

## 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 29<sup>th</sup>**

**January,2020** commencing at 7.30 pm.

**Present:** Councillor J Smethurst (Chairman)

**Councillors:** N Chatten, B Knibb, K Wagstaff, J Wagstaff, J Black, M Dyde, G Turrell, H Burrage, J Baker

**Apologies for absence:** T O'Donnell, C O' Donnell, P Stanier

**In attendance:** David Taverner (Clerk and Responsible Finance Officer)  
County Councillor Mrs L Hodgson (from 8.30pm)

### **86/19      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.** None were declared.

**c) To declare any Other Disclosable Interests in items on the agenda and their nature:** None were declared.

### **87/19      To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none.

### **88/19      Minutes of the Parish Council Meeting held on 27<sup>th</sup> November,2019**

The minutes of the Parish Council Meeting held on 27<sup>th</sup> November,2019 had been previously circulated. The minutes were **unanimously approved** as a correct record of that meeting and were signed as such by the Chairman.

### **89/19      Matters arising from the Parish Council minutes of 27<sup>th</sup> November 2019.**

There were none

### **90/19      Planning Application [19 01781 The Old Fire Station Grundys Lane](#)** Proposed rear two storey extension to existing private residence

Members resolved to object to this application on the basis that the proposed extension would considerably increase the existing footprint of the current building representing an overdevelopment of the site. The design of the proposed extension would neither enhance nor protect the Conservation Area in which the building is located. This would fail to satisfy planning policies SWDP 6 and 24, and section 16 of the NPPF which require developments to conserve and enhance the settings of heritage assets, such as The Old Fire Station.

### **91/19      Reports from Committees**

**(a) Report of the Environment Committee meeting held on 15<sup>th</sup> January,2020.** The Chairman presented this report which was noted and accepted by the Council

- (b) **Report of the Finance & General Purposes Committee meeting held on 16<sup>th</sup> January, 2020.** Cllr Chatten presented this report and advised that the Clerk & RFO had distributed copies of the latest bank reconciliation statement to members at the meeting, showing that cash reserves stood at a level of some £207.2K as at 31<sup>st</sup> December, 2019

The Committee had also examined the latest budgetary monitoring report which had been prepared, highlighting to the Committee and highlighted variations which had arisen against the original 2019/20 approved budget.

It was noted that a balance of £3.5K was due to be claimed from the Government's locality fund to support work on the preparation of the Council's Neighbourhood Plan and an update report on the costs of the production of the plan to date would be presented to the next Parish Council meeting.

The committee noted that the following sums had been added to the projected to the 2020/21 draft base budget: -

- £7.9K as a contingency for the potential crossover in the employment of the new Parish Clerk & Responsible Finance Officer
- £7.5K for payment of the Housing Needs Survey and final consultancy fees to produce the Council's Neighbourhood plan
- £2.5K for new play equipment for Assarts Road
- £1.6K additional income- increase in in parish precept of 1.5%  
The Clerk had advised that there had been no increase in the grass cutting tender submitted by Steve Maund in recent years. Steve will be asked if he wishes to submit a price increase for consideration by the Council prior to the new grass cutting season.

#### **Parish Precept request to MHDC 2020/21**

It was anticipated that the level of the Council's Cash reserves was due to fall from £207K to £184K by 31<sup>st</sup> March, 2021. There had been no increase in the Parish Council's precept in 2019/20

Cllrs K & J Wagstaff asked for an explanation as to why the reserves were forecast to reduce by £23K during 20/21. The Clerk replied that this was due to a planned policy to minimise the impact of any increase in the call on the Parish Precept. The level of cash holdings at 31<sup>st</sup> March, 2021 at an estimated £184K would still be some 2.3 times the level of the Council's Precept

It was agreed to recommend to Council **(R1)** that a small increase of 1.5% should be included in the 2020/21 budget which would see the precept demanded from MHDC rise to £81,250 from the current level of £79,650.

*Cllrs K and J Wagstaff abstained from the vote on this proposal.*

#### **Annual review of the Outdoor contractors' performance and revision of their contractual hourly rates.**

The Committee had unanimously agreed that both Steve Maund and Martin Thomas had undertaken their contracted work on

behalf of the Parish Council in an exemplary manner throughout the year.

