

# MALVERN WELLS PARISH COUNCIL

Minutes of a Meeting of the Parish Council duly convened and held in The Village Hall, Wells Road, Malvern Wells on Tuesday, 26<sup>th</sup> June 2013 commencing at 7.00pm

**Present:-Councillors: -**

Mrs H Burrage (Chairman)	
S Atwell	J Black
Mrs A Bradshaw	P Buchanan
S Freeman	A Hull
N Johnson*	B J Knibb

**In attendance: -** WCCllr Lucy Hodgson DCllr Chris Cheeseman  
Mrs Susan Hughes (Locum Clerk)

**Apologies recorded: -** Cllrs Hurst, Mrs O'Donnell, Victory\* & Wagstaff  
David Taverner (Clerk)

\* Cllr Johnson had attended a land auction earlier in evening on behalf of the Parish Council

\* Cllr Victory had attended the same auction as an observer

## **33/13 Declarations of Interest**

**a) Register of Interests: Councillors are 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:** Cllr Mrs Burrage declared an 'Other Disclosable Interest' as the recipient of a re-imbusement in connection with the Jubilee Celebrations:  
Cllr Freeman an 'Other Disclosable Interest' as his firm was the recipient of a re-imbusement for Land Registry (in neither case was a fee involved).

## **34/13 To Consider Written Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011)**

There were none.

## **35/13 Planning**

*To consider the following planning applications referred by MHDC for comment:*  
Following careful consideration of each application, the following responses were **agreed:**

Cllr Black arrived during discussions on the following application.

13/00614/HOU      Installation of replacement dormer to rear  
212 Wells Road

Members raised no objections to this application

Cllrs Freeman and Johnson arrived during discussions on the following item.

13/00619/HOU      Single storey side and rear extension with garage conversion  
5 Hanley Road

Members raised no objections to the principle but requested that if the LPA were minded to approve the application they carefully check the juxta position of Nos 3 and 5 Hanley Road and the accuracy of the drawings.

13/00638/HOU      Replace conservatory and rear single storey extension with a single storey extension to provide ground floor bedroom with en-suite linked to a garden sitting room

Fair View, 1 Chase Road, Upper Welland

Cllr Buchanan had been advised by the applicants that this application would be withdrawn but in the absence of official confirmation, the following comments were approved:

Members had been advised that the applicant intended to withdraw this application and looked forward to receiving a new application for comment.

### **36/13    Minutes of the Previous Meeting**

The Minutes of the Meetings held on the 22<sup>nd</sup> May and 18<sup>th</sup> June 2013, having been previously circulated were **approved** and signed by the chairman as a correct record.

### **37/13    Matters Arising from those Minutes**

a) **Min 30/13: Possible Purchase of Land for Provision of a Cemetery:** It was unanimously **agreed** to defer discussions on this matter until the confidential discussions at the end of the meeting.

### **38/13    Report from Worcs County Councillor**

Cllr Lucy Hodgson updated members on the political make-up and recent appointments within the County Council following the elections in May. She reminded members of the Divisional funding and invited projects bids from various organisations for consideration. As an early indication, Cllr Hodgson advised that there would most probably be grant aid of approx. £500 per project.

Within the Division there had been problems with parking, lack of correct Traffic Orders and correct highway lining in Barnards Green and a public consultation was anticipated on possible changes to the junction of Old Wyche Road with Wells Road.

Following discussions, Cllr Hodgson agreed to ascertain if separate funding was available for the provision of Vehicle Activated Signage and the provision of parish gritbins and grit. Members welcomed further investigation into these matters and **agreed** that the clerk would forward current details of gritbin provision to Cllr Hodgson.

Cllr Hodgson had arranged for a parish visit on 31<sup>st</sup> July by senior officers and members at County Hall. She would welcome guidance on successful joint projects involving the County Council and would advise on times and places as soon as possible.

In thanking Cllr Hodgson for her comprehensive report, members welcomed future attendance at meetings or a written report when this was not possible.

