

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 27rd April, 2016** commencing at 7.55 pm.

Present: Councillors Mrs H Burrage (Chairman), B Knibb, Mrs J Smethurst, K Wagstaff, J Wagstaff, J Black, M Victory, Mrs C O'Donnell, P Bennett, N Chatten, S Freeman* (from 8.25pm)

Apologies for absence: S Atwell, N Johnson, County Councillor Mrs L Hodgson. The Clerk advised that he would inform members of the regulations concerning continued absence by elected members from Council and Committee meetings.

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

149/16 Declarations of Interest

Register of Interests: Councillors were reminded of the need to update their register of interests (ROI) up to date. No changes to the existing ROI forms were needed.

(a) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature: The Clerk declared a pecuniary interest in agenda item 7a regarding the approval of a payment in his name.

(b) To declare any Other Disclosable Interests in items on the agenda and their nature:
Cllr Burrage declared an interest in agenda item 7 regarding the approval of a payment for the reimbursement of an invoice from the Village Hall Management Committee for the St George's Day Celebrations.

150/16 To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011): There were none.

151/16 Minutes of the Parish Council Meeting held on 23rd March, 2016

The minutes of the Parish Council Meeting, held on 23rd March, 2016 had been previously circulated. The minutes were **unanimously approved** as a correct record of that meeting and were duly signed by the Chairman.

152/16 Matters arising from the minutes of the meeting held on 23rd March

(a) *ref Minute 138/16 (a) Purchase of Chairman's Regalia*
Cllr Freeman advised that he had now made further contact with the company which would be manufacturing the regalia item. Some embellishments to the regalia art work were still being worked on.

The costs would be contained within the £500 budget allocation originally approved.

(c) Ref minute 139/16 -report of Planning Committee held on 16th March

Cllr Bennett stated that he was extremely aggrieved that he been blamed for leaving the meeting deliberately early when in fact he advised the Clerk that he had to leave to care for a relative who was unwell.

The Clerk stated that he did not recall Cllr Bennett giving his apologies on that particular occasion, although it was accepted that there may have been a misunderstanding.

The Chairman drew attention to the Council's Standing order numbered 41 which states that "*no member shall misconduct him/herself by wilfully obstructing business.....*"

Following discussion, it was accepted that this had not been Cllr Bennett's intention and it was agreed that further advisory information would be sent to Councillors on the subject of the registration of their apologies for any meetings, or any part of a meeting, which they were unavoidably unable to attend.

The Chairman reminded Councillors that they **must apologise if unable to attend a meeting.**

- Councillors had a responsibility to attend meetings when summoned to do so: the notice to attend a council meeting is, in law, a summons because you have a duty to attend. (ref: *Good Councillors Guide 2016 page 22; Part 2 section 5 'rules for councillors'*)
- A Councillor must similarly apologise if having to leave a meeting early. Preferably this should be done in advance so that Council business is not obstructed in respect of the meeting remaining quorate. (See *Standing Orders para 41 below*).
- If a Councillor needs to leave as a matter of personal urgency, a he/she should apologise to the chairman of the meeting, providing an explanation before leaving the room – particularly if by leaving unexpectedly the meeting becomes non quorate and Council business becomes obstructed. (See *Standing Orders para 41 below*).

The Chairman also reminded Councillors that:

- "No member shall misconduct him/herself at a meeting by persistently disregarding the ruling of the chairman, by wilfully obstructing business or by behaving irregularly, offensively, improperly or in such manner as to scandalise

the council or bring it into contempt or ridicule. (ref MWPC Standing Orders 2014 para 41)

- “.. a councillor should promote support and exhibit high standards of conduct and be willing to challenge poor behaviour” (ref Good Councillors Guide 2016 page 22; Part 2; section 5 ‘councillors conduct and interests’)

The Chairman advised all Councillors to ensure they have fully read “The Good Councillors Guide 2016” and the MWPC Standing Orders (due for revision in July 2016)

It was also agreed that the subject of the constitution of the Council’s Committees and their respective quorums would be the subject of review by the Finance & General Purposes Committee at their July meeting. This would be part of their recommendations to the Council regarding any changes which may be needed to the existing standing orders.

