

**MINUTES OF A MEETING OF
MALVERN TOWN COUNCIL**

held on Wednesday 7 February 2018

Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm

Councillors

Present

C Palmer (Chairman)

J Cain

J Campbell

M Campbell

I Hopwood

L Lambeth

P Newton

B Regimbeau

P Smith

J Thomas

P Tuthill

D Watkins

Absent

C Bovey (apologies)

H Campbell (apologies)

M Fletcher (apologies)

M Harvey (apologies)

J O'Donnell (apologies)

In attendance

Linda Blake – Town Clerk

Louise Wall – Minute Clerk

Charles Porter – Operations Manager

136. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs C Bovey, H Campbell, M Fletcher, M Harvey, and J O'Donnell.

137. DECLARATIONS OF INTEREST

Cllr P Tuthill – Worcestershire County Council

Cllr B Regimbeau - Community Action

138. MINUTE OF PREVIOUS MEETINGS

Council noted an amendment to minute 133 that the Town Council Website Working Party meeting had been held on 15 December 2017, not 1 December 2017 as stated.

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings and they were signed by the Mayor:

- Full Council meeting 20 December 2017

PUBLIC PARTICIPATION

There was no public participation at the meeting.

139. MAYOR'S ANNOUNCEMENTS

The Mayor reported that on Thursday 8 February, the new councillor for Chase ward, Councillor Samantha Charles, will take up her role as a member of Malvern Town Council.

It had been reported in the local press that an offer from a local businessman had been accepted for purchase of the old NatWest Bank building in Church Street.

The Mayor reminded councillors of the peer review which will take place during the week commencing Monday 26 February. It was hoped that a report would be available soon afterwards which could then be considered by Full Council either by calling an extraordinary meeting or at the April Full Council meeting.

The Mayor will be taking part in the 'Walk the Blindfold Mile' event in aid of Sight Concern on Saturday 21 April. Cllr Hopwood is also participating in this event and both would be grateful for sponsorship.

140. TOWN CLERK'S REPORT

Council Vacancies

The first Chase Ward Vacancy will be filled by Samantha Charles who has been elected uncontested.

A by-election is due to take place tomorrow for the vacancy in Link Ward. There are three candidates Nicholas Houghton, Neville Mills and Martin Willis.

10 electors in Chase Ward have requested an election for the second Chase Ward vacancy. Nomination forms have not yet been released, but the by-election will take place on Thursday 22 March.

As requested at the last Council meeting, officers have been using social media to advertise Council vacancies and the date of the by-elections.

Elgar Avenue

The architect has been given the go ahead to start commissioning the surveys required for the outline planning application.

Remaining section of fire damaged hedge at Victoria Park

Following this project's inclusion in the re-forecast for 2017/18 the removal of the remaining section of leylandii hedge is due to take place next Monday and the new fence will be installed soon afterwards.

New slide

A new slide has been ordered for Victoria Park – also making use of underspends for the 2018/18 financial year.

141. REPORT BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE

County Councillors

Cllr P Tuthill reported that the Southern Link railway bridge is currently being built alongside the site and when ready, will be lifted into place. The London train service will be disrupted for 5-6 days whilst this is taking place.

A new arrangement for fire crews in Malvern will soon be in place, and it will take into account concerns raised by Malvern residents.

The Worcestershire Acute Hospitals NHS Trust has now moved out of the very bottom category of performance. Out of the £29 million allocated to the Acute Trust, £3.6 million will pay for a new bridge to connect the old and new hospitals. At the moment, an ambulance is used to transport patients from one site to another. It is expected that the new bridge will improve efficiency and as a result, relieve pressure on the hospital and staff.

District Councillors

Cllr D Watkins stated that plans for the proposed new reception area at the council house on Avenue Road have been agreed by English Heritage and will now be passed to the Southern Area Planning Committee for approval.

Overview and Scrutiny Committee in March is due to look at Children's services at Worcestershire County Council including the issue of corporate parenting.

The Route to the Hills signs and equipment are in place, ready for an official launch in May.

Cllr Jill Campbell reported that she, along with other District Councillors, had received a day's training – with another day to come – in the planning procedure. She felt it would be useful if either one of the District Councillors attended Strategic Planning Committee meetings to address councillors and pass on their knowledge.

Cllr J Campbell is part of a working party tasked with eradicating any plastics at the District Council that are not currently being recycled. If successful, she would like to introduce the same system at the Town Council so that we can be more environmentally friendly.