### **39/13    Report from MHDC District Councillors**

DCllr Cheeseman thanked members for recent cards and kind comments in the Wells News regarding his wife and her considerable achievements whilst on the Parish Council. He advised that Mrs Cheeseman was making good but very slow progress in what would be a long process of recovery.

He advised that:

District Ward funds had been shelved for this financial year but would be reviewed for 2014/15;  
there was an anticipated shortfall of £400k in the 2014/15 medium term plans; parish precept grants may well be withdrawn which would affect all parish and town councils but there was no anticipated cut in discretionary rate relief of disabled facilities grants;;  
an anticipated saving of £100k was expected from the partnership with CIVICA in respect of Revenues and Benefits;  
a recent Planning Appeal decision had highlighted the lack of land supply for development within the next 5 years. MHDC officers had produced a realistic assessment within the SWDP of what land would become available and so it was anticipated that there would not be a flood of applications for large numbers of housing within any one area.

The chairman thanked Cllr Cheeseman for his comprehensive report.

*With the agreement of the meeting, the order of the agenda was changed at this point.*

#### **40/13 Public Consultation on the Malvern Hills AONB Management Plan (14–19)**

The chairman welcomed Paul Esrich and David Armitage of the AONB to the meeting and invited them to address members.

Paul advised that:

a) The AONB Management Plan was out for public consultation, an e-copy had been sent to the clerk and he handed over a hard copy. The purpose of the plan was to formulate local achievable actions to meet with the needs, aspirations and wishes whilst working within the legal boundaries. All parish councils had a duty to have due regard to the plan and to conserve and enhance the area.

He would welcome a formal response from the Parish Council within the six-week period from 24<sup>th</sup> June to include comments on such matters as communities, development, transport etc.

Members **agreed** that the details should be circulated to all and the matter placed on the next agenda to allow for a formal response. See [aonb@worcestershire.gov.uk](mailto:aonb@worcestershire.gov.uk)

b) The AONB was a nationally protected landscape with staff (only 2 full-time plus 1 part-time) funded 80% nationally and 20% locally by various local authorities. Within the recent round of Government expenditure, cuts had been announced to each of those budgets which left the AONB Manager fearful of their own future funding and negative impact on their work. The staff would continue to work with local communities and offer help where possible as with recent substantial possible planning applications within the parish but loss of funding would impact upon the work schedule. The AONB published guidance on building design, landscape, views and highways. The guidance was available on the AONB website as a resource for Planning Committees assessing applications.

In response to questions Paul and David advised on the national policy framework in relation to planning applications within the AONB, consideration of the need to sell services rather than provide for free and projects completed within the parish during the previous 5 year Management Plan eg, Colwall Car Club had extended to The Wells, Gas Lamp project, restoration of the Jubilee Fountain and the Wells Primary School roof eco-project.

The chairman extended the thanks of members to both officers for their time and advice and they along with CCllr Hodgson and DCllr Cheeseman took the opportunity to leave the meeting.

#### **41/13 Reports of Committees/Committee Chairmen:-**

**a) Planning Committee:** Cllr Buchan presented the Report of the meeting held on 6<sup>th</sup> June. Members duly received and **agreed** the content of the Report.

#### **42/13 Chairman's Communications**

**a) To consider the siting of a new litter bin near to the Wells Primary School:** Matter referred to the F&GP Committee

**b) To Consider a Request for Grant Aid in respect of Jubilee Celebration within The Wyche area:** Having regard to the lack of receipts, members **agreed** to defer this matter for the shortest period possible to ensure that any prior commitment made by the Parish Council was honoured.

**c) To Receive an Update on the Request from Parents for help in pursuing the urgent appointment of a Crossing Patrol Assistant at The Wyche Primary School:** The Locum clerk advised that WCC were attempting to make contact with a relief warden to ensure that there was cover under the end of term. In the meanwhile, the police had made additional visits to the area and the vacancy had been advertised.

**d) Meeting with County Councillor and Staff at Malvern SCC, Geraldine Rd:** The chairman advised that she and the clerk would attend a meeting at Malvern SCC during the morning of 31<sup>st</sup> July.

