

MALVERN WELLS PARISH COUNCIL

Minutes of the Parish Council Meeting of Malvern Wells Parish Council duly convened and held in Malvern Wells Village Hall, Wells Road, Malvern Wells commencing at 7.30pm on Wednesday 31st October, 2018

Present: Councillors N Chatten (Chairman)
J Smethurst, H Burrage, K Wagstaff, J Wagstaff
B Knibb, M Dyde, J Black

Also in attendance: David Taverner (Clerk and Responsible Finance Officer)

- 73/18 Apologies for absence:** Councillors T O 'Donnell, C O'Donnell, S Freeman, B Murphy, J Baker
- 74/18 Declarations of Interest**
- a) Register of Interests: Councillors were reminded of the need to update their register of interests:** No Changes were required
- 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:** There were none
- 75/18 To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none
- 76/18 Approval of minutes of Parish Council meeting held on 26th September, 2018**
The minutes of the meeting held on 26th September were approved as a correct record of the meeting and were signed as such by the Chairman
- 77/18 Matters arising from minutes of the 26th September Parish Council Meeting**
There were none
- 78/18 Reports from Committees**
- (a) Report of the Environment Committee held on 8th October.** The Clerk presented the report of the Environment Committee which had been held on 8th October. This report was noted and accepted by the Council.
- (b) Report of the Finance & General Purposes Committee.** Cllr Smethurst presented the report of the Finance & General Purposes Committee which had been held on 18th October. The Committee had agreed to make the following recommendations to the Council.
- Recommendation R1 - that a payment of £150 should be made to the Worcester Ukulele club's chosen charity following the group's performance at the Summer Fete and Car Show. This recommendation was unanimously supported by the Council.**
- Recommendation R2 - that a payment of £130 should be made to Cllr Burrage to reimburse her expenditure on the 2017 Carol Concert.** It was noted that payment vouchers and receipts for this expenditure had been mislaid and that Cllr Burrage would continue to search for them

In response to a question from Cllr J Wagstaff the clerk advised that all items of Council expenditure should be evidenced and supported by a relevant invoice, or payment receipt, as well as the formal approval of the Council. It was however recognised that all officers and members of the Council should be fully reimbursed for expenditure incurred on its behalf, and **it was agreed that the payment of £130 to Cllr Burrage should be made on that basis, subject to the advice of the Council's internal auditor.**

Recommendation R3 - that a budget allocation of £210 should be approved to support the Christmas Carol Concert which was scheduled for Friday 7th September. This recommendation was unanimously supported by the Council.

(c) Report of the Planning Committee held on 24th October.

Cllr Chatten presented the report of the Planning Committee which had been held on 24th October. The following two amendments to the report were agreed: -

[18/01359/HP](#)

Takara Lodge 17 Grundys Lane Malvern WR14 4HS

First floor extension to existing dwelling to form additional residential accommodation resulting in flat roofed dwelling and associated external alterations including timber cladding, render and glazing

Following a majority vote in favour of a proposal made by Cllr Black which had been seconded by Cllr Chatten, Members resolved to raise no objections to this application. ***Cllrs B Knibb and K Wagstaff requested that their names should be recorded as having voted against the approval of this application***

[18/01326/FUL](#)

The Cottage in The Wood Hotel and Restaurant, Holywell Road, Malvern, WR14 4L

Proposed single storey flat roof extension to existing bar ancillary to restaurant

Following a majority vote in favour of a proposal made by Cllr Chatten which had been seconded by Cllr Black, Members resolved to raise no objections to this application. ***Cllrs K Wagstaff and B Knibb requested that their names should be recorded as having abstained from the vote on the application as the relevant consultation period for consideration of for the plans had already elapsed.***

The remainder of the Planning Committee's report was noted and accepted by the Council.

79/18 Reports from Working Groups

(a) Neighbourhood Development Plan (NDP) working group

The Council's consultant, Peter Hamilton, had been continuing with the compilation of the evidence base to support the NDP. The first tranche of support grant in the sum of £3.5K had been received from DCLG. The next meeting of the working group had been scheduled to take place on 14th November. In response to a question from Cllr K Wagstaff the Clerk advised that he would circulate an updated NDP project plan showing the progress which had been made to date.

(b) Gas lamps working group. There had been no meeting of the Group since the previous Council meeting. It was noted that as the application to the Lottery Heritage Fund for grant funding had not been successful, the new gas lamps project would not be able to proceed unless alternative external funding sources could be identified. The Council's gas lamps contractors were in the process of completing a cycle of maintenance and cleaning of the lanterns. In response to a question from Cllr K Wagstaff the clerk advised that the current gas lamps maintenance contract runs until September, 2021, with a break for a review in September, 2019. There were currently few alternatives to Sight Designs Ltd the current maintenance contractors, although it was noted that Malvern Town Council's (MTC) operatives had been trained to undertake such work and there may be some scope to approach MTC in this regard should the need arise.

(c) Communications working group. There had been no meeting of the Group since the previous Council meeting.

(d) Events working group.

Cllr Burrage advised that the working group had met to review the Summer Fete and Classic Car Show and to discuss initial arrangements for the 2019 renewal which was due to be held on Sunday 8th September.

After allowing for grant income the event had generated a surplus of approximately £120. The level of the donation to the Worcester Ukulele Band, following their appearance at the fete, was due to be considered at the October Council meeting (*minute reference 78/18(b) refers*)

Preparations had been put in place for the Council's Remembrance Day service and parade on Sunday 11th November

The Christmas Carol concert was due to take place in the Village Hall on Friday 7th December.

