

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

held on Wednesday 14 June 2017

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

Councillors

Present

C Palmer (Chairman)
J Thomas (Vice-chairman)
C Bovey
H Campbell
J Campbell
M Campbell
M Fletcher
M Harvey
L Lambeth
P Newton
S Nichols

J O'Donnell
B Regimbeau (left at 6.08pm)
C Smith
P Smith
P Tuthill
D Watkins
R Yates

Absent

J Cain (Apologies)
I Hopwood (Apologies)

In attendance

Linda Blake – Town Clerk
Charles Porter – Operations Manager
Louise Wall – Minute Clerk

25. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Cain and Hopwood.

26. DECLARATIONS OF INTEREST

- Councillor O'Donnell – Worcestershire County Council
- Councillor Regimbeau – Community Action
- Councillor C Smith – Malvern Civic Society
- Councillor P Smith – Malvern Civic Society
- Councillor Thomas – Malvern Civic Society
- Councillor Tuthill – Worcestershire County Council, Fire & Rescue Service and Malvern Civic Society

27. APPOINTMENT OF DEPUTY MAYOR

It was **RESOLVED** that Councillor Jeremy Thomas be appointed Deputy Mayor of the Town Council for 2017/18.

Cllr B Regimbeau left the meeting.

28. DEPUTY MAYOR'S DECLARATION OF OFFICE

The Deputy Mayor, Councillor Jeremy Thomas, signed the Declaration of Office, witnessed by the Town Clerk.

29. MINUTES OF PREVIOUS MEETINGS

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:

- Annual Council 23 May 2017

PUBLIC PARTICIPATION

It was **AGREED** to adjourn the meeting for public participation and the Mayor invited members of the public to present their questions, statements or petitions submitted under the Council's Public Participations Procedure.

PRESENTATION FROM SUPERINTENDENT KEVIN PURCELL AND DEPUTY POLICY AND CRIME COMMISSIONER TRACEY ONSLOW

Kevin Purcell explained that he felt it would be more useful to answer generic questions rather than those put forward directly from councillors and to give a summary of current policing in Malvern. He is satisfied that the policing resources in Malvern are adequate to deal with current crime levels, although resources are constantly assessed to ensure this situation continues.

Although there has been a noticeable increase in the visibility of officers patrolling the streets, there are in fact many more officers in and around Malvern who are working covertly to gather information and intelligence. This helps with ongoing investigations but is also a very important part of preventing further crimes.

Tracey Onslow handed out a consultation pack and invited councillors to participate in the consultation process by completing a questionnaire and returning it by 11 September 2017.

Tracey Onslow clarified that there has not been a merger between Warwickshire and West Mercia forces but they do work together very closely. Uniform changes are part of a periodic and ongoing process whilst vehicles are rebadged as and when they are replaced and are now badged with the word 'police' only. There has been a lot of investment in the force in terms of technology and it is believed that this will play a major part in helping to prevent crimes by building up information and making it easily accessible between forces.

Tracey Onslow emphasised that the Police and Crime Commissioner John Champion was keen to ensure that the police force have the right tools to do the job and this was why laptops and smartphones had been issued to police officers to reduce administration time.

Councillors asked a number of questions including queries about the benefits of hard landscaping and the ways of preventing rural crime.

Kevin Purcell explained that it is all about managing risk and there are many factors which combine to reduce crime and he did not believe hard landscaping, such as bollards, would be particularly beneficial and would not be entirely appropriate within the Malvern environment.

He acknowledged that the police could do more to target rural crime and to recognise events that can be a pre-cursor to a crime. Tracey Onslow confirmed that the Police Commissioner has been investing in measures to tackle rural crime and recognises that more funding needs to be put into this area.

