

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 **Tuesday 28 February, 2017** commencing at 7.30 pm.

Present: Councillor N Chatten (Chairman)

Councillors: Mrs J Smethurst, J Black, B Knibb, Mrs H Burrage, S Freeman, P Ditchburn

Apologies for absence: Councillors K Wagstaff, J Wagstaff, M Victory, Mrs C O'Donnell, T O' Donnell, N Johnson

In attendance: David Taverner (Clerk and Responsible Finance Officer)
County Councillor Mrs L Hodgson (from 8pm)

- 270/16** **Declarations of Interest**
a) Register of Interests: Councillors were reminded of the need to update their register of interests: No changes were necessary.
b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature: The clerk declared a pecuniary interest in agenda item 15 – the report of the staffing committee which had been held on 9th February, 2017- and he left the room during the discussion of this item.
c) To declare any Other Disclosable Interests in items on the agenda and their nature: None were declared.
- 271/16** **To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none.
- 272/16** **Minutes of the Parish Council Meeting held on 31st January, 2017**
The minutes of the Parish Council Meeting, held on 31st January, 2017 had been previously circulated. The minutes were **unanimously approved** as a correct record of that meeting and were signed by the Chairman.
- 273/16** **Matters arising from the Parish Council minutes of 31st January, 2017.**
There were none

274/16 Reports from Working Groups

(a) Neighbourhood Development Plan working group

Landscape Assessment – (Carly Tinkler)

Carly had updated members of the working group with details of the initial work she had been undertaking on landscape assessment for the Parish area.

The objectives of the landscape assessment were:

- To evaluate the sensitivity of the landscape in the parish.
- To establish the capacity of parcels of land to accommodate future (residential) development from a landscape and environmental perspective.
- To identify potential constraints to development.
- To identify opportunities to enhance the existing landscape qualities and characteristics of the study area.
- To identify areas of particularly high value that may warrant local protection/designation.

It was anticipated that the first phase of this work would be finalised before the end of March. Paul Esrich(AONB) advised that the AONB could support the costs of this work, which had been estimated at approximately£3.5K, from their 2016/17 budget. The clerk advised that he would submit an appropriate invoice to the AONB once the initial phase of work had been completed.

Project Plan – the Clerk circulated copies of the draft NDP project plan showing the key stages that would need to be followed to produce the completed plan. It was likely that the plan would take between 18 months to two years to complete. Work had already been undertaken to advise MHDC that Parish Council was establishing the Parish as a Neighbourhood area, although it was noted that there is no longer a requirement for the District Council to formally consult on the application.

It was likely that the decision to approve the designation will be delegated to the Head of Planning and Housing in consultation with relevant portfolio holders.

Public Consultation- there would need to be strong evidence that PC had undertaken full ranging public consultation throughout each phase of the NDP process. It was suggested that this could be undertaken by the use of an online facility where stakeholders could follow the key stages in the plan construction and make comment as appropriate.

It was agreed that the working group should be allowed a delegated budget of up to £500 to facilitate initial expenditure on the creation of a web based information and consultation portal

Paul Esrich underlined that a NDP is a local plan which will hopefully provide the Parish with more control over the type, location, size, pace and design of development in its local area, including:

- Managing the level of any new housing development and what this should provide
- Protection/creation of open space
- Transport and local infrastructure
- Local facilities
- Environment

Members were reminded that the NDP cannot promote less development than set out in the **South Worcestershire Development Plan** (SWDP). It must be consistent with national and local strategic policies. A Neighbourhood Plan carries significant weight in determining planning applications.

The date of the next meeting of the working group was set as Wednesday 12th April.

(b) Gas lamps working group

Cllr Freeman advised that David Armitage of the AONB was awaiting written confirmation that the proposed new lamps would not need individual standalone meters to be installed. In order for the application for lottery grant funding to be successful the PC will need to show that it has engendered a wide level of community support for the project. It was suggested that this might be undertaken by launching initiatives such as inviting local schools to become involved with the project, and by an exhibition at the summer fete.

(c) Communications working group.

There had been no meeting of the group since the previous Council meeting.

- (d) Events working group.** A further meeting had recently taken place to discuss arrangements for the summer fête and classic car show. The next meeting of the group had been scheduled for Monday 8th May at 7pm in the Village Hall Committee room

(e) Jubilee Gardeners working group

There had been no meeting of the group since the previous Council meeting

(f) Cemetery Working group

The various issues discussed at the previous working group meeting had now been addressed and incorporated into the Clerk's updated work plan for the remainder of the year.

