

# 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 7.45pm on **Thursday 24<sup>th</sup> May 2018**

**Present:** Councillors N Chatten (Chairman)  
H Burrage, Mrs C O'Donnell  
J Black, K Wagstaff, J Wagstaff  
M Dyde, B Murphy, J Baker

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

**29/18 Apologies for absence:** Councillors S Freeman, T O'Donnell, B Knibb, J Smethurst

**30/18 Declarations of Interest**  
**a) Register of Interests: Councillors were reminded of the need to update their register of interests:** No Changes were required

**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

**31/18 To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none

**32/18 Approval of minutes of Parish Council meeting held on 25th April, 2018**  
The minutes of the meeting held on 25<sup>th</sup> April were approved as a correct record of the meeting and were signed as such by the Chairman

**33/18 Matters arising from minutes of the 25<sup>th</sup> April meeting**  
There were none

**34/18 Reports from Working Groups**  
**(a) Neighbourhood Development Plan (NDP) working group**  
Following discussion, it was agreed that the NDP consultancy bids, which had been received from Kirkwells and Cass Associates, would be reviewed and evaluated by the working group at its meeting on 13th June. This would be prior to a recommendation on the choice of the preferred contractor being made to the Council. It was also agreed that as the closing date for the receipt of tenders had now passed no further bids could be considered.

**(b) Gas lamps working group**  
Cllr Black reported that the original application for grant aid from the Lottery Heritage Fund (LHF) had been refused and had been re-drafted by David Armitage of the Malvern Hills AONB unit, based on guidance received from the LHF.

## **(c) Communications working group.**

### **1 General Data Protection Regulation (DPR)**

Clerk was booked onto a seminar shortly to ensure the Council puts the correct DPR process in place. The Council must ensure that everyone we hold data on has 'opted in' to our keeping and using their data. The 'nuclear option' would be to delete everything we hold before 23/05/18 to comply with the new regulations.

The Clerk had subsequently advised that there was no requirement for the Council to nominate Data Protection Officer (DPO). However, a new data protection policy would need to be drawn up for the Council in compliance with GDPR

### **2 Social Media:**

Facebook, Twitter. New Councillors to link to our social media & send suggested posts & tweets to Clerk

In discussion it was felt it would be desirable to increase traffic on our FB & Twitter platforms and it might be an advantage if other Councillors as well as the Clerk could post on the sites. Maybe a separate, discrete, linked FB page (open to other administrators amongst Councillors) would help generate more spontaneous content? It was discussed whether it was possible to set up an FB page using a MWPC email address so that it would belong to the Council for business continuity. Currently, all FB posts go through the Clerk. Security control and monitoring of media output content is part of his remit. This is considered important considering the recent hacking attack on our website. Current local FB interactive pages such as Malvern Noticeboard and Upton Parish Noticeboard and allow members of the community to post on the sites. Local people advertise events or ask for information about the locality. MWPC could increase traffic with such a page and encourage Councillors to post regularly.

### **3 Councillor ID badges.**

The meeting discussed having Councillor ID badges and decided they would be of benefit to allow parishioners to know which Councillor they were talking to at public meetings such as Neighbourhood Plan open evenings and Remembrance Day. The meeting consensus was for the purchase of simple name badges (pin fixing rather than lanyard) with MWPC logo and the Councillors name. The Chairman and Vice Chairman's badges would include their job titles as well.

### **4 New Councillors use of laptops/tablets in meetings.**

New Councillors should bring their devices, so they can put the Hall Wi-Fi code in at the next meeting.

### **5 Protocol for Councillor Handling of Correspondence**

The group had drawn up a protocol for the way MWPC Councillors should deal with all correspondence that is not sent or received by the Clerk but is sent or received on the Council's behalf by each individual Councillor.

Correspondence covers emails, letters, telephone and personal contact. The email address covered by this document is the official @malvernwells-pc.gov.uk email address issued to each Councillor by the Clerk of the Council, but personal email addresses are also covered if used in connection with official Council business.

When correspondence is received, Councillors will action it in the following way:

1. All correspondence received will be copied to Clerk as the Proper Officer of the Council, and all subsequent correspondence in the thread. Attention will be paid to ensure the whole thread is copied to Clerk if he somehow drops off the distribution list of the correspondence.
2. If it is a routine enquiry then a reply can be made without consultation with Clerk, Chairman, and/or fellow Councillors beforehand.
3. If it is an official enquiry, the reply will be left to Clerk as the Proper Officer responsible for official correspondence. Councillors should note they cannot create obligations or give instructions on behalf of the Council.
4. Any replies will be made in a timely fashion, unless reply delegated to Clerk who has his own protocol.

All Councillor correspondence should follow these guidelines:

- Will not comment or criticise Clerk or fellow Councillors
  - Will be respectful, even handed and courteous at all times
  - Will not get involved in an argument or political engagement
  - Will not be conducted or have content which brings the Council into disrepute
  - Will respect all data protection and privacy considerations and regulations in force at the time
  - Will not enter into or respond to vexatious, abusive or threatening correspondence
  - Will not be forwarded or copied to anyone outside Council without express consent of the Clerk, or at Clerk's discretion, full Council.
5. Councillors will ensure the security and privacy of all correspondents' details and the correspondence and will delete all information upon resigning as Councillor or otherwise leaving the Council.
  6. Any abuse of these conditions shall be subject to the Council's current Standing Orders covering Councillor standards of behaviour (including but not limited to Standing Orders 41, 42, 82 and 85).