153/16 Reports from Council Committees and working groups

(a) Planning Committee -20th April, 2016

Cllr Chatten presented the previously circulated report of the **Planning Committee** meeting which had been held **on 20th April, 2016.**

As the meeting had not been quorate the recommendation’s made at that meeting now needed the approval of the full Council.

On being put to the vote the recommendations which had been presented in the report were approved. Cllr K Wagstaff abstained from the vote on the grounds that he had not been present at the relevant planning meeting and thus he had been unable to examine the plans in detail.

(b) Finance & General Purposes Committee- Thursday 14th April

The Clerk presented the report of the Finance & General Purposes Committee meeting which had been held on 14th April.

The Committee had resolved to make the following recommendations to the Council:

1. The approval of the 2015/16 final accounts and governance statement.

2. Contribution of £1,000 to the Citizens Advice Bureau for their running costs.

3. The contribution of £1,600 to the Malvern Hills AONB for their running costs.

4. To approve the quotation received of up to £2,000 to update the security and functionality of the Council's website.

5. To note the opening of the electronic banking facility with Lloyds Bank PLC.

On being put to the vote the report and the recommendations contained therein were approved by the Council.

(c) Gas lamps working group

There had been no meeting of the group since the last Council meeting. Cllr Freeman had met with David Armitage of the AONB unit, who had again outlined the problems which had arisen with new national requirement for individual meters to be attached to any new gas lamp installation. As these meters would need to be housed in individual enclosed units there could be issues with gaining conservation officer approval prior to any installation of new lamps being undertaken.

(d) Community Events Working group

The Working Group was next due to meet 10th May and would be reviewing arrangements for the organisation of the summer fête and the "Big lunch" event being held on 12th June. There were plans to link this particular event to tie in with the celebrations of the Queens 90th birthday

e) Open Spaces Working Group. The Clerk advised that he would be liaising with Cllr Freeman to complete the drafting of the documentation required to bring about the removal of the restrictive legal covenants relating to the Scout Hut Site at Assarts Road, prior to the drafting of the Scout Hut lease

(f) Communications working group. Following the recent problems which had occurred with an attack on the security of the parish website the Clerk had contacted the original web site developer, Tim Henley, who had submitted quotations for work required to upgrade the website with the latest software release and enhance security levels.

However, the Council had already agreed to accept the recommendations of the Finance & General Purposes Committee to proceed with the work, due to its urgency, and had appointed Tim Henley to proceed as necessary.

Cllr Freeman proposed that the Council should endorse the appointment of Tim Henley to undertake the relevant rebuilding and development of the Council's website. This proposal was seconded by Cllr Knibb and was unanimously supported by the Council.

154/16 (a) Financial matters – payment of accounts

The following accounts were unanimously approved for payment:

Chg	Payee	For:	NET	VAT	GROSS
			£	£	£
3338	Wickstead Leisure	Assarts Road Play Area Equipment	27,749.70	5,549.94	33,299.64
3339	Worcs County Council	Contrib to AONB Running Costs	1,600.00		1,600.00
3340	Malvern Hills District CAB	Contrib to running costs	1,000.00		1,000.00
3341	Steve Maund	Outdoor Work March	1,165.71	16.40	1,182.11
3342	Malvern Wells Village Hall	Room hire	88.00		88.00
3343	Martin Thomas	Outdoor Work March	252.94		252.94
3344	Playsafety Ltd	Playground inspection	91.00	18.20	109.20
3345	Physio Control Uk Ltd	Defibrillator unit	650.00	130.00	780.00
3346	Worcestershire CALC	Subscription 2016	790.71	123.78	914.49
3347	Collett Accountancy Ltd	Payroll preparation- March Qtr	87.08	17.42	104.50
3348	Yvonne Scriven	Internal Audit Fee	100.00		100.00
3349	British Gas Trading	Gas lamps - March Qtr	1,283.88	256.78	1,540.66
3350	David Taverner	Administration Expenditure March	345.49	42.47	387.96
3351	Malvern Hills DC	Rural rate relief - Premier Shop Wells Rd	408.38		408.38
3352	Malvern Wells Village Hall	St Georges Day Celebrations expenses	186.42		186.42
s/order	David Taverner	Check Salary April	1,521.84		1,521.84
		TOTALS	37,321.15	6,154.99	43,476.14

154/16 (b) Completion of internal audit report for 2015/16

The Clerk had previously circulated a copy of the 2015/16 audit report which had been completed satisfactorily. There were no items which needed to be brought to members' attention.