275/16 Chairman's Correspondence

(a) Upper Welland Footpath

Complaints had been received about the poor condition of the footpath below the Methodist Church at the entrance to Upper Welland. There were three issues:

- -throughout the winter periods the path tends to be covered by mud where it crosses the stream which floods
- -the grass verges are growing over the tarmac narrowing the path to single file
- -a fallen tree is forcing walkers onto the road as there is no alternative footpath

These matters had been reported to the County Council's Highways unit for their attention

(b) Planning application – 2 Yew Tree Lane – 17/0062 FUL

Amended plans had been lodged with the District Council to site the dwelling further back so that it would be in line with that approved at 101 Upper Welland Road. The PC had reiterated its request that the plans should be called in for consideration by the Southern Area Development Management Committee, rather than it being dealt with purely under officer delegation.

(c) Traffic Speed throughout the Parish and use of Vehicle Mobile Activated speed (VAS) sign

Some raw data had been extracted from the mobile VAS equipment during the first weeks of its operation which showed the number of vehicles which had exceeded local speed limits.

Further work due to be undertaken, to verify the information which had been captured, with a view to sending evidence of the speed of local traffic to the Police and the Safety Camera Partnership. The County Council would also be asked to carry out speed surveys along local arterial roads. The VAS equipment was being moved around various locations locally, on a monthly basis, to act as a deterrent to those drivers ignoring prevailing speed limits.

276/16**Financial matters****(a) Approval of the schedule of accounts payable**

The following accounts were unanimously approved for payment

REF	Payee	FOR	NET £	VAT £	GROSS £
L48	Martin Thomas	Cemetery Work February	234.66	-	234.66
L49	Steven Maund	outdoor work February	686.40	-	686.40
L50	ALB Services	Christmas Illuminations - Jubilee Garden & Fruitlands	400.00	80.00	480.00
L51	Sight Designs Ltd	Gas lamp maintenance	844.09	168.82	1,012.91
L52	Malvern Spa Association	Subscription 2017	10.00	-	10.00
s/order	D M Taverner	Clerk Salary - February	1,539.17		1,539.17
L 54	D M Taverner	Administration expenses - Feb	75.09	6.66	81.75
	TOTALS		3,789.41	255.48	4,044.89

It was agreed that the Clerk would ask two Councillors from the authorised signatory list to authorise the electronic payment of the accounts listed. Those councillors would then sign the hard copy of the payments schedule to evidence that the payments approved by the Council had been correctly paid. The signed copy of the schedule would then be retained for audit purposes.

It was suggested that there might be scope for making an increased contribution to the Malvern Spa Association to assist with their activities. The Clerk was asked to contact John Bibby, the Treasurer of the Association to discuss the matter.

277/16 Actions undertaken by the Clerk since the previous Council meeting

- (a) **Neighbourhood Development Plan.** An indicative project plan had been drawn up by the Clerk which was circulated for members' information. Initial work had been undertaken in respect of securing grant funding for the project from the DCLG
- (b) **Clerk's CiLCA Portfolio.** The Clerk advised that he had been successful in passing 17 of the 24 modules of the qualification, but needed to resubmit 7 modules to complete matters. This was due to be done by the end of March

278/16 Report of County Councillor Mrs L Hodgson**County Councillor's Report for Malvern Wells Parish Council on Tuesday 28th February 2017****County Council approves budget for 2017/18**

Worcestershire County Council has approved a Budget for next year that will lead to millions of pounds worth of investment across the county.

Additional money is to be spent next year on safeguarding vulnerable children, supporting vulnerable adults and improving the county's highways and footpaths.

Investments include £3.5 million next year to improve outcomes for our vulnerable children and young people with more money being spent on increasing capacity to support front line social workers along with additional support for care leavers.

An extra £5 million pounds is being invested into tackling traffic congestion over the next two years with £6 million earmarked over the next two years to improve pavements.

Tenbury and Malvern town centres, and The Shambles in Worcester, are to all benefit from £2million worth of investment, following recent investments in other town centres such as Redditch, Bromsgrove, Droitwich and Kidderminster. The money will fund improvement works which are designed to ensure these town centres remain vibrant retail and social spaces where people want to visit and spend time.

Councillors approved a Council Tax increase for next year of 2.94%. 2% of this increase is to be ring-fenced for Adult Social Care services to support older people and adults with disabilities.

Collapsed Wall on Eaton Road

Over the past few weeks I have been contacted by a number of residents who are concerned about the collapsed Wall on Eaton Road which happened on the 31st January in the early hours and why it is taking so long to remove the rubble and re open the road.

