

## **MALVERN WELLS PARISH COUNCIL**

Minutes of a Meeting of the **Malvern Wells Parish Council** duly convened and held in **The Village Hall, Wells Road on Wednesday 25<sup>th</sup> January, 2012** commencing at 7.30pm

<b>Present:</b>	<b>Councillors:</b>	K Wagstaff (Chairman)
	Mrs C O'Donnell	B J Knibb
	P Buchanan	Mrs H Burrage
	N Johnson	M Victory
	Mrs A Cheeseman	Mrs A Bradshaw
	J Black	
	S Freeman	

**In attendance:** D M Taverner (Clerk and Responsible Finance Officer)

**142/11 Apologies noted:** Malvern Policing Team, Cllr A Hull, County Cllr S Brown, District Cllr C Cheeseman

### **143/11 Declarations of Interest for the meeting and any changes to be notified for the Registers of Interests and Gifts & Hospitality:**

The Clerk declared a pecuniary interest in agenda item 15 in as much as the item referred to a clause in his employment contract.

Other declarations of interest were as previously recorded – no changes were necessary to the registers.

### **144/11 Closure of the Meeting to allow Parishioners Present to speak on any Matter on the agenda**

There were no questions from parishioners.

### **145/11 Retirement of Mr Ian Rowat– Director of Malvern Hills Conservators**

On behalf of the Parish the Council marked the retirement of Mr Ian Rowat from his post as Director of the Malvern Hills Conservators by presenting him with a gift of a photo print from a scene of part of the Malvern Hills range.

The Chairman proposed a vote of thanks to Ian for all of the work that he had undertaken on behalf of the local community since his appointment in 1998. The Chairman remarked that Ian had helped to steer the Conservators Board through a highly successful period during which many improvements to the general management, conservation and enhancement of the Hills had been achieved.

The Chairman's remarks were endorsed by Mr John Tretheway, the local Conservators Board member, who paid his own tribute to Ian for all that he had achieved during his tenure in his post.

### **146/11 Planning application 11/01715 – 8 Heathlands Close**

Loft Conversion with rear dormer

Members raised no objections to this application

### **147/11 Minutes**

The Minutes of the Parish Council Meeting held on 7<sup>th</sup> December, 2011 were unanimously **approved** by Members and signed by the Chairman as a correct record of that meeting.

### **148/11 Matters arising from the Minutes**

There were no matters arising that were not due to be considered elsewhere on the agenda for the meeting.

### **149/11 Action undertaken since the previous Council meeting (Held 7th December).**

The Clerk reported on the following actions that had been undertaken since the previous meeting on 7<sup>th</sup> December:-

Play area extension	Further talks on funding issues had been undertaken Attempts to find suitable land for new play area near to Fruitlands estate to be pursued
Wells News winter edition delivered to all residents	Deliveries completed. Clerk to ascertain why there were some delays to the deliveries in Green Lane and Holywell Road
Works undertaken to overgrown paths and removal of fallen trees	Restorative work undertaken to bridleway 550 (adj The Crescent) fallen trees removed from paths 510 and 518
Neighbourhood Plan Working Group	Ismail Mohammed ( MHDC Planning officer) invited to 29th February meeting of the group

This report was noted and accepted by the Council.

### **150/11 Reports of Committees / Committee Chairmen**

CLlr Mrs Cheeseman presented the report of **the Environment Committee held on 17<sup>th</sup> January**

CLlr N Johnson presented the report of **the Finance and General Purposes Committee held on 19<sup>th</sup> January**. This particular report contained details of the recommendation made to Council in respect of the setting of the 2012/13 precept.

### **151/11 Chairman's Communications**

The Chairman advised Members that he had received a letter from Councillor Reg Mills who had decided to resign his position as a Parish Council Member for personal reasons. The Chairman accepted the resignation letter and wished Mr Mills well for the future.

The Clerk was asked to write to the District Council to advise them of Mr Mills's resignation and to advertise the vacancy throughout the Parish and on the parish website. The Clerk advised that if no election was called within 14 days of the notice of resignation being posted then the Council would be able to elect a new Member under the co-option process.