It was noted that Yvonne Scriven, the Council's current auditor, had decided to retire and a new internal auditor would need to be appointed for 2016/17.

The Clerk and Members formally recorded their thanks for the very professional and efficient manner in which Yvonne had undertaken her work on behalf of the Council.

155/16 Cemetery Matters

It was agreed that a meeting of the Cemetery Committee should be convened to undertake liaison work with the Diocese of Worcester on the subject of the transfer, to the Parish Cemetery, of several memorials which had formerly been located in St Peters Churchyard

The Clerk advised that he was in discussion with John Dentith, the Worcester Diocesan Board Secretary on the logistics of the matter.

155/16 Proposed changes Local Bus Services

**This report replicates part of the minutes recorded in respect of the Annual parish meeting held on 27th April and is reproduced here for completeness and potential follow up at future meetings of the Parish Council.*

The Clerk gave an update on a meeting he had attended at the County Council, with Paul Smith, the Transport Operations Manager, regarding the temporary six-month extension period covering the local bus services.

Passenger Numbers

There were some preliminary numbers for the first week's operation which indicated that there had been 185 passenger journeys. There were some uncertainties about the number and the breakdown of categories although this information was to follow shortly

Accommodation and Safety

Concern expressed about the rather cramped seating on the bus, no facility for loading wheelchairs and hazards with open doors impacting pedestrians.

Paul confirmed that wheelchair ramps were available and that drivers would be alerted to the doors hazard.

Route & Timing

1. No connection with the rail station. Could be resolved by the route going east on Avenue Road and north on Imperial Road?
2. No practical connection from Malvern Wells to Welland.
3. No direct connection to the Top of Church Street, Malvern.
4. Inconvenient travel from Hanley Swan to Malvern. Could the route run in alternate directions?
5. The one-hour gap morning and evening causes disruption for passengers wishing to travel through Ryall & Upton
6. Why does the route go to Prospect View?

It was agreed that these route issues would be addressed in due course when there was more feedback on numbers and experience.

Fares

The gaps in service force passengers to change buses and thus incur additional fares. In this context £2.00 for a short journey may seem excessive.

It was agreed to revisit this topic when we have more feedback on numbers and experience.

Need clarification of the timing when concession passes are usable and not.

Timetables and Route Maps

Published timetables and maps do not identify the connections between the 360 and other services such as the 363 and 373.

It was agreed that there would arrange new timetables that clarified the linkages with First and other services.

As important point is the publication of a route map showing the other services that link with the 360. (e.g. 365, 363, 373, 444) Ledbury and Colwall links). The zoom able format used by TWM Traveline is very usable. Paul Smith will arrange this and will advise.

Publicity and Marketing

The Towns and Parishes have acted to publicise the service through newsletters, websites etc. but more is needed. Timetables and Maps are essential components of this work and are needed as soon as possible.

Paul Smith to advise contact person to liaise on publicity materials. The following items, among others would be considered

- Banners and advertising on the vehicle
- Photos of the bus for publicity
- Drivers Uniforms
- Bus Stop Signs/ Banners

Welland and Malvern Wells to publish in upcoming Newsletters
Hanley Castle PC to contact Three Counties Showground re promotional opportunities

Future Liaison

Suggested a monthly group meeting between WCC and a representative from each of The Wells, Malvern, Hanleys, Upton and Welland to review and direct the service and prepare for a continuing service after September.

Group meetings should include discussions with potential longer term suppliers.

Cllr Mick Davies would be liaising with Paul Smith on these issues.

157/16 Actions undertaken by the Clerk since the previous meeting.

(a) Assarts Road – New play equipment

The Contractors had completed the final parts of the installation of the new equipment which had been purchased. Their account had now been received and was being held pending the completion of final snagging works which were due to be undertaken by the installation team.

(b) Community access defibrillators.

The defibrillator units for the former SPAR shop and the Wyche institute were due to be installed by 6th March. The unit at the shop would honour the memory of the late Cllr Chris Cheeseman and a suitable commemorative plaque had been ordered.