MALVERN SCIENCE IN THE PARK

Dr Adrian Burden, Founder and Director of Innovate Malvern CIC that organises the Malvern Festival of Innovation, explained he has been securing sponsorship and funds for this new initiative. It will be a free outdoor event promoting science to school-aged children and their families to encourage the pursuit of science-based careers and is in collaboration with the Institute of Physics and MHDC.

Following public participation, it was **AGREED** to resume the Council meeting.

*It was **RESOLVED**, under Standing Order 1a, to alter the order of business for reasons of expediency such that Agenda Item 18 should follow the presentation made.*

30. NOTICE OF MOTION: GRANT FOR MALVERN SCIENCE IN THE PARK

It was **RESOLVED** that a grant of £500.00 be approved to support the cost of travel expenses and subsistence for visiting volunteer exhibitors, science buskers and those organising activities as part of the Malvern Science in the Park Event on 1 July 2017.

Council **AGREED** to go back into public participation.

PRESENTATION FROM MARY FLYNN, LEADER OF 10TH MALVERN GUIDES

Mary Flynn and four Guides gave details of the Wristbands and Wellies festival that the Guides hope to attend in August at Waddow Hall in Clitheroe. The Guides explained that they would meet other Guides from many areas of the UK and learn how to be self-sufficient in a safe environment, get on with people from different backgrounds and learn new skills. Whilst parents and families had paid for the cost of the four-day event, high travel costs were proving prohibitive.

Following public participation, it was **AGREED** to resume the Council meeting.

*It was **RESOLVED**, under Standing Order 1a, to alter the order of business for reasons of expediency such that Agenda Item 19 should follow the presentation made.*

31. NOTICE OF MOTION: 10TH MALVERN GUIDES SPECIAL GRANT APPLICATION FOR TRANSPORT COSTS

It was **RESOLVED** that a Special Grant of £1140 be approved in support of the 10th Malvern Guides to go towards travel costs of getting to and from the Festival.

32. MAYOR'S ANNOUNCEMENTS

The Mayor announced her charity for 2017/18 will be ARCOS – the Association for Rehabilitation of Communication and Oral Skills, which is a nationwide charity based in Malvern. It helps people of all ages who have difficulties in swallowing and communicating due to varying conditions such as head injuries, Parkinson's disease, cerebral palsy and other disorders.

33. TOWN CLERK'S REPORT

The Town Clerk reported as follows:

Travellers moved on to Victoria Park last Thursday night. Once again the Town Council worked with West Mercia Police to ensure they were evicted as soon as reasonably possible using a section 61 eviction notice. No significant damage was caused. This method of eviction still remains the quickest way to remove travellers.

Armed Forces Day

Armed Forces Day is on Saturday 24 June from 1.30 pm until 5.30 pm. It is hoped that many councillors will attend.

Operations Committee Minutes

After the discovery of an error in the Operations Minutes after they were rapidly turned around on the morning of Friday 9 June, a new set of minutes has been issued and it is these that were considered at the meeting. The only change was to minute 5 regarding allotment charges.

Malvern In Bloom

All summer bedding, hanging baskets and troughs have been received and put in place throughout the town. The Operations team has also this week, put up Unions Jacks and St George's Cross flags throughout the town.

Proposed Changes to the Fire Service in Malvern

The Town Clerk has written to the Chief Fire Officer to say that the Town Council finds the proposed cuts to the fire service in Malvern unacceptable. An email response has been received. In summary:

- Malvern will still retain two fire engines available 24/7. During the day they will be crewed by 5 firefighters (an increase in 1 from the present situation) with a team of on-call firefighters crewing the other. At night, both fire engines will be crewed by retained firefighters on call from home within 5 minutes of the station. Weekend day cover will be provided by an extra 16 part-time firefighter posts.
- As there will be no change to the number of fire engines or the time they take to respond, Hereford and Worcester Fire Service do not believe that the proposals change the fire cover in Malvern.
- Furthermore, Malvern Fire Station will be designated a strategic station which means that if for any reason there is no fire engine there, then another fire engine would be moved to the town.
- In summary, under the proposals, during the day time (weekdays and weekends) the size of the team that crew the 'immediately available' fire engine will actually increase from 4 to 5; there will be no substantive change to the town's fire cover (speed or weight of attack of fire engines during the day or night); and the new duty systems (full and part-time options) will offer more opportunities to attract and retain people from a wider range of backgrounds.