### **152/11 Gas Lamps refurbishment project**

CLlr Mrs H Burrage, Chairman of the gas lamps working group, presented the report of the working group meeting which had been held on 23rd January

Whilst Members of the group had been impressed with the standard of the works that had been undertaken to date, they had voiced strong concerns about the ongoing delay in the completion of the project. Work on twenty one of the lamps had not yet started.

Whilst it was accepted that there have been some delays to the works because of the difficulties encountered with the older type lamps, the original contractually agreed completion date of 30th September 2011 had now been significantly exceeded.

Subsequent promised completion dates of 31<sup>st</sup> October and 31<sup>st</sup> December 2011 had also now both been missed.

A letter had been received from Sight Designs indicating that , for various reasons , including work on the other projects that the company was progressing, they would not now be able to complete the refurbishment of all of the lamps until as late as date as 31 May, 2012.

The Members of the working group had felt that this was unacceptable and had agreed to recommend to Council that a letter should be sent to Sight Designs reminding them, in the strongest terms, of their contractual commitments and to insist that all of the refurbishment works should be completed no later than 31<sup>st</sup> March, 2012.

On being put to the vote this recommendation was **supported by the Council** and it was agreed that the following schedule of measurable objective key dates should be included in the letter to be sent;-

1. The removal of the first batch of 10 lamps by February 14th
2. The removal of the second batch of 11 lamps by February 28th
3. The reinstallation of the first batch of lamps by the 28th February
4. The reinstallation of the second batch of lamps by March 14th
5. All lamps completed and invoiced by the end of March to include both batches as above together with the two lamps from Holywell Rd that are currently off their posts and in the workshop.

Sight Designs had submitted an invoice in the sum of £34,810 (including VAT) for the works to the 27 lamps which had so far been completed. The agreed 95% grant in respect of these works had been received from the District Council. Following discussion the Council resolved to make immediate payment of Sight Design's invoice.

Cllr Burrage reported that the working group had agreed to work with the Malvern Town and West Malvern Parish Councils on the negotiations regarding a new gas supply contract. An initial meeting of that collaborative group had been scheduled to take place on 8<sup>th</sup> February.

### **153/11 Community Events**

- (a) **Summer Fete 15<sup>th</sup> July** -Cllr Mrs. Cheeseman gave an update report on preparations for the Summer Fete. Harriet Baldwin MP had kindly agreed to perform the opening ceremony and the Clerk was asked to write to her to confirm the arrangements. Local organisations and groups would be called on to help with preparations for the fete as the need arose.
- (b) **Queens Diamond Jubilee**-it was agreed that the Council should mark the occasion of the Queens Diamond Jubilee by the purchase of a new bench in the Jubilee fountain garden. The Council had taken ownership of this piece of land in 2009 under the regime of "adverse possession" (2002 Land Registration Act) and was continuing to maintain the garden on behalf of the community. Under this Act the Council could not apply for full legal title to the land until after the end of the ten year period from the date on in which it had first claimed ownership.
- (c) **Olympic Torch procession** -the Clerk was asked to obtain details of the date and time of the planned Olympic torch procession through the Parish. After discussion it was agreed that the Council would consider the potential purchase of a supply of flags and bunting that could be distributed to local residents who were attending might attend the event. Local schools and groups would be contacted with a view to promotion of community involvement in the event. Further information would be made available at the February Council meeting.

### **154/11 Reports of representatives on other bodies**

- (a) **Malvern Wells Village Hall** – Cllr Burrage reported that a new keys had been issued to all current village hall key Holders.

The December Carol Concert had been a very successful event and some £170 had been donated to the Malvern Hills Foyer – a group supporting young homeless adults.

The Winter Wassail event at the Dell House which had been held to raise funds to support improvements to the Village hall had also been well attended.

