

West Malvern Parish Council

Minutes of the Parish Council Meeting held on Monday 11th June 2018 in West Malvern Village Hall.

Present

Cllrs. Mr W Shearer (Chairman), Mrs C Bower, Mrs J Burford, Mrs E Harden, Mr C Rouse, Mr A Turner, Mr T White.

In Attendance

District & County Cllr. Prof. J Raine, and Mr D Sharp (Clerk).

68/18 Apologies

To consider acceptance of apologies for absence from Councillors: District Cllr. Mrs N McVey and Mr C Penn (Malvern Hills Trust).

69/18 Interests

i. Councillors Declarations of Disclosable Pecuniary Interests (DPI) and Other Disclosable Interests (ODI) regarding items on the agenda: Cllr. Harden declared an ODI in planning application 18/00150/FUL since she was friends with the owners. She had already been granted a dispensation to discuss (28/18iii).

ii. Notification of changes to the register of interests: There were none.

iii. To consider written requests from councillors for the council to grant a dispensation for those with Disclosable Interests to take part in discussions or voting: There were none.

70/18 Reports from other representatives

To receive reports from County and District Councillors, Malvern Hills Conservators, Tree and Footpaths Wardens and other representatives:

Cllr. John Raine reported on a meeting with Hannah Davies the WCC Highways liaison officer in which it was agreed that Lamb Bank would be swept of loose material. Also the area by the Dingle was marked for improvement. No further news was forthcoming regarding the possible enlargement of the turning area on Old Hollow for coaches dropping off for Outdoor Elements. It was also noted that a retaining wall had collapsed in a property on West Malvern Road.

71/18 Minutes

To consider for adoption the minutes of the last Parish Council meeting: The minutes of the annual meeting held on 14th May were approved and signed by the Chairman.

72/18 Progress Reports and other matters arising from the minutes

Cllr. John Raine offered to try to source more suitable shelving for the kiosk by the village hall.

73/18 Planning

To consider responses to the following and any late submitted applications:

Application No.	From	Details
18/00150/FUL	230B West Malvern Rd	Erection of a three bedroom dwelling, car parking spaces and associated works
18/00570/HP	12 Croft Bank	Removal of existing garage and replacement with wooden cabin with decking (retrospective)
18/00753/HP	Woodland House West Malvern Rd	Single storey extension to provide additional residential accommodation and raised decking area
18/000027/REG3	139 Old Hollow	Retrospective change of use from residential dwelling (C3) to children's home (C2) including conversion of existing integral garage to ancillary office and conversion of existing ancillary office to one bedroom

The following response was agreed for all applications: "The Parish Council has no objection to the application"

74/18 Playing Fields

The Clerk confirmed that he had sprayed the area where knotweed was still evident. Cllrs. Rouse and Shearer were to arrange for the bank to be cut.

75/18 Allotments & Community Woodland

The Clerk confirmed that the S106 application for the installation of a footpath through the Glade was progressing.

The allotment fence had been repaired.

The Clerk confirmed that he had undertaken an inspection of the allotments with the association chairman, Tom Dutton and four plots had been identified as requiring improvement and letters had been sent.

76/18 Highways & Footpaths

It was noted that damage to the footway on Croft Bank which had been reported last week had already been fixed.

The gullies on Westminster Bank were to be monitored for detritus which washed off the hills. WCC to be notified of blockages.

77/18 GDPR

To review the requirements on the Parish Council and to assess compliance: The Clerk confirmed that he was progressing with the requirements and all councillors completed consent forms. Update on progress next month.

78/18 Finance

i. Completion of 'Annual Governance Statement': This was considered and approved and signed by the Chairman and Clerk/RFO.

ii. Approval of Annual Accounts: These were considered, approved and were signed by the Chairman and Clerk/RFO.

iii. Completion of AGAR requirements: The Clerk gave details on what forms required to be submitted to the external auditor (PKF Littlejohn LLP) and what needed to be published.

iv. To consider payment of invoices presented: The following payment was made between meetings and ratified:

From/Due to	Date	Amount	Details
Zurich Insurance	20/05	£1,172.60	Annual Insurance

The following payments were approved:

From/Due to	Date	Amount	Details
Michael Barrett	01/06	£86.20	Bus Shelters (June)
DA Sharp	11/06	£336.22	Clerk's Fees (Gross £420.42 SP25)
Total		£422.42	

After these payments are made bank balances will be as follows:

Savings Account B/F	£14,494.26	Community Account B/F	£18,290.42
		June Payments	-£1,595.02
Savings Account C/F	£14,494.26	Community Account C/F	£16,695.40

79/18 Correspondence

To consider the following correspondence previously circulated:

FROM	* email	SUBJECT
Deborah Dale	*	WCC Parish Conference 6:30pm on Tuesday 9 th October
Paul Esrich	*(i)	Village signs in the Malvern Hills AONB

(i) – Clerk was to respond indicating no inclination to additional signage.

80/18 Councillors' items for Report

Reports had been received over the reliability of the clock outside the village hall which the Parish Council had renovated in 2003. Cllr. Raine was to refer this to a local horologist.

81/18 Next Meeting

The next Parish Council Meeting will be held on Monday 9th July 2018 in the Fisher Hall.

There being no further business the meeting closed at 8.50 pm.