

## **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 28<sup>th</sup>**

**March 2018** commencing at 7.30 pm.

**Present:** Councillor N Chatten (Chairman)

**Councillors:** J Smethurst, B Knibb, C O'Donnell, H Burrage, S Freeman, J Black, J Baker, K Wagstaff

**Apologies for absence:** T O'Donnell

**In attendance:** David Taverner (Clerk and Responsible Finance Officer)  
County Councillor Mrs L Hodgson, Mr Mark Dyde and Mr Ben Murphy- (Prospective Parish Councillor candidates)

### **115/17      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** The Clerk declared a pecuniary interest in agenda item 17- Report of the Staffing Committee held on 6<sup>th</sup> February - and left the room during discussion of that item.

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

### **116/17      To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none.

### **117/17      Minutes of the Parish Council Meeting held on 31<sup>st</sup> January 2018,**

The minutes of the Parish Council Meeting, held on 31<sup>st</sup> January 2018 had been previously circulated. The minutes were **unanimously approved** as a correct record of that meeting and were signed by the Chairman.

It was noted that the meeting which had been scheduled for 28<sup>th</sup> February, 2018 had been cancelled due to inclement weather

### **118/17      Matters arising from the Parish Council minutes of 31<sup>st</sup> January 2018.**

There were none

**119/17** **Parish Council Member Vacancies** (*minute 107/17-31<sup>st</sup> January refers*)

Following the withdrawal of the candidature of Mr Howard Allen; Mr Mark Dyde and Mr Benjamin Murphy, who were both in attendance at the meeting were formally co-opted, **by a unanimous vote**, to serve as Members of the Parish Council

**120/17** **Malvern Hills AONB – Verges and Grassland Management**

Paul Esrich of Malvern Hills AONB had previously requested permission to raise awareness of the initiatives being undertaken to promote verges and grassland management in the Malvern wells and the wider Malvern Area

The Malvern Hills AONB Partnership has been working with Worcestershire Highways on a pilot project to explore whether there were some areas in the parish which can be managed to make them better for nature. One example close by is the Green at Welland. The Parish Council there is currently working with the AONB Partnership and Worcestershire County Council to manage this entire area as a hay meadow.

Similar work could be undertaken on St Wulstan's Village Green by extending the currently preserved area of wild flower growth during the early summer months and members were asked to consider this possibility.

The conserved area is delineated by the parish council, with marker posts and is left uncut during the flowering and seeding season after which the posts are lifted, and the grass is cut and removed.

It was **agreed by a majority vote** that the current preserved area should be extended by 20% during the 2018 grass cutting season, on a trial basis, with the aim of encouraging the growth of more wild flowers. This project would be managed and reviewed directly by the Parish Lengthsman and the Parish Clerk who would report back to the Council on the effectiveness of the project.

**121/17 (a) Report of the Planning Committee held on 14<sup>th</sup> February**

The report of the non-quorate planning meeting held on 14<sup>th</sup> February was unanimously approved.

**(b) Planning application 18/00229 HP- Struan 239 Wells Road**

Erection of rear extension to replace existing conservatory and conversion of lower ground floor to habitable accommodation, the formation of balconies, erection of front porch.

**Members raised no objections to his application**

122/17

## **Reports from Working Groups**

### **(a) Gas lamps working group**

Cllr Freeman reported that the application for national lottery funding for the scheme had now been submitted.

The five-year review of the Gas Lamps maintenance contract was due to be undertaken in May, 2019. Whilst the reliability of the existing lamps had generally been satisfactory, Cllr Freeman suggested that members of the working group should monitor the performance of the lamps, over a given period, to assess the efficiency and effectiveness of the maintenance work being undertaken by the current contractor prior to the contract review.

**(b) Communications working group.** Work was due to be undertaken to update the website with the latest news on the Neighbourhood Plan and to include pictures of the work which had been carried on the Jubilee Garden.

The Council noticeboards would need to be updated to reflect the new contact details for Councillors now that all vacancies had been filled.

The Clerk advised that he would contact the Malvern Hills Conservators and the Wyche Primary School with a view to installing a new noticeboard facility near to the school grounds.

**(c) Open Spaces working group.** There had been no meeting of the group since the previous council meeting. Following a request from Cllr O'Donnell requested the Council had now purchased two new bench type seats for the Assarts Road playing field.

**(d) Events working group.** Ian Burrage had now taken over the Chairmanship of the group. Preparations were continuing to be made for the summer Fete which was scheduled for 9<sup>th</sup> September. A community "Bring and Share" lunch event was being arranged to celebrate the forthcoming royal wedding on 19<sup>th</sup> May. Members **unanimously agreed** to support the event by way of a community grant of up to £250

### **(e) Neighbourhood Plan working group.**

The next meeting of the group was due to be held on 18th April by which time it was envisaged that quotations would have been received from consultants who wished to tender for the contract to complete the formulation of the Parish Neighborhood Plan

A flyer had now circulated to all households in the Parish which were aimed at keeping residents up to date with the progress of the plan.

**(f) Jubilee Gardeners working group**

Although there had been little activity in the garden during the winter months, preparations were being made in the early spring with a view to the Council again entering the RHS "its Your Neighbourhood" competition.

**(g) Cemetery Working group**

New granite kerbstones for the Remembrance Garden had now been situated there. The Headstones from the former St Peters Churchyard had all been collected from the Cathedral Store and were now on display in th Cemetery Chapel

Work on a pathway across the most recent area of the Cemetery would be undertaken in the early summer

**123/17 Chairman's Correspondence****(a) Excessive vehicle speed in the Parish**

Following ongoing concerns regarding vehicle speed in the Parish the Clerk advised that he had requested formal speed surveys to be undertaken along Hanley Road and upper Welland road. Evidence gathered would then be submitted to the Worcestershire Safer roads partnership for their attention and to highlight the need for appropriate speed enforcement action.