Following further discussion, **it was agreed to recommend to Council (R2)** that the contractual rates for both Steve and Martin should be increased by 2% with effect from 1st April, 2020 *Cllrs K & J Wagstaff abstained from the vote on this proposal*

### **Cemetery Fees and Charges for 2020/21.**

The Clerk had presented a schedule of the current cemetery fees and charges for the Committee's consideration.

Following discussion, **it was agreed to recommend to Council (R3)** that a global increase of 2.5% should be applied to all the fees and charges with effect from 1<sup>st</sup> April, 2020 *Cllrs K and J Wagstaff abstained from the vote on this proposal.*

### **Retirement of the Parish Clerk & Responsible Finance Officer**

It was noted that four completed applications for the post of Clerk & RFO had been received. A total of four application packs had been sent to individual applicants who had expressed interest in the post.

**It was agreed to recommend to Council (R4)** that any completed applications which were received by the closing date of 30<sup>th</sup> January should be forwarded to the Staffing Committee for consideration. Interviews for the post were to be held during February. Cllr K Wagstaff enquired whether it was intended to circulate the full Council with the applications received as background information about the candidates for the post. The Chairman indicated that the interview process would be dealt with by the staffing committee in accordance with its previously agreed role.

The report of the F & GP committee and the recommendations contained therein **were accepted and adopted by the Council.**

## **92/19 Reports from working groups**

**(a) Gas lamps working group.** There had been no meeting of the working group since the previous Council meeting. Sight Designs had completed the annual cycle of maintenance of the lamps. Members were asked to report any faults which they noticed with the lanterns directly to the Clerk who would then raise any issues that had arisen with the gas lamp contractors

### **(b) Communications Working Group**

There had been some discussion, at the Finance Committee meeting, regarding the costs of production of the half-yearly Wells News magazine. Following consultation with residents it was agreed to continue with printing of the magazine in hard copy as a significant number of requests for a printed copy, rather than an electronic version had been received. Some Members had raised concerns regarding the £1.2k cost of using the post office delivery service to distribute the magazine, but that service had been very efficiently carried out and the problems that had been encountered with previous editions had been negated.

The Communications working group were tasked to review the magazine delivery process and associated costs prior to the production of the 2020 Summer edition

**(c) Open Spaces Working Group**

Work on the extension of the Assarts Road play area fencing had now been completed. A budget of £2.5k had been set aside to pay for a new set of play equipment which would be provided to meet the needs of under school age children and those with special needs.

The Clerk advised that he would be investigating the possibility of securing external grant aid to help support this scheme.

The Council's solicitors, Kidwells, had sent in a schedule of the steps that would be required to enable the Council to register title for the current waste land at the rear of Cherry Tree Drive and Mulberry Drive for use as a community asset. Kidwells were to be requested to make a start on the work needed after a fee cap had been negotiated and agreed with them.

**(d) Events Working Group.** Ian Burrage- Chairman of the working group had submitted the following report:-

The Working Group met on Tuesday 14 January.  
The meeting concentrated on those matters involving external third parties.

It was decided that as the pizzas had been so well received last year they should be invited to attend the fete for 2020 along with Friday Beer and the usual Ice Cream provider. Since that meeting all three have agreed to attend and to make a payment to the Parish Council of 10% of their takings. In 2019 these payments amounted to £86, although nothing was requested from the Pizza provider as his attendance was only agreed at the very last minute due to the inability of the BBQ provider to attend.

The meeting also decided that the Bouncy Castle, the Swing Chair and the Ponies should be provided for the children. The ten picnic tables provided in 2019 proved very popular and useful. These should again be provided. The usual generator and toilet facilities, and the first aid assistance, will also be required. In total these facilities will cost in the order of £1,500 but in 2019 the cost of the amusements for children was offset by income for the using of the amusements of £321. All these facilities will be booked as soon as the budget for the 2020 Fete has been agreed.

The finances of the Fete have benefitted in previous years from District and County Councillor Grants. Last year budgetary restrictions precluded the District Councillors from making their usual grants. The County Councillor very kindly again in 2019 made a grant of £1,000.

The Terms of Reference for the Working Group include "*The Working Group would require the approval of the Parish Council prior to incurring any cost in its name (in practice this would mean working inside the annual budget for Events as set aside by the Council).*"

The Working Group ask Council to confirm this arrangement and in particular whether that part in brackets may prevail. The collection at the Christmas Carols, in aid of the Malvern Maggs Centre, had raised £235.91. The Council had previously agreed to round up this donation to £500 and an item had been placed on the list of payments being submitted for approval later during the meeting.

