

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 26th March, 2014** commencing at 7.30pm

Present:

Councillors: -

Mrs H Burrage	(Chairman)
Mrs A Bradshaw	N Johnson
P Buchanan	J Black
B J Knibb	A Hull
S Freeman	Mrs C O'Donnell
K A Hurst	

In attendance: - David Taverner - Clerk & Responsible Finance Officer

District Cllr C Cheeseman

Apologies recorded: - County Cllr Lucy Hodgson
Cllrs M Victory, K Wagstaff, S Atwell

127/13 **Declarations of Interest**

a) Register of Interests: Councillors were 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: Cllr Burrage declared a pecuniary interest in agenda item 6 –payment of accounts - as she had submitted an expense claim in respect of the Christmas Carol concert.

The Clerk declared a pecuniary interest in agenda item 14 which would be dealing with a review of one of the conditions of his contract of employment

c) To declare any Other Disclosable Interests in items on the agenda and their nature: There were none

128/13 **To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none

129/13 **Minutes of the Parish Council meeting held on 26th February, 2014.**

The minutes of the meeting held on 26th February, 2014 were approved and signed by the Chairman as a correct record of that meeting.

130/13 Matters arising from the minutes

Minute 52/13 (26th June) - Possible purchase of land for provision of a Cemetery: - The land in question had now been sold. The new landowner had indicated that he was unwilling to sell any part of the land and would simply be retaining it for future use. Attempts would continue to be made to source other land, within the Parish, which might be suitable for use as an extension to the current cemetery.

131 /13 Reports from Council Committees & Working Groups

(a) Cllr Buchanan presented the report of the **Planning Committee** which had been held on **5th March**. The report was **accepted and noted** by the Council.

Cllr Buchanan advised that he and the Clerk had met with Liz Ellis, the MHDC Planning officer who was dealing with the Rothwell Road, CALA Homes application.

General points of the detail of the application had been discussed, especially those surrounding the question of the future maintenance, management and ownership of the planned public open space which would comprise approximately 2.5 hectares of the site if the application was approved.

A further meeting had been arranged with the section 106 officer at MHDC- Jo Cross - to discuss the composition of the likely legal and associated section 106 agreements.

(b) The Clerk presented the report of the **Play and Open Spaces group** which had been held on **20th March**.

(1) Assarts Road Drainage scheme

The working group had reviewed the quotations received in respect of the suggested drainage alleviation scheme for the Assarts Road playing field.

Two quotations had been received in respect of the updated tender document Claines Construction Ltd had quoted £9,560, whilst Chris Jeynes Ltd had quoted £11,365. The working group had agreed to recommend to Council that the quotation of £9,560 from Claines Construction should be accepted.

Following further discussion Cllr Knibb proposed that the tender in the sum of £9,560 from Claines Construction Ltd should be accepted. This was seconded by Cllr Black and the Council **unanimously resolved** that the contract for the alleviation of the drainage of Assarts Road playing field should be awarded to Claines Construction Ltd at the tendered sum of £9,560.

(2) Assarts Road play equipment

Four new items of the type of play equipment, as detailed in the outline scheme designed by Playdale Ltd, had been selected by the working group for purchase.

A further meeting with the Playdale representative had been arranged to update the quotations which had previously been provided, and to take advice on the

most appropriate locations for the new equipment within the recently expanded playground area.

Some Members raised concerns regarding the safety of the existing blue roundabout, and concerns were voiced that children could potentially fall off or through it when it was in motion.

The Clerk advised that the recent RoSPA inspection which had been undertaken and had not picked up any safety issues with the roundabouts mechanism or operation. It was suggested that the Clerk should contact the RoSPA inspector to seek his or her views on the safety risk posed by this particular piece of equipment.

Cllr Freeman proposed that the Council should agree to support the purchase of the new items of equipment as identified by the working group and that the Clerk should contact the RoSPA inspectorate to see if there were any steps which could be undertaken to make the existing roundabout safer to use.

This was seconded by Cllr Knibb and, on being put to the vote, it was **resolved** that Cllr Freemans proposal should be supported.

Updated quotations were to be sought for:

	£K Estimated cost
One "rota bounce"	3.0
One "jukebox" climbing frame or similar	9.0
One "gravity bowl"	1.0
One "team swing"	2.0

Total estimated costs 15.0

The Clerk advised that, to comply with financial regulations, at least three competitive quotations for the equipment would need to be obtained. The final quotations selected would be used to substantiate the claim for the release of Section 106 funding from the District Council.

The working group had also agreed that new grass lock matting should be provided for the swings area. The cost would be approximately £250 and funded from existing budgets. Following discussion this proposal was **unanimously supported** by the Parish Council

(3) Community Grant application – 1st Malvern Scout Group

The working group had agreed to recommend to Council that the application from 1st Malvern Scouts for £242.94 in respect of updated gas canister storage should be approved.