DBS Checks

Following resolutions made at the last Council meeting the Town Clerk is meeting with a representative from Worcestershire County Council to implement the Council's resolution and ensure it is done in an acceptable format.

Community Infrastructure Levy

The South Worcestershire Councils of Malvern Hills, Worcester City and Wychavon District Council have adopted separate Community Infrastructure Levy Charging Schedules. Malvern Hills adopted the CIL charging schedule at their meeting on 16 May and have implemented CIL charging from Monday 5 June 2017. The respective charging schedules can be viewed on the District Council's website.

34. REPORT BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE

Cllr O'Donnell reported that on-street parking and traffic flow issues have been discussed and a junior highways officer has been delegated to each division in Malvern to help with this.

The District Council met with the Town Council to discuss the Tourist Information Centre and agreed on many issues although no further details are currently available.

The recycling centre continues to cause traffic problems at certain times of the week and this should be looked at with a view to a permanent solution. Cllr O'Donnell suggested working with Cllr Tuthill on this, including looking at Upton's recycling centre problems.

Cllr Tuthill reported that there is an officer at County Council looking into the traffic problems and pattern of use around the recycling centre. Also, there is a document that looks at the proposed technical works in central Malvern being presented to Malvern County Councillors on Friday 16 June, which would then be presented for public consultation at a later date.

Cllr Tuthill informed council that he is now Vice-chairman of the Fire and Rescue committee and as part of this noted that the revisions to crew numbers are being suggested to improve the service and should not become a political issue.

Cllr Bovey noted that at the time of the recent explosion in Malvern, which was very close to her home, the response by all of the emergency services was extremely fast, and therefore reassuring.

Cllr J Campbell reported that there is a new chairman of the Overview and Scrutiny Committee with a workshop planned for the near future. The Fire Service had made a presentation to the O & S committee the previous night and it had been suggested that District and Town Councils join together to present a united front on the issue of Fire Service changes.

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

In Cllr Regimbeau's absence, the Town Clerk presented reports on the activities of:

- Malvern branch of the South Worcestershire Citizens Advice Bureau
- Malvern Community Action

Council **NOTED** the reports.

36. MEMBERS' QUESTIONS

There were two Members' Questions, received from Cllr Roger Yates. The Town Clerk had answered the question relating to Route to the Hills but reported that the question relating to the Monitoring Officer Code of Conduct will be answered at a later date when she has had time to consider the detail of the question and refer certain matters to MHDC for clarification.

37. AUDIT COMMITTEE

Cllr P Mewton presented the minutes of the Audit Committee.

Members of the Audit Committee approved and adopted the Minutes of the following meeting:

- 1 June 2017

It was **RESOLVED** that the Minutes of the Audit Committee meeting held on 1 June 2017 be received and adopted.

Minute 6 Annual Internal Audit Report – Financial Year Ending 31 March 2017

It was **RESOLVED** that the Internal Audit Report 2016/17 be noted and accepted and the Staffing Committee should be asked to review staff contracts with respect to conditions for overtime payments as raised by the Internal Auditor in page 11 of this report.

Minute 7 Risk Management

It was **RESOLVED** that the following additions under the Malvern Town Council No Smoking Policy be included:

- a) No smoking or vaping on Town Council property or assets
- b) No smoking or vaping in Town Council vehicles
- c) Malvern Town Council staff can only smoke or vape on approved breaks

38. POLICY AND RESOURCES COMMITTEE

Cllr C Smith 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:

- 6 June 2017

It was **RESOLVED** that the Minutes of the Policy and Resources Committee meeting held on 6 June 2017 be received and adopted.

