

## 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 27 February, 2019** commencing at 7.30 pm.

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

**Councillors:** J Black, B Knibb, S Freeman, K Wagstaff, J Wagstaff, Mrs C O'Donnell, T O' Donnell M Dyde,

**Apologies for absence:** Cllrs Mrs H Burrage and Mrs J Smethurst

**In attendance:** David Taverner (Clerk and Responsible Finance Officer) County Councillor Mrs L Hodgson (from 8.15pm), Paul Esrich and George George Demidowicz (Malvern Hills AONB Management unit)

- 110/18**      **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 15 – the report of the staffing committee which had been held on 1<sup>st</sup> February, 2019- and he left the room during the discussion of that item.  
**c) To declare any Other Disclosable Interests in items on the agenda and their nature:** None were declared.
- 111/18**      **To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none.
- 112/18**      **Minutes of the Parish Council Meeting held on 30<sup>th</sup> January, 2019**  
The minutes of the Parish Council Meeting held on 30th January 2019 had been previously circulated. The minutes were **unanimously approved** as a correct record of that meeting and were signed by the Chairman.
- 113/18**      **Matters arising from the Parish Council minutes of 30<sup>th</sup> January 2019** -There were none
- 114/18**      Presentation by George Demidowicz and Paul Esrich (Malvern Hills AONB Unit) on the compilation of a list of locally important heritage assets in the parish of Malvern Wells.

Paul explained that the purpose of this work is to improve the evidence base of the heritage of this part of the AONB, in accordance with the AONB Management Plan and with the Local List Supplementary Planning Document (SPD) which can be viewed at:- [Local List Supplementary Planning Document](#)

Malvern Hills District has many listed buildings and structures, scheduled monuments, conservation areas, registered parks and gardens and even one registered battlefield which are 'designated heritage assets' ('designated heritage assets' is the term used to describe heritage that is identified and protected under legislation).

There are still however many buildings, structures and historic designed landscapes which the community holds dear and which make a valuable contribution to a local sense of history, place and quality of life.

Whilst these heritage assets can be a consideration in planning matters, inclusion of a non-designated heritage asset on a local list will give them a greater level of protection by helping to inform decisions on matters that affect them. The asset must have a significant heritage interest for its significance to be a material consideration in the planning process.

Following extensive research George was able to present details of 12 buildings within the Parish which would be suitable for inclusion on the local list. Details can be viewed at [Malvern Wells Heritage Assets Listings](#)

The Chairman thanked Paul and George for their very informative presentation and advised that the matter would be given further consideration at the next planning committee meeting which was scheduled for 13<sup>th</sup> March

## **115/18 Reports from Working Groups**

### **(a) Neighbourhood Development Plan working group**

Peter Hamilton, the Council's NDP planning consultant, had been undertaking further work to strengthening the evidence base underpinning the emerging neighbourhood plan.

The Parish Council (PC) had agreed to appoint Carly Tinkler to carry out a second, more "fine grained" assessment, of the landscape and sustainability impacts on the Parish area

The PC had also agreed to appoint consultants to carry out a new Housing Needs Survey. The previous survey had been undertaken in 2010. The survey would be undertaken during April. In addition to gathering evidence to support housing need, additional questions would be included on the usage of vehicles and the amount of parking provision available to individual households.

Work was also being undertaken by Malvern Hills AONB on building a list of designated Heritage Assets and the result of these studies would also be built into the NDP evidence base

**Conservation Area Appraisal** Peter Hamilton drew attention to the fact that the District Council was working on a series of conservation area appraisals throughout the District

The purpose of the review and appraisal is to:

- Identify and reassess the special qualities of the conservation area.
- Look at the effectiveness of the boundaries and assess whether they should be altered, extended or reduced.
- Engage and consult the local community and businesses during the process.
- Prepare a strategy for its future management. This work would be undertaken by Malvern Hills District Council and used as part of the studies available to draw on to support the evidence base

#### **Meetings with local landowners**

Representatives from the Worcestershire Golf Club and the Three Counties Showgrounds had agreed to meet with the PC to outline their medium-term development plans

Talks had also taken place with the management at Abbey College regarding ideas for the potential re-development of some of their currently unused buildings.

#### **Progress on the Draft plan and policies – project plan update**

Peter Hamilton had drafted a list of proposed policies to be incorporated to the plan. There was a need for further public consultation and an updated questionnaire was currently being produced. There were tight timescales involved to meet the target of the compilation of a draft plan by the beginning of July. It was suggested that some the complimentary tickets, which had kindly been donated to the PC for entrance to forthcoming events at the Tree Counties Showground, could be offered as prizes to incentivise residents to return their completed questionnaires as quickly as possible.

**DCLG Grant and expenditure budget update.** Total Grant Funding of 9K was available from the DCLG and the PC had drawn down some £3.5 of that funding to date. A further £5.5K worth of grant support will be available to call on in the 2019/20 financial year.

The date of the next meeting of the working group was set as Wednesday 3<sup>rd</sup> April.