Following discussion this grant allocation proposal was **unanimously supported**

(4) Fruitlands Green and Jubilee Fountain Garden

The working group had considered quotations received for the connection of the electricity supply to both locations and for the purchase of two new living trees. An electrical contractor from the County Council's street lighting team had completed an inspection of the illuminations connection point on Fruitlands

Green. The existing connection would need be updated and rationalised to comply with current safety standards.

The estimated costs of the scheme were: -	£K
	Estimated cost
Purchase of two "Abies nordmanniana" trees	2.3
Delivery and planting	0.7
Electricity connection at both sites	3.3
New lights for Jubilee Fountain site	0.7

Total 7.0

The Clerk advised that there would be a need to draw approximately £3k from the Council's General reserves to support the existing approved scheme budget of £4k. Following discussion the Council agreed to proceed with the Fruitlands Green scheme immediately. The Jubilee Fountain scheme would be revisited, to review the type and size of tree to be planted, to ensure it would not appear over dominant in its proposed setting.

132/13 Financial matters - to approve the schedule of accounts payable

The following accounts were approved for payment:-

chq	Payee	Description	NET £	VAT £	TOTAL £
3102	STEVE MAUND	CEMETERY MATERIALS & EQUIPMENT	1,298.91	233.88	1,532.79
3103	STEVE MAUND	CEMETERY AND OUTDOOR WORK FEBRUARY AND MARCH	905.87	-	905.87
s/ord	DAVID TAVERNER	CLERK SALARY MARCH 2014	1,396.77	-	1,396.77
3104	DAVID TAVERNER	ADMINISTRATION EXPENSES MARCH 2014	148.93	17.73	166.66
3105	MARTIN THOMAS	CEMETERY WORK - FEBRUARY & MARCH	533.92	-	533.92
3106	HMRC	PAYE AND NATIONAL INSURANCE MARCH QUARTER	1,371.89	-	1,371.89
3107	MALVERN MOWERS & TRACTORS	CHIPPER HIRE -CEMETERY	150.00	30.00	180.00
3108	SIGHT DESIGNS LTD	GAS LAMPS MAINTENANCE INVOICE 289	249.00	49.80	298.80
3109	HEART OF ENGLAND IN BLOOM	BRITAIN IN BLOOM ENTRY - JUBILEE GARDEN	50.00	-	50.00
3110	1 ST MALVERN WELLS SCOUTS	COMMUNITY GRANT - GAS CANNISTER STORE	242.94	-	242.94
3111	HELEN BURRAGE	CHRISTMAS CAROLS EXPENSES	69.18	-	69.18

133/13 Chairman's Communications

(a) School Crossing Patrol- Wells C of E Primary School

The clerk advised that the County Council had not yet responded to the request for a re-assessment of the need for a crossing patrol and he would chase the department responsible for a reply.

Cllr Hurst agreed to discuss the safety issues surrounding the drop off and collection of school children from vehicles near to the school with the School's Governors at their next meeting.

(b) Purchase of defibrillator Wells C of E Primary School

The Parish Council had previously resolved, in principle, to provide financial assistance from its community support budget, up to the sum of £250, to assist with the purchase of a defibrillator, which would be located at the Wells C of E Primary School. Fund raising efforts were being undertaken by the School to help part fund the project

The Clerk had been directed to the Community Heartbeat Trust organisation to obtain further details regarding the cost of the equipment. Information was awaited as to precisely where the machine purchased was to be sited and who would be trained in its use.

Cllr Hodgson had also agreed to release £750 from her divisional fund budget to support the scheme

(c) Britain in Bloom entry 2014.

The Heart of England events coordinator had confirmed that it would be in order for the Council to submit the Jubilee Fountain Garden as a standalone entry into the 2014 competition. This was **unanimously supported** by the Parish Council and the £50 entry fee was approved for payment.

134/13 Report of the Clerk on other actions undertaken since the previous meeting

(a) Update report regarding the potential development of a new play facility on Peachfield Road Common

Cllr Freeman and the Clerk would be meeting with the Director of Malvern Hills Conservators to establish the extent of any possible legal work that might need to be undertaken to establish whether the Council would be allowed to construct a playground on Peachfield Road Common. It was intended to present a further paper on the Council's proposed play scheme to the Conservators Management Board at its next meeting scheduled for 12th June.

(b) Section 106 Funding applications

An application for funding had been submitted to the District Council to release funding to support the Assarts Road Drainage Scheme and the purchase of new play equipment. District Council officers had asked for supporting quotations for both schemes.

The Play equipment suppliers had been asked to update their quotations for the items that had been selected for purchase. Once the final quotations were received they would then be sent to MHDC to support the section 106 application. It was noted that Section 106 funding cannot be applied retrospectively.