There were no recommendations to consider.

39. OPERATIONS COMMITTEE

In the absence of Cllr Hopwood, Cllr P Mewton presented the minutes of the Operations Committee.

Members of the Operations Committee approved and adopted the Minutes of the following meeting:

- 8 June 2017

It was **RESOLVED** that the minutes of the Operations Committee meeting held on 8 June 2017 be received and adopted.

Minute 5 Allotment Charges

It was **AGREED** this recommendation would be considered in two parts:

Part 1- it was **RESOLVED** that allotment charges should remain at £36.00 per 125 square metre plot for the year 2017/18

Part 2 – An amendment was made to the second part of the recommendation and it was **RESOLVED** that allotment charges for years 2018/19 and 2019/20 be set during the budgetary cycle.

A named vote was taken on the amended recommendation.

Those For: Cllrs H Campbell, J Campbell, M Campbell, M Fletcher, M Harvey, P Mewton, S Nichols, J O'Donnell, C Smith, J Thomas, D Watkins, R Yates.

Those Against: Cllrs C Bovey, L Lambeth, C Palmer, P Smith, P Tuthill.

40. TOURIST INFORMATION CENTRE WORKING PARTY

In the absence of Cllr Cain, Cllr Palmer presented the notes of the Tourist Information Centre Working Party.

Members of the Tourist Information Centre Working Party approved and adopted the Notes of the following meeting:

- 7 June 2017

It was **RESOLVED** that the Notes of the Tourist Information Centre Working Party meeting held on 7 June 2017 be received and adopted.

There were no recommendations to consider.

Cllr J Campbell left the room.

41. YEAR END STATUTORY ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2017

The Town Clerk presented the Year End Accounts and Annual Return and explained Council's statutory obligations with respect to External Annual Audit.

- a. Council **RESOLVED** to approve and adopt the Year End Accounts for the year ended 31 March 2017.
- b. Council **RESOLVED** to approve The Annual Governance Statement for 2016/17, Section 1 of the Annual Statutory Return. The Mayor and Town Clerk to sign the Statement on behalf of the Council.
- c. Council **RESOLVED** to approve The Accounting Statements 2016/17, Section 2 of the Statutory Annual Return. The Mayor and RFO to certify the Accounting Statements on behalf of the Council.
- d. Council **RESOLVED** to note The Annual Internal Audit Report 2016/17, Section 5 of the Statutory Annual Return.
- e. Council **RESOLVED** to note the work completed by the Council's Audit Committee during the 2016/17 year.

Council **NOTED** that at the date of this meeting, there are no significant events that the council needs to consider that will affect the Financial Statements or the authority's finances.

Cllr Hannah Campbell suggested that budget workshops for all councillors would be useful when setting each year's budget and it was **NOTED** that this idea should be pursued.

Cllr J Campbell returned to the meeting after the vote had been taken.

42. NEIGHBOURHOOD PLAN

The Town Clerk presented report CL02/17.

It was **PROPOSED** that a freeze be put on any work on the Neighbourhood Plan until the Town Clerk returns from annual leave.

The proposal was not accepted and council **NOTED** the current progress with respect to the Neighbourhood Plan and that a stakeholder event is planned for Tuesday 18 July in order to gain a first response to the draft Neighbourhood Plan from those stakeholders who have contributed to its content.

It was further **NOTED** that all non-Neighbourhood Plan issues which have been raised as part of this process should be considered by council in the future.

43. NOTICE OF MOTION: PROTECTION OF TOWN'S RETAIL PREMISES FROM THEFTS

Cllr Roger Yates presented his Notice of Motion. After a vote, this Notice of Motion was not accepted by council.

44. DATE AND TIME OF NEXT MEETING

Wednesday 9 August 2017 at 6.00 pm

The meeting finished at 8.45 pm.

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(Chairman)