

MALVERN WELLS PARISH COUNCIL

Minutes of the Parish Council Meeting of Malvern Wells Parish Council duly convened and held in The Village Hall, Wells Road, Malvern Wells commencing at 7.30pm on **Wednesday 24th May, 2017**

Present: Councillors M Victory
Mrs C O'Donnell
Mrs J Smethurst
N Chatten
B Knibb
J Black

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

38/17 Apologies for absence: Councillors K Wagstaff, J Wagstaff, S Freeman, T O'Donnell, N Johnson, Mrs H Burrage

39/17 Declarations of Interest

Register of Interests: Councillors were reminded of the need to update their register of interests: Cllr Chatten had submitted an updated form to reflect the fact that he was no longer serving as a Governor at the Wyche Primary School.

It was noted that Cllr C O'Donnell had been elected to the position of Leader of Malvern Hills District Council.

No other changes were noted.

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

40/17 To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011): There were none

At this point in the meeting the Council observed a minutes silence to honour the memory of those who had lost their lives as a result of the recent terrorist attack in Manchester

41/17 Approval of minutes of Parish Council meeting held on 26th April, 2017

The minutes of the meeting held on 26th April were approved as a correct record of the meeting and were signed by the Chairman

42/17 Matters arising from minutes of the 26th April meeting
There were none

43/17 Reports from Working Groups

(a) Neighbourhood Development Plan (NDP) working group

The Clerk advised that he was now contacting consultants with a view to the Council making an appointment for the preparation of the NDP. It was anticipated that further details would be presented to the NDP Working Group at their next meeting on 3rd July

Work was due to be undertaken on an introductory consultation document, which would be included in the forthcoming edition of the Wells News, to raise the awareness of residents on the initial development phase of the plan and to seek their views.

(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. A meeting was due to be arranged with a view to the completion of this stage of the process.

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 using 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 and any outstanding articles should be submitted to the magazine editor by that date

(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.

Details of competitions for local school children to enter prior to the fête were due to be circulated by Cllr C O'Donnell to the Wells and Wyche Primary Schools

(e) Open Spaces working group. There was further 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. It was agreed that the working group should continue to pursue the possibility of the Development of a play area in proximity to the Fruitlands estate

(f) Jubilee Gardeners working group

Steve Maund had spent time re-setting the lawn edging stones on the Grundy's Lane side and undertaking general maintenance works

The Clerk had confirmed the Council's entry of the garden to the RHS "its Your Neighbourhood competition"

(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 and this was due to be completed during the summer months

44/17
a) Financial matters
2016/17 Final accounts, Annual Return and Annual Governance Statement

The 2016/17 final accounts, Annual Return and Annual Governance Statement, having been previously recommended for approval by the Council's Finance & General Purposes Committee, were **unanimously approved** for adoption by the Council. The Clerk advised that the Annual return would now be submitted to Grant Thornton (UK) LLP, the Councils external auditors.

b) Payment of accounts

The following accounts were **unanimously approved** for payment:

REF	Payee	FOR	NET £	VAT £	GROSS £
L 83	David Taverner	Admin expenses April	54.31	3.89	58.20
L 84	David Taverner	Clerk/RFO salary - May	1,587.12		1,587.12
L 85	NEST	Clerks Pension - May	26.59		26.59
L 86	Steve Maund	Outdoor work - May	982.84	8.92	991.76
L 87	Staples PLC	Office Printer	188.29	37.66	225.95
L 88	Staples PLC	Office Projector	241.92	48.39	290.31
L 89	Playsafety Ltd	Assarts road Play inspection	91.00	18.20	109.20
L 90	AON Insurance	Insurance Premium	1,830.09	-	1,830.09
L 91	Diane Malley	Internal Audit Fee	100.00	-	100.00
L 92	CPALC	CPALC on line help Subscription	20.00	-	20.00
L 93	Staples PLC	Stationery	17.02	3.59	20.61
L 94	Carly Tinkler	NDP Landscape Assessment	3,820.00	-	3,820.00
	TOTALS		8,959.18	120.65	9,079.83

45/17 Chairman's Communications

A letter of complaint had been received from a resident in Green Lane regarding the fact that heavy Three Counties Showground (TCS) traffic was using Green Lane to access the TCS even though signage had been erected in Green Lane requesting that such traffic should not use the route to access the Showground

It was agreed that, acting in liaison with the County Council, the Parish Council would attempt to increase the number of vehicle barriers in Green Lane, during the period of the show, to reduce the volume of traffic using the road as an access route to the TCS

46/17 Report of District and County Councillors
These reports can be viewed at the following weblink:
[District and County Councillor Reports May 2017](#)

47/17 The Chairman closed the meeting at 8.25pm

Chairman..... Cllr N Chatten
Dated 28th June 2017