(c) Jubilee Garden and extension of Cemetery Water supply.

The work to provide new standpipes in the Jubilee Fountain garden and in the new area of the cemetery had now been completed. The costs were in accordance with the quotation which had been approved by the Council on 24th February.

Cllr Burrage proposed the establishment of the Jubilee Gardeners Working Group with the following Outline Terms of Reference & Scope, Reporting to the Cemetery Committee and Clerk

Background

The Council owns the Jubilee Garden and has been restoring it over several years since 2007. In 2014, the Parish Council entered the revitalised Jubilee Garden for the RHS Britain in Bloom "It's Your Neighbourhood" competition, receiving "Improving" Awards in 2014 & 2015. The RHS Inspectors advised the Clerk and Chairman of the Council who were leading on the restoration, that the occasional community volunteer gardeners who'd helped in 2014 with the re-planting, should have a more formal role in the future & restoration of the Garden. The Chairman advertised in The Wells News in the Summer of 2015 asking for volunteer gardeners. Early in 2016 volunteer gardeners had been identified (many from the WI) and also Ian Burrage, husband of Cllr Helen Burrage. The Chairman met with the volunteers to discuss the Garden, share the Council's Jubilee Garden Portfolio and overall vision for the site. In February, Council discussed that the volunteer gardeners should work as volunteers for the Council and be covered by the Council's insurance policy.

Outline Terms of Reference & Scope

- Volunteer gardeners would work as volunteers for the Council and be covered by the Council's insurance policy.
- Volunteer gardeners would develop and enhance the planting within the garden agreeing an outline Planting Plan and plan of work annually with the Council.
- A formal Group status with Terms & Conditions agreed by the Council should be developed with one gardener being the direct liaison with the Council. *In the immediate period, Council agreed that this liaison person would be Ian Burrage*
- Volunteer Gardeners would ensure the Garden is ready to be inspected by the RHS Britain in Bloom Inspector annual during the identified week in July each year
- Council would allocate an annual budget of £500. The volunteer gardeners would invoice against this budget for the purchase of bedding plants and shrubs etc. Example - invoices for multiple plants up to £100 per invoice would be paid by the Council on presentation. Single items of £50 or over would need to be agreed with the Council through liaison with the Clerk and the Cemetery Committee.
- The purchase of larger plants/shrubs or trees would be at the discretion of the Council and be in accordance with an agreed revised Planting Plan.

- Bulk purchases (eg soil improvers) would be sourced through the Council's Cemetery maintenance acquisitions system and the Clerk.
- Grass cutting, major pruning and the maintenance of the built environment and fences would be carried out directly by the Council and their contractors.

Approved Proposal: It was agreed unanimously that the Jubilee Volunteer Gardeners should be set up with immediate effect as a Working Group of the Council, reporting directly to the Cemetery Committee and the Clerk and with a suitable budget to enable them to work on the Garden for the season 2016-2017.

Permanent Terms & Conditions & Scope must be presented to the Council by September 2016.

(d) Wells News Summer 2016 edition. Then Clerk advised that the deadline for the submission of articles for publication in the wells News Summer Edition had been set as 31st May. Articles were to be submitted either to the Clerk or the magazine editor- Carolyn Aynsworth. The Clerk was in the process of contacting magazine advertisers to review the advertisements which had been placed.

(e) Electronic banking- Lloyds Bank PLC. Final user verification work had now been completed. Arrangements for training users on the operation of the account would be made when further information had been received from the bank.

158/16 – Chairman's Communications

(a) Three Counties Showground and signage

Cllr Bennett advised that he and Cllr O'Donnell had attended a meeting with Ken Nottage, the Director of the Three Counties Showground (TCS) to discuss issues concerning the proliferation of temporary event signage at the Showground. Mr Nottage and his team had agreed to review the situation and had also indicated that the TCS might be prepared to consider the sponsorship of new parish Boundary signage

Mr Nottage had also indicated that he would like to attend a meeting of the Parish Council to outline future Showground development plans. The Clerk advised that an invitation to a future meeting would be sent to Mr Nottage.