#### **43/13 Report from the Clerk on actions undertaken since last meeting**

**a) Wells News:** Deliveries to volunteer distributors now completed with the exception of those for Holywell Road. Members noted that the distributor was unavailable at present: members wished him well and Cllrs Atwell and Johnson volunteered to undertake the deliveries on this occasion.

**b) Assarts Road Playing Field:**

**i) Drainage Scheme:** Members noted that the CCTV survey and inspection had been undertaken earlier in the week. A meeting of the Open Spaces Working Group was requested to discuss the report at the earliest opportunity.

**ii) Registration:** Members noted that the process had been completed and thanked Cllr Freeman for his work on the matter. He advised that someone with good local knowledge ought to check the boundary; it was **agreed** that Cllr Wagstaff was the most appropriate person to undertake the task. Cllr Atwell also asked to be involved. Cllr Freeman further advised that all Parish Council owned land ought to be registered at Land Registry and he offered to undertake the task. Members **agreed** unanimously and thanked Cllr Freeman for his offer.

**iii) Scout Hut Lease:** Members noted that the clerk would arrange a meeting with the Scout Leader and Cllrs Atwell & Freeman prior to the next meeting of the Open Spaces Working Group.

**c) Jubilee Garden Railings:** It was anticipated that the work would be undertaken during the week commencing 8<sup>th</sup> July.

**d) Peachfield Road Common – potential new play facility:** It was noted that an indicative illustrative play scheme design had been received. Members requested that it be submitted to the Open Spaces Working Group for further discussions.

#### **44/13 Community Event Updates**

**a) 2013 Parish Fête:** Members noted the suggested date for the event as Sunday 8<sup>th</sup> September. Cllr Johnson advised he was awaiting further responses from

volunteers prior to confirming the date.

- b) The Events Working Group:** It was noted that an initial meeting of the Group would be arranged and Terms of Reference agreed.

#### **45/13 Highway Matters**

- a) Temporary Closure of Green Lane:** Members noted the temporary closure of Green Lane from its junction with the A449 Wells Road in order to facilitate carriageway surfacing works. Anticipated duration, 2 days within 2 week period commencing 10<sup>th</sup> July.
- b) Possible Blocked Sewerage Pipe, Holywell Road:** The Locum Clerk had reported the concerns to Severn Trent Water for action.

#### **46/13 To Note & Consider the Priorities on the list for the Community Infrastructure Levy**

The chairman spoke to the previously circulated report and following considerable discussion on priorities and costs, it was **agreed** that Cllr Atwell should contact the relevant officer at the District Council to discuss the next steps. The Locum Clerk to forward relevant information to Cllr Atwell.

#### **47/13 To Give One Months Notice of the Requirement to Review and Amend, if desired, the Standing Orders of the Parish Council**

The chairman briefly advised on the reasons for the current review, quorums, new Code of Conduct and finance and the matter was deferred until the next meeting.

Following brief discussions, Cllr Atwell took the opportunity to advise the chairman of his intended resignation from the Planning Committee.

#### **48/13 To Receive the Reports of Representatives on other bodies:**

- a) Malvern Hills Conservators:** Mr John Tretheway had tendered his apologies for the meeting.
- b) Malvern Hills Area Committee:** Cllr Knibb advised that he had been unable to attend the meeting which had been held in the north of the District and he was therefore unable to update members with regard to Neighbourhood and Community Plans. Members requested an agenda item for a report from the Neighbourhood Working Group to be detailed on each subsequent agenda.
- c) Malvern Wells Village Hall Management Committee: Representative to be nominated:** Matter to be detailed on the next agenda
- d) Malvern Hills CAB, Cllr Johnson:** There had been no recent meeting.
- e) The Wyche Institute, Cllr Mrs Bradshaw:** There had been no recent meeting.
- f) Policing Matters, Cllr Knibb & Buchanan:** There had been no recent meeting.

