

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 26 April 2017 commencing** at 7.45 pm.

Present: Councillor N Chatten (Chairman), K Wagstaff, J Wagstaff, M Victory, T O' Donnell, J Black, B Knibb, P Ditchburn, S Freeman, H Burrage, C O'Donnell

Apologies for absence: Mrs J Smethurst and N Johnson

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

- 1/17** **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: There were none.
c) To declare any Other Disclosable Interests in items on the agenda and their nature: None were declared.
- 2/17** **To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none.
- 3/17** **Matters arising from the Parish Council minutes of 22nd March 2017**
There were none
- 4/17** **Reports from Committees**
(a) Environment Committee meeting held on 6th April,2017
The Clerk presented the report of the Environment Committee meeting which had been held on 6th April. The report was **noted and accepted** by the Council.
- (b) Finance & General Purposes Committee meeting held on 13th April,2017**
The Clerk presented the report of the Finance & General Purposes Committee which had been held on 13th April.
- The Committee had recommended (**R1**) that the Council should approve the Draft Final Accounts and Annual Governance Statement for 2016/17 which had been presented to the Committee for consideration- subject to the approval of the Council's Internal auditor.

The Committee had also recommended **(R2)** that the review of the protocol for the authorisation of electronic payments should be assimilated into the Council's Financial Regulations.

It was **unanimously resolved** that the report should be accepted and that the Council should approve recommendations **R1 and R2** as detailed above.

(c) Planning Committee meeting held on 19th April, 2017

The Clerk presented the report of the Planning Committee which had been held on 19th April, 2017. The report was **noted and accepted** by the Council. Cllr Freeman advised that he had attended a recent MHDC site meeting regarding the application for 2 Yew Tree Lane (**17/00062/FUL**) which had subsequently been approved by the Southern Area Development Management Committee (SADMC). The Chairman of that Committee had indicated that planning officers would only refer planning applications directly to the SADMC where there were clear planning grounds for doing so.

The Parish Council (PC) had previously registered a strong protest to the fact that this application had originally been dealt with under officer delegation. It was agreed that the Parish Council should continue to request that certain planning applications should continue to be called in for consideration directly by the SADMC where it was felt to be necessary or where there was a significant level of public objections to the proposals.

5/17

Reports from Working Groups

(a) Neighbourhood Development Plan (NDP) working group

The Council's consultant, Carly Tinkler, had completed her work on the initial parish landscape assessment which had been forwarded to all Members of the Council for further comment.

The Clerk reported that grant funding from the Malvern Hills AONB Management Board of £4k had now been received which would be used to defray costs of this work.

The Council would now need to consider its overall objectives and the appointment of a team of consultants to lead and tie together the production of the Parish NDP. This would be considered by the working group at its next meeting and an appropriate recommendation on the choice of the consultants to be appointed would be made to the full Council for approval.

The next meeting of the working group had been scheduled for Monday 3rd July, commencing at 7pm in the Village Hall Committee room.

(b) Gas lamps working group

Cllr Freeman reported that the application for grant aid from the Lottery Heritage Fund was now ready to be submitted and the relevant forms needed to be signed off by David Armitage of the AONB and the Responsible Finance Officer.

The AONB were considering sponsoring training for volunteers interested in helping with the maintenance of the lamps in the Parish.

(c) Communications working group.

There had been no meeting of the group since the previous Council meeting. It was intended to promote initial public consultation on the Neighbourhood Plan by the use of a section of the council's website. The Clerk was arranging to meet with Cllr Smethurst to discuss options in this regard. It was noted that the print deadline for the Summer Edition of the Wells News had been set as 30th June

(d) Events working group. A further meeting had recently taken place to discuss arrangements for the Summer Fête and classic car show which were proceeding well. The 2017 Bring & Share "Big Lunch" event was taking place on Sunday 4th June in the Village Hall. The next meeting of the working group had been scheduled for Monday 10th July commencing at 7pm in the Village Hall Committee room.

(e) Open Spaces working group. There was discussion regarding the potential acquisition of land, at the bottom of Cherry Tree Lane on the Fruitlands estate, which could potentially be used for the development of a Children's play area. The ownership of the land was unknown and despite considerable previous investigation it had not proven possible to establish ownership of the site. The Clerk advised that it would be unlawful for the Parish Council to undertake expenditure on land where the ownership could not be unequivocally proven.