**(e) Neighbourhood Plan Working Group** Cllr Chatten advised the meeting that an updated draft of the plan was now available to view on the Council's website. A series of public consultation events on the plan had now been scheduled to take place at various locations throughout the Parish during January and February.

**(f) Jubilee Gardeners Working Group**

Cllr Burrage reported that quotations for warning signage, regarding the quality of the spring water at the Jubilee Fountain, had been received. The preferred choice of signs would be produced in cast aluminum, similar in appearance to the temporary laminated signage which had previously been installed. The new signs would cost £275 each plus VAT. There would be a small additional cost for the display fittings required. **It was agreed** that three such signs should be purchased.

**93/19 County Councillor report 30<sup>th</sup> January 2020**

This report may be viewed at [County Councillor Report 30th January 2020](#)

**94/19 District Councillor report 30<sup>th</sup> January 2020**

This report may be viewed at [District Councillor Report 30th January 2020](#)

**95/19 The following accounts were approved for payment:-**

<b>REF</b>	<b>PAYEE</b>	<b>FOR</b>	<b>NET£</b>	<b>VAT£</b>	<b>GROSS£</b>
1558	BROOKSIDE FIRE	FIRE EXTINGUISHERS CEMETERY	43.00	7.80	50.80
1559	KIDWELLS SOLICITORS	LEGAL ADVICE FRUITLANDS LAND	154.00	30.80	184.80
1560	MALVERN WELLS VILLAGE HALL	ROOM HIRE	52.00	-	52.00
1561	ARKLE & HURCOMBE	REMEMBRANCE PLAQUE MARJORIE BISHOP	134.60	26.92	161.52
1562	PAUL STANLEY FENCING	ASSARTS ROAD PLAY AREA	2,802.91	560.58	3,363.49
1563	SIGHT DESIGNS	GAS LAMPS MAINTENANCE	1,578.40	315.68	1,894.08
1564	ALB SERVICES	CHRISTMAS LIGHTS SWITCH ON	480.00	-	480.00
1565	NAMESCO	SMTP ACCESS RENEWAL	17.50	3.50	21.00
1566	STEVE ALLARD & SON	JUBILEE FOUNTAIN REFURBISHMENT	260.00	52.00	312.00
1567	BRITISH GAS TRADING	GAS LAMPS FUEL DEC QTR	1,283.88	256.78	1,540.66
1568	BT WI FI	NOVEMBER WI FI	12.50	2.50	15.00
1569	BT WI FI	DECEMBER WI FI	12.50	2.50	15.00
1570	IAN & HELEN BURRAGE	CAROL CONCERT EXPENSES	199.55	26.52	226.07
1571	CASS ASSOCIATES LTD	NEIGHBOURHOOD PLAN INVOICE 5	1,220.75	244.15	1,464.90
1572	WORCESTERSHIRE CALC CODDINGTON CHRISTMAS TREES	CLLR TRAINING M DYDE	30.00	-	30.00
1573		JUBILEE GARDEN TREE	245.00	-	245.00
1574	MALVERN WELLS VILLAGE HALL	ROOM HIRE	116.00		116.00
1575	STEVE MAUND	OUTDOOR WORK DECEMBER	1,040.89		1,040.89
1576	N POWER	CEMETERY ELECTRICITY	81.21	4.06	85.27
1577	MARTIN THOMAS	OUTDOOR WRK JANUARY	214.50		214.50
1579	BRITISH TELECOM	VILLAGE HALL BROADBAND-DECEMBR QTR	192.58	38.52	231.10
1580	JACKIE SMETHURST	NEIGHBOURHOOD PLAN PRINTING ADMIN & TELEPHONE REIMBURSEMENT DEC QTR	148.01	0.84	148.85
1581	DAVID TAVERNER		279.83	27.28	307.11
1582	WYCHAVON DISTRICT COUNCIL	HOUSING NEEDS SURVEY	2,509.55	501.91	3,011.46
1583	MAGGS DAY CENTRE MALVERN	DONATION	500.00	-	500.00
		<b>TOTALS</b>	<b>13,609.16</b>	<b>2,102.34</b>	<b>15,711.50</b>

There being no other business the Chairman closed the meeting a 9.40pm  
Signed..... Chairman 26thFebruary,2020