142. TOWN COUNCIL WARD REPORTS/REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Ward Councillors

Cllr Hopwood reported that he and the Mayor will be visiting the opening of the 200th Spa Season in Mariánské Lázně soon and will take a framed jigsaw puzzle of Great Malvern railway station and a black pear tree to present to the residents of the town. The two towns have now been twinned for six years.

Cllr Mewton reported that the Civic Society and Pickersleigh Residents Group had written to Jack Hegarty at MHDC to complain about the decision not to list Hayslan Fields as an Asset of Community Value.

Cllr Thomas reported that CALC's training events are very helpful but town councillors are not making use of them. A recent discussion had been held on the new Data Protection Act and the advice received was to progress slowly. The Town Clerk added that NALC is due to release a toolkit to advise town and parish councils on the definitive changes to the DPA, as there has been so much conflicting advice recently.

Outside Bodies

Cllr Regimbeau reported that the CAB has now vacated their premises and will move to Prospect View. It will be closed for a week whilst this move takes place.

143. MEMBERS' QUESTIONS

There were no members' questions.

144. PURCHASE OF NEW MOWER

The Operations Manager presented report CL01/18 which was received and accepted.

It was **RESOLVED** that funding of £750 to replace the current Honda mower with a Kaaz machine, 2017 model, be taken from the Council's Vehicle and Machinery Replacement Fund.

145. STREET NAMING

The Town Clerk presented report CL02/18A which was received and accepted.

It was **RESOLVED** that Malvern Town Council participates in the new arrangements for street naming and numbering.

The Town Clerk presented report CL02/18B which was received and accepted.

It was **RESOLVED** that the suggested names for Lioncourt Homes' new site at Brook Farm Drive, Malvern be accepted and approved.

146. APPOINTMENT OF MEMBER TO FILL VACANCY ON THE COUNCIL'S EVENTS COMMITTEE

It was **RESOLVED** that Cllr David Watkins will serve on the Events Committee.

The Mayor as Chairman stated that the order of the Agenda would be changed under Standing Order 1a so that the business at Agenda Item 12 could be discussed after agenda item 19.

147. APPOINTMENT OF ADDITIONAL MEMBERS TO DATA PROTECTION WORKING PARTY

It was **RESOLVED** that Cllr Lambeth will serve on the Data Protection Working Party.

148. OPERATIONS COMMITTEE

Cllr I Hopwood presented the minutes of the Operations Committee, which had been deferred from the December Council meeting.

Members of the Operations Committee approved and adopted the minutes of the following meetings:

- 16 November 2017
- 7 December 2017

16 November 2017

It was **RESOLVED** that the minutes of the Operations Committee meeting held on 16 November 2017 be received and adopted.

Minute 29 Heart of England in Bloom – review update

It was **RESOLVED** that:

- i. Malvern Town Council should take a one-year break from entering the Heart of England in Bloom competition and
- ii. Malvern Town Council should enter Great Malvern Cemetery into the Parks and Open Spaces category for 2018.

Minute 31 Tender for long-term Digger Hire

It was **RESOLVED** to award a three-year hire agreement to Company A.

Minute 33 Operational Projects 2018/19

The recommendation has been superseded by the budget and therefore was not considered.

Minute 34 Operations Vehicle/Machinery Replacement Budget 2018/19

The recommendation has been superseded by the budget and therefore was not considered.

7 December 2017

It was **RESOLVED** that the minutes of the Operations Committee meeting held on 7 December 2017 be received and adopted.

Minute 39 Christmas Lighting Contract

It was **RESOLVED** that the current lighting contractor's offer of extending the contract for erection and dismantling of Christmas lights for a further twelve months at the same cost as the original three-year contract should be accepted.

Minute 40 Christmas Lights – Expenditure 2018/19

It was **RESOLVED** that this item be referred back to the next meeting of the Operations Committee so that it may further considered with some more detailed costings.

Minutes 41 Allotments – Water usage

It was **RESOLVED** that battery-operated timing valves should be installed at Goodwood Road and Knapp Way allotment sites to restrict water usage to five hours a day, and that a consultation should take place with allotment holders as to the best timing s of the five hours' water usage.

149. AUDIT COMMITTEE

As there was only one member of the Audit Committee present at the Full Council meeting, approval and adoption of the minutes of 23 November 2017 was deferred until the next Full Council meeting.

150. EVENTS COMMITTEE

Cllr J Campbell presented the minutes of the Events Committee.

Members of the Events Committee approved and adopted the minutes of the following meetings:

- 30 November 2017 (deferred from the December Full Council meeting)
- 1 February 2017

30 November 2017

It was **RESOLVED** that the minutes of the Events Committee meeting held on 30 November 2017 be received and adopted.