**124/17 Financial matters****(a) Approval of the schedule of accounts payable**

The following accounts were unanimously approved for payment:

REF	Payee	FOR	NET £	VAT £	GROSS £
1210	office outlet	Computer Back up Memory Drive	75.56	15.13	90.69
1211	British Telecom	Mobile Wi Fi	20.00	2.50	22.50
1213	Lloyds Bank PLC	Bank Charges - monthly fee February	6.50		6.50
1212	NEST Pension	Auto Enrolment pension January	25.56		25.56
1214	Steve Maund	Outdoor work Jan/Feb	1,055.52		1,055.52
1215	Martin Thomas	Outdoor work Jan/Feb	199.84		199.84
1216	David Taverner	Salary February	1,638.17		1,638.17
1217	David Taverner	Admin expenses	61.85	2.05	63.90
1218	John Dawson	Cemetery- Granite Plinth's	2,200.00		2,200.00
1219	County Building Supplies	Cemetery Materials	9.55	1.91	11.46
1220	Malvern Wells WI	Remembrance Sunday refreshments	25.00		25.00
1221	Martin Thomas	Outdoor work - March	231.07		231.07
1222	Collett Accountancy	Payroll preparation	123.75	24.75	148.50
1223	HMRC	PAYE & Nat insurance March Qtr	1,115.04		1,115.04
1224	N Power	Cemetery Electricity	127.47	4.37	131.84
1225	X2 Connect	Telephone kiosk renovation	901.20	180.24	1,081.44
1226	Steve Maund	Outdoor work March	938.24		938.24
1227	Printed Banners & Signs	Carol Concert Adverts	60.90	12.18	73.08
		<b>TOTALS</b>	<b>8,815.22</b>	<b>243.13</b>	<b>9,058.35</b>

### **125/17 Report of Clerk on actions undertaken since the previous meeting: -**

- Progress on neighbourhood Plan and arrangement of Flyer deliveries
- Purchase of Picnic bench seats for Assarts Road Play area
- Initial work on General Data Protection Regulations
- Requesting speed surveys for Upper Welland and Hanley Roads
- Cemetery Remembrance Garden new plinths
- Preparation of Final Accounts and Annual Governance Statement for Internal audit

### **126/17 Report of District Councillor**

This report can be viewed at the following link [Report of District Councillor-28th March 2018](#)

### **127/17 Report of County Councillor**

This report can be viewed at the following link [Report of County Councillor-28th March 2018](#)

### **128/17 Report from Representatives on other bodies**

Cllr Knibb advised that there had been discussion between the National and Local association of Local Councils. It was still not yet clear whether Council clerks could operate as the Data Protection Officer in an organisation and further advice on this issue was due to be forthcoming from the County association.

**At this stage of the meeting the Chairman proposed 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.***

### **129/17 Confidential item – Report of staffing committee held on 6<sup>th</sup> February,2018**

The **Staffing Committee** took place on **Tuesday 6<sup>th</sup> February 2018 at 7.00pm.**

**Present:** Cllrs: Jackie Smethurst (Committee Chairman), Neil Chatten (Parish Council Chairman), Helen Burrage, Simon Freeman and Barrie Knibb.

**In Attendance:** Mr David Taverner (Clerk and Responsible Finance Officer)

**The meeting was closed to the public and press because the purpose of the meeting was**  
***the annual review of the performance of the Clerk.***  
**This document contains an Executive Summary of the meeting for the Public Domain.**

## Executive Summary

The Clerk's job descriptions, contract of employment, calendar of work, targets and performance were subject to a detailed Appraisal review by the Chairman of the Parish Council and the Clerk on 3<sup>rd</sup> January 2018. The review included the submitted CiLCA-format Appraisal Forms from Council Committee and Working Group Chairmen and contractor feedback. The Chairman's full Appraisal Report was then presented to the Staffing Committee on 6<sup>th</sup> February 2018. The Committee considered the Appraisal Report and found it to be a favourable analysis of the Clerk's performance. When the Clerk was in Attendance, the Committee & Clerk discussed the Appraisal Report, reviewed the Clerk's tailored adjustment agreement and endorsed the recommendations. The Clerk's performance was considered to have been very satisfactory for the year 2017-2018. Both of his roles as Clerk to the Council and Responsible Financial Officer had been carried out diligently. The Clerk was thanked for his efforts and commitment to his work and for obtaining another very positive Internal Auditor's Report. The Clerk was additionally commended for his hard work underpinning the successes of the Annual Fete, the six-monthly Wells News, the developing Neighbourhood Plan, as well as his successful completion of the CiLCA training. Councillors were very pleased with the Clerk's work and considered him an asset to the Council. The Clerk expressed his thanks to the Chairman and all members of the Council for their ongoing support and stated he enjoyed working with the Council.

### Performance Targets 2018-2019

The Staffing Committee developed with the Clerk an agreed Projects & Targets List in the areas of "Projects with Others" and "Self-Managed (personal) Projects" for the year 2018-2019.

**The Staffing Committee recommends the following Resolution for Council Approval at the meeting on 28<sup>th</sup> February 2018**

***"That the Clerk of the Council, David Taverner, be awarded an annual inflationary pay award of 2% (in line with the proposed National Employers for Local Government Services pay award), should be authorised to take place as from 1<sup>st</sup> April 2018 following his satisfactory Performance Review for the year 2017-2018."***

### Annual Appraisal Review:

**The Clerk's next Appraisal Review will be due on or after 1<sup>st</sup> February 2019**

There being no other business the Chairman closed the meeting at 9.05pm

Minutes approved.....**Chairman**  
25<sup>th</sup> April, 2018