This protocol was to be incorporated into the Council's existing Standing orders during their review by Council on 31<sup>st</sup> July, 2018

**(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 Indoor street party event which had been held on 19<sup>th</sup> May to celebrate the Royal Wedding had been very much enjoyed by all those who had attended.

(e) **Open Spaces working group.** There had been no meeting since the previous Parish Council meeting

(f) **Jubilee Gardeners working group**

Following Council approval, the Fountain Garden had been remodelled and the box hedging has been sourced and planted. Half of the Wells Road wall has now been repaired. It proved to be cheaper, quicker and more appropriate to use blocks. The remainder of the wall will be repaired in October once the plants in front of it have died down.

The lavender and rosemary have been purchased, together with an eating gooseberry, and these will be planted now that the repairs to the wall have been completed.

The grass has benefited from the treatment it has received and is now looking much healthier.

The garden has again been entered Heart of England In Bloom. The volunteers from the WI have two working parties scheduled within the next two weeks to complete the weeding. The garden should then only require ongoing care prior to the Heart of England In Bloom assessor's inspection.

(g) **Cemetery Working group**

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 painting of the Oaklands side fencing. These tasks were due to be completed during the summer months

**35/18 Financial matters**

a) **2017/18 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. It was **unanimously resolved that the Governance statement should be approved for adoption by the Council.** The Clerk advised that the Annual return would now be submitted to PFK Littlejohn LLP, the Councils external auditors.

**b) Payment of accounts**

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

REF	Payee	FOR	NET £	VAT £	GROSS £
1245	Marmax Recycled Products	Play Area Picnic Benches	743.00	148.60	891.60
1246	Printed Baners and Signs	Carol Concert advert	60.90	12.18	73.08
1247	County Building Suuplies	Cemetery Materials	31.41	6.28	37.69
1248	DM Payroll Services	Internal Audit Fee	100.00	-	100.00
1249	David Taverner	Salary May	1,675.55		1,675.55
1250	BT Mobile WI FI	Mobile Wi Fi	12.50	2.50	15.00
1251	BHIB Insurance	Insurance Premium	1,608.17		1,608.17
1252	NEST Pension April	Pension Contributions	92.53		92.53
1253	NEST Pension May	Pension Contributions	92.53		92.53
1254	Bank Charges	Bank Charges May	8.45		8.45
1255	Ian Burrage	Jubilee Garden Planting	177.71	24.74	202.45
1256	Ian Burrage	Royal Wedding party Royal Wedding party -	61.76	8.24	70.00
1257	Malvern Wells Village Hall	Projector Hire	180.00	70.00	250.00
<b>TOTALS</b>			<b>4,844.51</b>	<b>272.54</b>	<b>5,117.05</b>

**36/18 Chairman's Communications****(a) First Malvern Scout Group – Request for funding assistance**

The Parish Council had received a fund-raising application from the 1<sup>st</sup> Malvern Wells Scout Group and Phoenix Explorer Unit as a contribution to their planned trip to the Haarlem Scout Jamborette which was taking place in Holland in July, 2019

The Council **unanimously resolved** to donate a sun of £500 to the group as part of the funding needed to support the trip.

**(b) Rough Sleeper – Wells Road/ Wyche Bus Shelter**

Councillors underlined their concerns regarding the situation of a rough sleeper who had been using the Bus Shelter at the junction of Wells Road/ Wyche Road to sleep in for some considerable time.

South Worcestershire's combined housing services, which is led by Wychavon District Council, had been formally dealing with his case.

However, the Parish Council has been frustrated that, despite being the owner of the bus shelter and effectively its landlord, representatives of the PC had not been invited to any of the multi-agency case discussion meetings which had been held recently.

There was now a growing feeling of unease about his continued use of the shelter, largely concerning the visual impact and many Councillors and parishioners had become very frustrated with the apparent lack of progress by the Housing Team on finding accommodation suitable for his needs.

The Chairman advised that he had been in contact with the gentleman on various occasions with a view to establish the gentleman's intentions and hopes, and to see what longer term support might be provided for him.

It was understood that support is being given by a dedicated caseworker who is trying to assist him to work towards a satisfactory resolution that would include a proper and sustainable housing solution.

The Clerk advised that he had spoken to the local Police and Housing services team on several occasions recently about this matter, and it was hoped that a satisfactory resolution could be achieved without recourse to a forced eviction which would be in no one's best interest

**37/18 Report of Clerk on recent actions undertaken**

- **Attendance at GDPR training**
- **Annual Return and governance statements and schedules to external auditors**
- **Advertising public rights to inspect the 2017/18 accounts**
- **Wells News preparation**
- **Fete stalls bookings**

**38/18 Report of District and County Councillors  
These reports can be viewed at the following weblink:**

**[District and County Councillor reports- 24th May, 2018](#)**

**39/18 There being no further business to transact the Chairman closed the meeting at 9.15pm**

**Chairman..... Cllr N Chatten**

Dated 20<sup>th</sup> June 2018