- (b) **Malvern Hills PACT** – Cllr Buchanan advised that the next area meeting of Pact would be held on 2e4th February in the town library in Graham Road.
- (c) **Malvern Hills Conservators** – John Tretheway reported on the ongoing dispute between the conservators and the tenants of St Anne’s well Cafe which had still not been satisfactorily resolved.

### **155/11 Cemetery matters**

Cllr Burrage reported that the Cemetery working Group had met on 12th January.

At that meeting Cemetery management issues had been discussed and works had been undertaken to restore some of sunken graves and to replenish gravel toppings in certain graves plots where necessary.

Consideration had also been given to the use of the Chapel facilities for other functions such as art exhibitions and community group meetings.

The Group had undertaken a detailed review of the cemetery fees and charges and had agreed to recommend to Council that these should be increased by 5% rounded to the nearest £5

The Clerk presented a revised schedule of fees and charge showing the impact of the proposed increases.

Following discussion it was **unanimously resolved** that the revised schedule of charges should be adopted with effect from 1st April, 2012.

A review of the charges for the plaques in the remembrance garden would be undertaken when their latest costs had been ascertained.

**156/11 Payment of Accounts:** The under mentioned accounts were approved for payment:

Cheque			£
2866	David Taverner	Clerks Salary & Expenses- December	1,489.59
2867	Severn Trent Water	Cemetery Water Bill -December Surface Water	19.59
2868	HMRC	PAYE & Nat insurance December Qtr	1,327.64
2869	County building Supplies	Cemetery Materials	137.09
2870	Branchworks	Cemetery tree works	420.00
2871	Malvern Wells Village Hall	room hire	36.00
2872	Brookside Fire Services	Cemetery Fire Extinguisher service	103.36
2873	Glasdon Ltd	Litter Bin - Wells Road	163.98
2874	PCC of Malvern & the Wyche	Room hire	45.00
2875	Worcestershire CALC replacing lost cheque number02847		764.21
2876	Steve Maund	Outdoor work December	824.97
2877	D Phillips	Gravel for Cemetery	104.75
2878	H Burrage	Carol Concert Refreshments	96.50
2879	Steve Maund	Outdoor work January	1,037.58
2880	Soft quality Ltd	Internal Audit fee	50.00
2881	Malvern Wells Village Hall	room hire	96.00
2882	Severn Trent Water	Cemetery Water Bill -December water consumed	16.93
2883	David Taverner	Clerks Salary & Expenses- January	1,564.79
2884	Exell Print	Wells News - Winter edition	759.00
2885	N power	Cemetery electricity	252.16
2886	Sight Designs Ltd	Gas Lamps refurbishment contract	34,810.00
2887	Martin Thomas	Cemetery work December / January	443.20
2888	Lynne Hackles	Wells News editor Honorarium	50.00

**157/11 Parish precept 2012/13**

Councillor Johnson presented details of the 2012/13 budget which had been approved by the Finance & General Purposes committee at its meeting on 19<sup>th</sup> January.

Following a detailed review of each the budget heading the Committee had agreed to recommend to Council that the 2012/13 precept would include a suggested increase of 1.79% or £1.3K over the figure demanded for 2011/12

This would see a band D Council tax payer paying only an estimated £0.94 pence more for the year 2012/13 than had been paid during 2011/12.

Following careful consideration of the figures that had been presented, Members **unanimously resolved** that the 2012/13 parish precept should be set at **£73,720** an increase of 1.79% over the figure demanded for 2011/12.

*At this stage of the meeting members present unanimously passed the following resolution:-*

*That, pursuant to the Public Bodies( Admission to Meetings Act 1960), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press should be excluded from the remainder of the meeting. The reason being the consideration of staff contracts*

*The Clerk had declared a pecuniary interest in this item and left the room during its consideration*

**157/11 Minutes of the Extra ordinary meeting of the Parish Council held on 12<sup>th</sup> January, 2012**

The minutes of the Extra ordinary Parish Council Meeting held on 12<sup>th</sup> January, 2012 were **unanimously approved** by Members and signed by the Chairman as a correct record of that meeting

Signed .....

**Chairman  
22<sup>nd</sup> February, 2012**