(f) Jubilee Gardeners working group

Steve Maund had spent time re-setting the lawn edging stones on the Grundy's Lane side. The stones had been lost underneath the The re-laid edging was looking very smart. The Jubilee Gardeners, have been working in the garden cutting back the dead stems ready for the new spring growth plans.

(g) Cemetery Working group

Memorial stones from the Former St Peters Churchyard had been collected from the storage vaults at Worcester Cathedral and stored in the Cemetery Chapel pending relocation in the Parish Cemetery. The Clerk had met with the Cemetery maintenance team to discuss the construction of a pathway in the new graves section in the Cemetery

6/17 Local Bus services

The Clerk advised that he had been in contact with LMS Travel and officers at Worcestershire County Council to discuss the possibility of the 42 Bus service from the Fruitlands estate being extended to call at stops along the A449 Wells Road. Whilst this request had not been acceded to County Cllr Lucy Hodgson had asked officers responsible to undertake further work to see if such a service could be promoted.

7/17 Financial matters-
(a) Approval of the schedule of accounts payable

The following accounts were unanimously approved for payment :

REF	Payee	FOR	NET £	VAT £	GROSS £
L 69	County Building Supplies	cemetery materials	31.04	6.21	37.25
L70	British Gas Trading	gas lamps supply	1,283.88	256.78	1,540.66
L71	David Taverner	Admin expenses april	259.32	37.76	297.08
L72	David Taverner	Clerk/RFO salary - april	1,587.12		1,587.12
L73	NEST	Clerks Pension April	26.59		26.59
L74	Steve Maund	Outdoor work april	938.24		938.24
L75	Martin Thomas	Outdoor work april	233.32		233.32
L76	Malvern Wells Village hall	Room Hire	104.00		104.00
L77	RoSPA	Play Area Inspection	91.00	18.20	109.20
L78	Worcestershire CALC	Subscription 2017/18	856.69	137.39	994.08
L79	Worcestershire CALC	Clerk Training	10.00		10.00
L80	Staples PLC	usb data sticks	19.97	4.00	23.97
L81	British telecom	BT Wi fi bill march qtr	154.70	30.94	185.64
L82	Sight Designs	Gas Lamps Maintenance	40.00	8.00	48.00
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	TOTALS		5,635.87	499.28	6,135.15

- (b) Purchase of new office equipment**
Members **resolved to give approval** for the purchase of a replacement projector and office printer up to a total value of £500 net of VAT.

Village Hall repairs

- (c) **It was resolved** that a Community grant payment of £250 should be made to the Malvern Wells Village Hall Management Board as a contribution towards the cost of repairs needed to the Hall

Cllr Burrage gave a resume of the reasons for the cancellation for the St George's Day event on 22nd April

8/17 Report of Clerk on actions undertaken since the last PC meeting.

- (a) **2016/17 Final accounts and Internal audit arrangements**

The Clerk advised that he had submitted the 2016/17 final accounts and associated working papers to Diane Malley, the Council's Internal auditor, for review.

- (b) **Annual Governance statement and risk register**

These documents had been reviewed and updated as part of the work involved in the preparation of the Council's Annual return to the external auditors Grant Thornton UK PLC.

9/17 Report of District Councillor

Councillor Mrs C O'Donnell tabled a report which can be viewed at the following web link: -

[District Councillor Report 26th April, 2017](#)

10/17 Reports from Representatives on other bodies

Worcestershire CALC

Cllr Knibb updated Members on the content of the recent CALC Area meeting which had included a justification for the 2017/18 Membership subscription increase and a request for Councils to suggest topics of interest to be discussed at future CALC meetings.

Three Counties Showground Liaison

Cllr O'Donnell advised that she had recently attended a meeting with the Chief Executive of the Three Counties Showground (TCS) and undertook to continue discussions regarding TCS sponsorship of new Parish Boundary signage.

There being no further business the Chairman closed the meeting closed at 9.15 pm

Minutes approved.....

Chairman

24th May, 2017