There are a number of issues that are making this is rather complicated. The first is that as this is a private wall that has collapsed it is the responsibility of the home owner to carry out the work to make the wall good.

Secondly the road has been kept closed as at the bottom of the pile of rubble is a lighting column and nothing can be done until the rubble has been removed. Roy Fullee has been talking to the home owner who has said that he does have contractor but the work will not be able to start until the end of March beginning of April. Part of the issue is that as it in the conservation area the work will have to be carried out to make the repair comply with this. Roy Fullee will be going to see whether there may be a possibility of opening the road up to pedestrians by moving the barriers nearer the rubble.

The other issue that has been concerning residents is the diversion along Westminster Road. At present this is only a temporary decision and will need the homeowner's contractor to make an application for a temporary road closure notice which again Roy Fullee is working on and hopeful put in place in the next couple of weeks to replace the temporary one which is not officially registered.

I have also asked officers to consider whether particularly at night Westminster Road is accessible for emergency vehicles due to parked cars, again highways are looking at this as well.

I think things are starting to move forward with this but we are in the hands of the homeowner to ensure the work starts in a timely manner

Roy Fullee

Just as we were getting used to working with Roy I am sorry to say he has handed in his notice and will be leaving the county council in April. I will be sorry to see him go as we have developed a good working relationship. As soon as I hear who will be replacing him I will let you all know.

Vital Southern Link Road scheme presses on

Progress continues on the dualling of the A4440 Southern Link Road in Worcester, one of the biggest upgrades to the road infrastructure in the county for many years.

The current phase of works will be completed in summer 2017 and includes: improvements to Norton roundabout; preparation for dualling between Whittington and Norton roundabouts; and a new dedicated left-hand turn from Whittington Road (from M5 Junction 7) to the westbound Crookbarrow Way (A4440), thereby removing the current "give way" arrangement.

To enable essential surfacing and drainage works to take place as part of the current improvements, there will be two phases of overnight closures on the link road. These will take place Monday to Friday 9pm – 6am from 20 February to 10 March inclusive and from Tuesday 21 March to Friday 24 March inclusive from 9pm – 6am.

Disruption to road users and local residents will be kept to a minimum where possible during these essential works. Clear diversion signage will be put in place and the scheme contractor Griffiths will be working in accordance with noise control measures agreed with Worcestershire Regulatory Services.

During this period, current temporary traffic management arrangements on the link road will also change, with road users being moved to the new road alignment. Road users are asked to be mindful of these changes while adapting to the new arrangements.

Recently released artist impressions show the overall vision of the scheme, with plans to dual all the way from Powick roundabout up to Whittington roundabout. Without any improvements, a 30% increase in journey times along the route has been predicted by 2026. The scheme will also make it quicker to access the south of the County and beyond, which will support existing businesses, attract inward investment and boost the local economy.

£300,000 of DFT cash for tech projects to help cut congestion, speed up journeys and clean up the environment.

Worcestershire County Council has been awarded £300,000 pounds in government funding to improve response times to incidents on the County's roads.

The council is one of a number of authorities across the country to have been awarded a share of £4 million pounds of technology funding from the Government to cut congestion, speed up journeys and clean up the environment.

The amount given to Worcestershire is among the highest given to any council. It will be used on an information sharing schemes so incidents can be dealt with quickly by highways staff.

Automated Information Sharing System (AISS) with multi partner access will allow traffic incidents and traffic management to be dealt with in a coordinated and seamless way and includes:

- Connected highway staff and vehicles
- Observation of camera feeds
- Interactive large screen display for live journey times, planned and emergency road works, incidents and intelligent traffic signal control
- Live critical issues display ribbon – visible and accessible to all partners

Only a month left to have your say on the future of transport networks in Worcestershire

More than 120 people have had their say on the future of transport in Worcestershire, with just over four weeks left of the consultation. Worcestershire County Council is asking residents to speak up about how they want the transport network to look in the future which is all included in the draft Local Transport Plan 4 (LTP4).

The public consultation started on December 22, 2016 and it runs until March 17th, 2017.

LTP4 sets out the County Council's aspirations for investing in our transport networks, including infrastructure and technology which are essential to support planned growth and promote social and economic success as a highly desirable place to live work and visit. This local transport plan sets out the issues and sets our priorities for investment in transport infrastructure to support all relevant modes of transport including walking, cycling, rail, bus and community transport as well as motorised vehicles.