135/13 Gas Lamps Maintenance contract

Cllr Freeman advised that he was in the process of drafting the revised terms of the maintenance contract which was due to come into force on 26th May, 2014

Since the last meeting the Clerk had met with Brian Harper (BH) who had agreed to provide an up to date price list for renewable supplies.

It was intended that the base price lists for these supplies would then be appended as a schedule to the new contract.

BH had also agreed to:-

1. undertake the revision of the annual maintenance cost of each lamp and his hourly maintenance call out rate
2. accept the provision to be made in the contract for the costs of inspection patrols undertaken which identified problems with the lamps, which could be dealt with instantly. Approval would still need to be sought from the Clerk for any such works which would be likely to cost more than £100 per calendar month in aggregate.
3. accept the provision to be made in the contract for the costs of the annual lamp cleaning routine at a cost of £5 per lamp
4. accept the provision to be made in the contract for the agreed costs of his monthly inspection patrols. The cost of the monthly patrol costs to be paid at an hourly rate of £10 with a travelling allowance of 45 pence per mile. Paid visits were to be limited to one per month and the payment for such visits, including travel costs, would not exceed £15 each calendar month
5. send invoices to the PC for the purchase of two of the "click in" control units which Council had previously resolved to purchase.

The Clerk advised that neither Malvern Town nor West Malvern Parish Councils had shown any inclination to join in with a collective agreement for the development of a new maintenance contract. Similarly, efforts to identify other suitable contractors, in addition to SDL, who could supply a competitive tender for the maintenance contract, had proved fruitless.

The Clerk also advised that he had not been able to ascertain whether any old gas lamp posts, belonging to the Parish council, had been taken into store or used by the District or Town Council at the time that the Parish Council had first taken responsibility for the ownership of the lamps.

National Grid had agreed to undertake a site visit to see if the gas supply to lamps 27 and 28 on the Wells Road, and lamp 32 on Holywell Road could be reconnected. A report on this subject would be made to the next meeting of the working group. The Clerk advised that BH had quoted £1k as the estimated cost of supplying new lamp heads to any posts that might eventually be relocated.

136/13 Summer Fête – Sunday 7th September –an initial task list had been drawn up which had been circulated to those volunteers who had so far indicated a willingness to help with the event planning. Several positive replies had been received and a further meeting of the Events Working group would be called, before the end of April, with a view to making progress on the organisational aspects of the fête.

137/13 Press letter re concerns regarding the Examination in Public of the South Worcestershire Development Plan

A précised version of the letter setting out the Council’s concerns regarding the ongoing delay in the approval of the South Worcestershire Development Plan was due to be published in the Malvern Gazette imminently.

Copies of the letter had been sent to all South Worcestershire Constituency MPs and a copy of the letter had also be sent to the president of Civic Voice – Griff Rees Jones – who had recently been promoting that organisation as the national spearhead for a nationwide movement that campaigns for better planning and protection of the Environment

138/13 Report of the County Councillor – Cllr L Hodgson

Cllr Hodgson had tendered her apologies for being unable to attend the meeting but presented the following written report:-

“Firstly I must apologies for not being present for another meeting. I have been called to be interviewed by the Joint Scrutiny Committee for Regulatory Services as I am the Chairman of the Joint Committee of this service.

Highways Repair Potholes

Worcestershire Highways teams have been busy in 2014 but there's no let up with these efforts as the weather improves. Extra pothole-busting gangs have been working hard to fix problems on the county's roads caused by the flooding and severe weather – with 6,400 potholes repaired so far this year.

Around £700,000 was channelled into tackling the challenge last month when the floodwaters receded and recovery work began.

Residents are being reminded that they can play an important part by logging online through their computers, laptops and smart devices through

<http://www.worcestershire.gov.uk/cms/my-self-service.aspx#Report>

The County Council manages 2,257 miles of road in Worcestershire – the equivalent distance of Worcester to Cairo, Egypt.

Last year Worcestershire Highways repaired around 27,000 defects on our roads.

Pavement Repairs

I understand that the pavements have been repaired at the top end of Fruitland and on the corner of King Edwards Road. I was contacted by a resident last week who lives at the bottom of Fruitlands and did try to explain that funds are very

limited for repairs. I have requested that the stretch of pavement is assessed again and to see if anything can be done in a way of an emergency repair.

Future Lives Consultation

Worcestershire County Council has listened to responses to its proposals for prevention, early help and other support services for adults and young people and made changes to its final decision as a result.

Cabinet has now agreed to recommendations which include an extended transition and re-commissioning process and in recognition of concerns raised about the pace of change. Additional funding totalling £3.1million has been identified for extensions to the contracts for some services.

