923.60
2915	David Taverner	Clerks Salary & Expenses - May	1,414.25
2916	County Building Supplies	Invoice for Cemetery materials	45.83

### **30/12 Approval of the 2011/12 final accounts and signing of the 2011/12 Annual Audit Forms and Governance Statement**

Cllr Johnson presented the 2011/12 final income and expenditure accounts and bank reconciliation statements which had been previously circulated to all Members and drew attention to the presentation he had given during the presentation of the Finance & General Purposes Committee report of 25<sup>th</sup> April.

The final accounts report, bank reconciliation statement and governance statement were duly noted and **approved** by the Council.

The Chairman then signed the Annual Audit Return and Governance Statement.

The Internal audit for 2011/12 had been successfully concluded .The Council's external audit date had been by Clement keys Ltd as 9<sup>th</sup> July, 2012 and the Clerk advised that all the necessary supporting working papers and final accounts return would now be sent to Clement Keys.

### **31/12 Date of next Council meeting**

The date of the next Parish Council meeting was set as Thursday 20<sup>th</sup> June, 2012

There being no other business the meeting the Chairman closed the meeting at 9 25pm

Signed.....# *Burrage*.....

**Chairman**

**20<sup>th</sup> June, 2012**