The recommendations included in these minutes had already been considered at the December Council meeting.

1 February 2018

Minute 37 Health and Wellbeing Fair

It was **NOTED** that there was an error in the final paragraph and that it should read “£10 extra charge” rather than ‘10% extra charge’.

It was **RESOLVED** that the minutes of the Events Committee meeting held on 1 February 2018 be received and adopted.

There were no recommendations to consider.

151. POLICY AND RESOURCES COMMITTEE

Cllr M Campbell presented the minutes of the Policy and Resources Committee.

Members of the Policy and Resources Committee approved and adopted the minutes of the following meeting:

- 31 January 2018

It was **RESOLVED** that the minutes of the Policy and Resources Committee meeting held on 31 January 2018 be received and adopted.

Minute 55 Quarterly Accounts – Third Quarter

It was **RESOLVED** to approve the Management Accounts for the third quarter ending 31 December 2017.

Minute 56 Malvern Town Council Publicity Policy

It was **RESOLVED** that the Town Clerk should appoint a current member of staff to act as the Council’s Press Officer.

Minute 57 Review of Section 3 of Standing Orders – Meetings Generally

It was **RESOLVED** that clause ‘n’ should read:

Unless Standing Orders say otherwise, the Deputy Mayor will substitute for the Mayor as necessary.

Minute 59 Assessment of Malvern Town Council’s Significant Risks in achieving its long-term objectives

It was **RESOLVED** to accept and adopt the assessment of significant risks to achieving its objectives as detailed in Appendix A to the Policy and Resources minutes.

152. GOVERNANCE WORKING PARTY

Cllr P Mewton presented the Notes of the Governance Working Party.

Members of the Governance Working Party approved and adopted the Notes of the following meeting:

- 18 January 2018

It was **RESOLVED** that the Notes of the Governance Working Party meeting held on 18 January 2018 be received and adopted.

Note 3 consideration of the following matters as per the council meeting held on 8 November 2017

- a) It was **RESOLVED** that Malvern Town Council does not elect a Leader of the Council as the Mayor fulfils the role of Civic Head of the Council and it is not possible to delegate leadership powers or responsibilities to any one Councillor, only to groups of Councillors.
- b) It was **RESOLVED** that the Town Council should continue with joint working with local parish councils when appropriate and beneficial to both parties.

Note 4 Review of Terms of reference for Operations Committee

It was **RESOLVED** that the Terms of Reference for the Operations Committee should be accepted and adopted as per the document at Appendix A to the Governance Working Party notes.

153. TOWN COUNCIL WEBSITE/WEBSITE WORKING PARTY

The Town Clerk explained the present position regarding the Town Council website and the Website Working Party. Notes were handed out which detailed the background to the work carried out by the working party and included four recommendations on how to progress the project.

Cllr M Campbell declared an interest and left the meeting.

Councillors felt that the website did need updating and therefore this project should be continued.

Discussion took place as to whether a company run by a current councillor should be able to tender for this work and the Town Clerk outlined the legal advice received from NALC.

It was **AGREED** that a company with the appropriate expertise run by a current councillor would not be prohibited from entering a tender bid for the new website project provided that:

- A fair, open and transparent tender process was run
- The councillor would not be a member of the relevant working party, nor be in receipt of relevant paperwork or privy to working party discussions
- The councillor concerned would absent themselves from any meeting at which this matter was discussed

It was **RESOLVED** that a reformed working party should completely review the project specification and enter a new round of tenders. The working party should be tasked to complete their work within three months of the first working party meeting.

154. APPOINTMENT OF MEMBER TO FILL VACANCY ON THE TOWN COUNCIL'S WEBSITE WORKING PARTY

It was **RESOLVED** that Councillors Thomas, Regimbeau and Mewton should also serve on the Town Council Website Working Party.

Cllr M Campbell re-entered the meeting.

155. NEIGHBOURHOOD PLAN

The Town Clerk reported that a good response had been received from both members of the public and statutory consultees during the Section 14 six-week consultation period and these comments are now being collated by officers. A decision will be made by the Neighbourhood Plan consultant as to whether each comment is relevant and whether it will be included in the Neighbourhood Plan and what changes will be made as a result. The plan will then be passed to MHDC and an examiner appointed. A further six-week consultation will be held followed by a referendum.

156. DATE OF NEXT MEETING

It was agreed that the date of the next meeting of Full Council will be Wednesday 11 April at 6.00pm.

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(Chairman)