(e) Open Spaces working group. There had been no meeting since the previous Parish Council meeting.

(f) Jubilee Gardeners working group

The RHS 2018 awards ceremony had been held in Birmingham on 27th September and was attended by Ian Burrage and a member of the WI. The judging team had awarded the garden the improved status of "level 4 thriving" and the Gardeners group were congratulated on their achievement.

It was agreed that the potential for a plaque marking the development of the garden by the group should be investigated. The Council's claim to the ownership of the relevant plot of land was based on the law of 10 years "adverse possession". The Council had assumed ownership of the land back in October 2009 and there had been no other claims regarding its ownership since that date. Further legal advice would need to be sought before the Council could apply to become the registered proprietor of the land.

Cllr Black reported that some initial feasibility work had taken place on the potential for the Jubilee Fountain spring tap to be restored to working order. The stone masons who had carried out the original restorative work to the fountain had been contacted with a view to gaining access to the relevant internal pipe work. The Council had previously agreed a £500 feasibility budget for the project.

(g) Cemetery Working group

There had been no meeting of the group since the previous Council meeting. Cllr Knibb commented that a parishioner had raised concerns with him regarding the rather untidy nature of the Cemetery Remembrance garden. Following an inspection of the site with the outdoor maintenance contractor the Clerk advised that the garden was in a satisfactory condition considering the time of year.

The Clerk was asked to investigate the potential for the cemetery to be entered into the "Best kept Cemetery of the year" awards.

**80/18 Financial Matters
(a) Payment of accounts**

The following accounts were presented for payment: -

		£	£	£	
1322	BT Wi-Fi	Mobile wi Fi October	12.50	2.50	15.00
	Malvern Wells Village				
1323	Hall	Room Hire	68.00		68.00
	PCC Malvern Wells &				
1324	The Wyche	Room Hire	75.00	-	75.00
1325	NEST	Pensions Contribution October	70.40	-	70.40
1326	Steve Maund	Outdoor Work October	1,196.00		1,196.00
1327	Ian Burrage	Fete Expnses	73.38	19.67	93.05
	Worcestershire				
1328	County Council	AONB contribution	1,600.00		1,600.00
	South Worcestershire				
1329	CAB	Citizens Advice Bureau Donation	1,000.00		1,000.00
1330	Martin Thomas	Outdoor work October	218.14		218.14
1331	British Gas Trading	Gas Lamps supply -September Qtr	1,283.88	256.78	1,540.66
		Clerks phone Bill @ Admin Expenses-			
1332	D M Taverner	September Qtr	244.61	32.65	277.26
1333	D M Taverner	Clerk Salary -October	1,675.55		1,675.55
		TOTALS	7,517.46	311.60	7,829.06

In response to questions raised regarding the contributions to both Malvern Hills AONB and the South Worcestershire CAB, the Clerk was asked to ascertain details of the level of aid made directly to Malvern Wells Parishioners, and the level of income which each organisation received from other Parishes in the Malvern Hills District. Each of the payments listed were unanimously approved, although Cllr J Wagstaff voted against the payments to the Malvern Hills AONB unit and the South Worcestershire CAB. Cllrs K Wagstaff and M Dyde abstained from the vote on the approval of those items

(b) First half year 2018/19 interim audit.

The Clerk advised that the first half year interim audit for 2018/19 was currently being undertaken by Diane Malley- the Council's internal auditor. The report of the auditor would be circulated to members when it became available

81/18 Chairman's Communications

(a) Malvern Wells Primary School- Playground project

Cllr Burrage presented a photo report on the progress of the Wells School playground project that the Council had made a donation towards in November 2017.

The report highlighted the improvements which had been made to the playground, making it a much brighter and safer environment for the school children to enjoy. The site had been transformed from an overcluttered, untidy area into an excellent play facility. Cabinets had been installed so that play equipment can be stored away safely and tidily when not in use. This has revolutionised the play ground rendering it much more accessible to the school children who were thoroughly enjoying the enhanced play facilities which had been developed.

(b) Caravan -Wyche Common layby- A449

Cllr Knibb drew attention to the caravan and generator which had been parked in the Wyche Common layby for several days. The Clerk had contacted Rachel Datlen Countryside Greenspace, Gypsy Service and Road Safety Education Manager at Worcestershire County Council whose officers had attended the site on Monday 5th November. Welfare checks were refused by the individual, who is not a traveller. The matter has now been passed to Highways to determine whether to allow a toleration period for up to 21 days and to undertake highways safety checks on the encampment.

82/18 Report from Clerk on actions undertaken since the previous meeting

The Clerk reported that in addition to time spent on the general administration of the Council he had also been dealing with: -

- Work on the Neighbourhood Plan
- Preparation of support working papers for the first half year interim audit
- The Parish Council Christmas illuminations schemes
- Preparation of the Wells News magazine
- Remembrance service preparations

83/18 Report from County Councillor Lucy Hodgson

This report can be viewed in the publications section at the following weblink [County Councillor report 31st October 2018](#)

84/18 Report from District Councillor Chris O'Donnell

This report can be viewed in the publications section at the following weblink [District Councillor report 31st October, 2018](#)

There being no further business to transact the Chairman closed the meeting at 9.20pm

Chairman..... Cllr N Chatten
Dated 28 November,2018