**(b) Gas lamps working group**

Cllr Freeman advised the meeting that there had been a marked improvement in the performance of the existing lamps during recent weeks following the completion of maintenance works by Sight Designs.

Whilst there was insufficient financial support, from external bodies, to proceed with the project to install eleven new lamps along the Wells Road, there was a possibility that a smaller scheme, using three currently redundant lamp posts, could be possible. It was agreed that the potential for such a scheme, together with the estimated costs should be considered by the working group at its next meeting.

**(c) Communications Working Group**

Cllr Smethurst advised that the working group would be meeting in April to progress some existing actions (councillor badges, social media, website pages for the Neighbourhood Plan) and consider some new items (road signs for the Wells).

**(d) Open Spaces Working Group**

A meeting was due to be convened to consider the purchase of new play equipment for the Assarts Road play area and to reconsider the potential for the development of a children's play facility on common land at the Fruitlands using compulsory purchase powers afforded to it under section 125 of the 1973 Local Government Act.

**(e) Events Working Group.**

The Group had arranged to meet on Monday 11<sup>th</sup> March to discuss planning arrangements for the Summer Fete

**(f) Jubilee Gardeners Working Group**

Investigatory work was continuing into the possibility of the reintroduction of a tap-controlled water supply at the head of the Jubilee Fountain

**(g) Cemetery Working Group**

Work on a pathway across the new area of the Cemetery had now been completed. Painting of the Oaklands side fencing line would be undertaken during the early summer

**117/18 Chairman's Correspondence**

**(a) Assarts Road Play Area**

A letter had been received from a local resident seeking the Council's permission to establish a small wildflower area within the confines of the Assarts Road playing field, near to the Scout Hut boundary. Members were broadly agreeable to this request and a copy of the correspondence was given to Paul Esrich of the AONB to see if assistance might be available with the start-up of the project.

**(b) The Three Counties (TCS) showground- donation of complimentary event tickets**

TCS had kindly donated some the complimentary tickets for entrance to forthcoming events at the Showground. Members debated the most equitable method for the distribution of the tickets to parishioners and there was a suggestion that some of the tickets might be offered as prizes to incentivise residents to return their completed Neighbourhood Development Plan questionnaires as quickly as possible. This matter would be given further consideration by the communications working group at their next meeting.

**(c) Malvern Hills AONB – donation of Fruit trees for St Wulstans Green.** The Chairman formally recorded the Council’s thanks to the AONB for the donation of three pear trees which had recently been planted on St Wulstans Green.

**118/18 Financial matters**

The following accounts were unanimously approved for payment

REF	Payee	FOR	NET £	VAT £	GROSS £
1384	Water Plus	Cemetery Water meter 1	31.24		31.24
1385	Water Plus	Cemetery Water meter 2	23.65		23.65
1386	Martin Thomas	Cemetery Mtce work January	245.25		245.25
1387	Steve Maund	Outdoor work Jan & Feb	956.80		956.80
1388	David Taverner	Salary February	1,675.55		1,675.55
1389	David Taverner	travel & office administration	51.75		51.75
1390	BT WI FI	BT WI FI Mobile - February	12.50	2.50	15.00
<b>TOTALS</b>			<b>2,996.74</b>	<b>2.50</b>	<b>2,999.24</b>

**119/18 Report of County Councillor Mrs L Hodgson**

This report can be viewed at the following link  
[County Councillor report -27th February,2019](#)

In response to a question from Cllr K Wagstaff regarding the potential for parish council subsidy of local bus services, Cllr Hodgson advised that the bus companies involved had reported that they had no resource capacity to extend or improve the current services, however she would again ask the relevant County Council officers to review the issue

**120/18 Report of District Councillor Mrs C O’Donnell**

This report can be viewed at the following link  
[District Councillor report -27th February,2019](#)

**121/18** *At this point in the meeting the Council unanimously resolved that ,in accordance with the provisions made in the Local Government Act 1960, in view of the confidential nature of the business about to be transacted, it was 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.*

**122/18** **Report of Staffing Committee held on 1<sup>st</sup> February,2019**  
***The Clerk, having declared a pecuniary interest, left the room during the discussion of this item***

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 1<sup>st</sup> February 2019. 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 2019. 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 2018-2019. 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, and the developing Neighbourhood Plan. Councillors were 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 2019-2020** 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 2019-2020.

The Staffing Committee had recommended the following Resolution for the approval of the Council

***"That the Clerk of the Council, David Taverner, be awarded an annual pay award of 2% (in line with the National Joint Council for Local Government Services pay award), should be authorised to take place as from 1<sup>st</sup> April 2019 following his satisfactory Performance Review for the year 2018-2019."***

This resolution was supported by a majority vote of the Council with one Councillor having voting against it

It was noted that the Clerk's next Appraisal Review will be due on or after 1<sup>st</sup> February 2020. There being no further business to transact the Chairman closed the meeting at 9.05pm.

Minutes approved.....

Chairman  
27<sup>th</sup> March, 2019