159/16 Report of District Councillor- Mrs. C O' Donnell

Cllr O'Donnell had submitted the following report: -

Jubilee Fountain Well Dressing

Taking place on 29th April, all help welcome.

Apprenticeship event puts businesses back in the driving seat

Businesses across the district will have more control over apprenticeships in future as part of government reforms. Companies in Malvern recently gathered at Morgan Motor Company for the annual business briefing event held by Worcestershire Apprenticeships where the changes were top of the agenda. Kim Cook, Managing Director of Worcestershire Apprenticeships, outlined the reforms

which include new standards to drive up quality, a new funding model, the Apprenticeship Levy and the introduction of digital accounts which will give employers the freedom to buy in the apprenticeship training they need to suit their business needs.

Partners back ambitious plan

Key figures from the world of housing, business and the voluntary sector have backed Malvern Hills District Council's ambitious plans for the future. More than 50 people from a range of organisations attended a special partners event held in the Council Chamber on Monday, 11 April to scrutinise and discuss the council's new five-year plan.

Great Malvern Water Festival to be launched

A brand new festival, which celebrates the role water played in shooting Malvern to worldwide fame, is being launched. The Great Malvern Water Festival takes place over the weekend of 29 April and 2 May and is a joint project between Malvern Hills District Council, Malvern Town Council, Freedom Leisure and The Malvern Spa Association. The event starts on Friday with the dressing of the town's wells which this year has a theme of friendship/L'amitié. Up to 40 wells will be decorated in celebration of Malvern's unique water heritage and to raise awareness of their existence and support conservation efforts. More information about the festival will be available from www.visitthemaalverns.org shortly.

Line up unveiled for open air cinema

Sunday, 1 May	Priory Park	Singin' In The Rain
Before the film starts audiences will also be treated to a concert by The Film Concert Orchestra who will play popular tunes from the film and other classic movies.		
Sunday, 5 June	Rose Bank Gardens	Casablanca
Sunday, 24 July	Victoria Park	ET
Sunday, 21 Aug	Priory Park	Ferris Bueller's Day Off
Sunday, 18 Sept	Priory Park	Blues Brothers + Fetch Theatre presents Clapper Box
Sunday, 2 Oct	Priory Park	Blade Runner (Directors Cut)

Tickets for the showings are available from the Malvern Theatre Box Office by calling 01684 892277 or on Malvern Theatres website and cost £8.50 or £5 for concessions. Refreshments will be available and drinks from the theatre bar.

The Malvern Munch returns

The Malvern Munch Food Walk is back this year with lots of tasty treats and stunning scenery on offer. The event takes place on Sunday 29 May starting from Rose Bank Gardens in the centre of Great Malvern. The scenic seven mile walk over and around the Malvern Hills offers walkers the chance to taste some great local food and drink at selected venues whilst listening to live music at stops along the way. Tickets are now available from Malvern Tourist Information Centre at a cost of £20 for adults and £12 for children. Last year's walk was very

popular so early booking is advised. To book call 01684 892289 or visit www.visitthemaalverns.org/foodfest

160/16 Reports from representatives on other bodies

(a) Malvern Hills CALC The Clerk advised members that Richard Levett, the Worcestershire CALC secretary had been admitted into hospital for an emergency operation and was likely to be away from his post for at least six weeks. The Clerk was asked to send Richard the Council's best wishes for a speedy return to full good health.

(b) Village Hall -Cllr Black drew attention to recent and forthcoming community events staged in the Village Hall: -

- The St Georges Day celebrations on Saturday 23rd April had been well attended and had raised funds for Macmillan Cancer Support
- Community Big lunch event on was being staged on Sunday 12th June – tying in with the celebrations surrounding the Queens 90th birthday. The Clerk was liaising with the event organiser, Ken Beecroft, regarding a Community grant application for assistance with the funding of the event.

Cllr Black also outlined the manner in which the ceiling heater meters in the Village Hall should be used to avoid the coin meter mechanisms becoming blocked.

At this stage of the meeting the Council passed a resolution that the remainder of the meeting should be closed to the public and press under the Local Government Act (Admission to Meetings) Act 1960 The reason being the consideration of the potential purchase of land which might be commercially sensitive.

Publication of the minutes of this item is therefore restricted.

Signed

Chairman of the Council