The County Council is required by Central Government to produce Local Transport Plans (LTP) to set out objectives for developing transport plans. The draft plan currently being consulted will cover the period from April 2017 until 2030. Although it's expected the document will be reviewed regularly, as the county is expected to see unprecedented population growth, housing development, economic diversification and technological advances.

To fill out the survey go to www.worcestershire.gov.uk/LTP

Parkway on track with contractor appointment

Worcestershire County Council is forging ahead with its plans for Worcestershire Parkway Regional Interchange Station, with the recent appointment of a specialist rail contractor to deliver the scheme Buckingham Group Contracting Ltd, which has over 60 years' experience as a multi-disciplinary contractor, has been awarded the design and build contract with site preparation and final design work planned for this winter. They will be working alongside SLC Rail, who are project managing the scheme on behalf of the Council.

Worcestershire Parkway forms part of the County Council's Local Transport Plan and Worcester Transport Strategy and is pivotal to its ambitious growth plans to boost the County's economic value to £2.9bn, creating 25,000 new jobs by 2025.

The scheme was given the stamp of approval by the Department for Transport at the end of January 2017. Once open, Worcestershire Parkway will make it easier for many more passengers to use the County's vital 'North Cotswold' rail link from Worcester to Oxford and London

Paddington. Worcestershire residents will also be able to catch regular long-distance cross country services which currently pass through the County on the Gloucester to Birmingham route without stopping. Located at Norton, just east of M5 Junction 7, the new station will build on the Government's investment in the brand new 'Intercity Express Train' which Great Western Railway will introduce on the North Cotswold Line by 2018.

The station will create an integrated hub between bus, road and cycle routes, reaffirming the importance of the improvements to the Southern Link Road and development of the Worcester Six Business Park.

279/16 Report of Elected Conservator – Cllr S Freeman
Consultation on the future governance of the Malvern Hills
Conservators (MHC)

Over the past 12 months, the Malvern Hills Conservators have been undertaking the first part of a review and consultation process looking at the current governance structure and responsibilities of their organisation. The aim of this process is to identify where their current systems are not as efficient or effective in delivering their objectives as they would wish, and to identify options for a new governance structure for the future. This first internal part of the process should be completed early this spring.

Any changes to the governance of MHC are subject to the approval of the Charity Commission and Parliament, and as such MHC are required to undertake a rigorous consultation process with stakeholders and the public before making any requests for change in their current structure.

MHC have given notice that they will be consulting you on any draft proposals that come forward from their Board in due course.

280/16 Report of Staffing Committee held on 9th February, 2017
The Clerk left the room during the discussion of this item

The Clerk's job descriptions, contract of employment, calendar of work, targets performance and progress on the CiLCA training course were subject to a detailed Appraisal review by the Chairman of the Parish Council and the Clerk on 18th January 2017. The review included the submitted CiLCA-format Appraisal Forms from Council Committee and Working Group Chairmen and contractor feedback. The Chairman's full Appraisal Report was then presented to the Staffing Committee on 9th February 2017. The Committee considered the Appraisal Report and found it to be a favourable analysis of the Clerk's performance. When the Clerk was In Attendance, the Committee & Clerk discussed the Appraisal Report, reviewed the Clerk's tailored adjustment agreement and endorsed the recommendations. The Clerk's performance was considered to have been very satisfactory for the year 2016-2017. Both of his roles as Clerk to the Council and Responsible Financial Officer had been carried out diligently. The Clerk was thanked for his efforts and commitment to his work and for obtaining another very positive Internal Auditor's Report. The Clerk was additionally commended for his hard work underpinning the

successes of the Annual Fete and the six-monthly Wells News. Councillors were very pleased with the Clerk's work and considered him an asset to the Council. The Clerk expressed his thanks to the Chairman and all members of the Council for their ongoing support and stated he enjoyed working with the Council.

Performance Targets 2017-2018

The Staffing Committee developed with the Clerk an agreed Projects & Targets List in the areas of "Projects with Others" and "Self-Managed (personal) Projects" for the year 2017-2018.

The Staffing Committee recommends the following Resolution for Council Approval at the meeting on 28th February 2017

"That the annual pay increment for the year 2017-18 for the Clerk to the Council, David Taverner, as set out in his contract of employment, should be authorised to take place as from 1st April 2017 following his satisfactory Performance Review for the year 2016-2017, and that the additional increment due following the completion of the Clerk's CiLCA training also be awarded upon confirmation of successful completion."

Annual Appraisal Review:

The Clerk's next Appraisal Review will be due on or after 1st February 2018

Minutes approved.....
Chairman
22nd March, 2017