These proposals are part of the Future Lives programme, which will reform and improve adult services over the next 2 years. The programme also includes better information and advice for people and promotion of volunteering. The Council will also redesign recovery services for older people, redesign the care assessment process give service user's greater choice and control over services by giving them the money to buy services from a range of different providers. Through all of this the Council will be looking to offer more services online and work towards greater integration with health services.

Southern Link Road Improvements at the Ketch Roundabout

As I am sure you will have noticed the remedial work has started on the improvements to the Ketch Roundabout. The work is due to start properly in April and the work will take around a year. It should be noted there will be times when the road will need to be closed as well as narrow lanes introduced.

Commuters need to be aware of this and allow some extra time for their journeys whilst the work is being carried out.

Parish Conference

Just a reminder that the County Council will be holding its 10th Annual parish Conference on the evening of April 30th here at County Hall, I understand the invitations have been sent out as well as being included in the CALC newsletter. There will be the usual displays beforehand from a number of council services. Included in the event will be an update on the Broadband project as well a change to put questions to the new Chief Executive to the County Council.

Divisional Fund

My Councillor divisional fund for 2013-14 will be closing at the end of March. It has transpired that I had in fact £11,000 to spend this year and I have been able to carry forward a small surplus of just over £500 to next year's fund. I thought you may be interested in seeing the list of how the money has been spent. The fund is due reopen at the start of the new financial year, I have already been approached for some money to help with a breakfast club at a local school as well of course helping to find the defibrillator. Please let me know if there is anywhere in the area that would benefit".

Barnards Green Traders carnival	£200.00
Guys footprints	£500.00
Wells Play group	£500.00
AA Signage for Sunshine centre	£288.00
Wells telephone book swop	£250.00
Upton Scouts	£500.00
Cube Malvern funding for disabled access	£1,000.00
Perfect Circle Theatre Company	£500.00
Grit bin for Wells	£330.00
Xmas for Barnards green	£200.00
Grit bin for Wells	£300.00
Xmas celebrations for Wells Pc	£100.00
sunshine Centre for home safety equipment	£1,000.00
scout hut want £1500 suggest £750 Assets Lane	£750.00
Octagon Centre for projector	£1,000.00
Cube Malvern for arts funding	£450.00
defibrillator no application made	
Barnards Green Traders carnival 2014	£500.00
Hastings Nursing home	£50.00
Versatile Theatre	£500.00
Vamos Theatre for local nursing home	£1,000.00
Volunteering Malvern	£500.00
Total applications	£10,418.00
Total applications	£10,418.00
Total Fund available	£11,000.00
Surplus to be carried forward	£582.00

139/13 Report of District Councillor – Cllr C Cheeseman

Cllr Cheeseman illustrated some of the problems that were being encountered by the District Council as they attempted to defend appeals against some of the larger planning applications which had come before them for consideration in recent months

In some cases it had been necessary for the District Council to obtain legal opinion, to assist with the defence of their position, at considerable cost.

Cllr Cheeseman that the CALA homes application for 43 dwellings on the former Abbey college playing field was now live. The application was due to be considered by the Parish Council on at its Planning Committee meeting scheduled for 16th April

140/13 Reports of representatives on other bodies

(a) Worcestershire CALC – Cllr Knibb advised that– a meeting had been held on 19th March at County Hall which he and the clerk had attended.

Sue Baxter, Chairman of CALC, and our representative at NALC, had given a talk about what CALC and NALC do for the membership, and her work representing the County organisation both at national level and locally.

Attendees had also been advised that the DCLG had now drafted regulations which would allow Parish Council's to make use of electronic banking facilities if they so desired.

CONFIDENTIAL ITEM – PUBLICATION RESTRICTED

141/13 Report of the Staffing committee 5th March, 2014

At this stage of the meeting the Council passed the following resolution:-

"That, pursuant to the Public Bodies Admission to Meetings Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable, in the public interest, that the public and press should be excluded from the remainder of the meeting. The reason being the consideration of staff contracts.

Cllr Burrage presented the report of the Staffing committee which had taken place on 5th March.

Members of the Committee had carefully considered the papers that had been presented to them, concerning the performance of the Clerk and Responsible Finance Officer during the preceding year.

Pending the detailed report of the meeting being available, and the feedback Performance Review meeting with the Clerk taking place in April 2014, the Staffing Committee had recommended that the following resolution should be considered by the Parish Council:-

"That David Taverner's annual pay increment for the year 2014-15, as set out in his contract of employment, should be authorised to take place as from 1st April 2014, this being in advance of his formal Performance Review for the year 2013-2014 taking place at a meeting With the Staffing Committee in April 2014

Following discussion Parish Council members unanimously agreed to support the Staffing Committee's recommendation in this regard.

There being no other business the Chairman closed the meeting at 9.25 pm.

Approved..... Chairman

Cllr Mrs H Burrage
Dated 15thMay, 2014