#### **49/13 Cemetery Matters**

**Required Tree Works:** Members noted the report of the Tree Surgeon including three trees that required urgent action in the Cemetery and on the Playing Field. It was **unanimously agreed** that the quotes for the full work be accepted on the proviso that Worcs Highways allowed the required work on the oak overhanging the toilet block.

#### **50/13 Financial Matters**

- a) To Approve the Payment of Accounts:** Members approved and agreed the

accounts as per the attached Schedule.

**b) To Note that the Coronation Big Lunch held at the Village Hall was within budget and to agree re-imbursements of outstanding expenses:**

Members noted the expenditure and relevant spreadsheets with receipts and approved re-imbursements.

It was proposed by the Chairman, seconded by Cllr Buchanan and unanimously **agreed** 'That pursuant to the Public Bodies Admission to Meetings Act 1960 and the Local Government Act 1972 ss100 & 102, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the public and press should be excluded from the remainder of the meeting. The reasons being Staff Contracts & Possible Legal Contracts'.

The Locum Clerk left the room.

**51/13 Staff Contracts**

The chairman spoke to a Report from the Staffing Committee and the recommendations contained therein.

Following discussions, it was proposed by Cllr Burrage, seconded by Cllr Buchanan and agreed unanimously, that the Locum Contract and payment scale for Mrs S Hughes should be accepted, the contract signed and due payment be made in the next payroll.

The Locum Clerk was invited to return to the meeting, advised that the previous draft contract had been **agreed** and the formal notice for termination of employment noted and **accepted**. Members thanked the clerk for her work and input during the past month.

**52/13 Possible Land Purchase**

The chairman advised that formal Borrowing Approval, should there be a need for a loan to purchase land within the next 12 months, had been granted.

Cllr Johnson advised that the land at Chestnut Hill had been withdrawn from auction earlier that evening as it had failed to reach the reserve valuation.

Following discussions, members **agreed unanimously** to authorise Cllr Freeman to immediately approach the agents for Chestnut Hill to discover if there might be an opportunity for the Council to make a further offer. If there was interest from the agents, negotiations would then be delegated to the clerk in consultation with the Chairman of the Parish Council and Chairman of the F&GP Committee.

Following further discussions, members **agreed unanimously** to otherwise delegate the matter of future (within 12 months) land purchase to the clerk in consultation with the Chairman of the Parish Council and Chairman of the F&GP Committee.

There being no other business the Chairman closed the meeting at 10.18pm.

Chairman .....  
July 2013

**Appendix 1: Schedule of Payments**

**Payment of Accounts:** The undermentioned accounts were approved for payment:

			£
3002	Worcestershire CALC	Subscription 2013	733.17
3003	D M Taverner	Salary & expenses - May	1632.70
3004	Steve maund	Cemetery & Outdoor work May	880.80
3005	BWB Consulting	Assarts Road Drainage Scheme	903.00
3006	Yvonne Scriven	Internal Audit Fee	150.00
3007	Lynne Hackles	Wells News - Honorarium, Summer	50.00
3008	Malvern Hills DC	Rural Rate Relief - Spar Shop	389.81
3009	Unused cheque on file		
3010	Gabbs LLP	Land Registry Fee - Scout Hut	30.00
3011	Severn Trent water	Cemetery Water - June Quarter	22.17
3012	HMRC	PAYE & NI - June quarter	1349.50
3013	D M Taverner	Salary & expenses - June	1453.27
3014	H Burrage	Coronation Bil Lunch expenses	103.98
3015	K Beecroft	Coronation Bil Lunch expenses	13.00
3016	Adrian Hope	Trees Inspection	180.00
3017	AON Insurance	Insurance Premium	1759.78
3018	N Power	Cemetery Electricity	28.85
3019	Playsafety Ltd	Assarts Road Play Inspection	88.80
3020	Newsquest Media Group	Advertisement for public mtg 18 June	100.80
3021	Steven Maund	Petrol for Mowers	25.00
3022	Steven Maund	Cemetery & Outdoor Working, June	948.22

Chairman .....  
July 2013