

**MINUTES OF THE PARISH COUNCIL'S ANNUAL MEETING  
HELD IN THE VILLAGE HALL ON MONDAY 10 MAY 2010**

**Present**

|                                      |                            |
|--------------------------------------|----------------------------|
| Councillor Dr P E Mayner             | Chairman                   |
| Councillor Mr M G Huskinson          | Vice Chairman              |
| <del>Councillor Dr E H Jones</del>   |                            |
| Councillor Mrs J E Hadley-Roberts    |                            |
| Councillor Mrs E B J Hill            |                            |
| Councillor Mr A W Medcalf            |                            |
| <del>Councillor Mr M S Simpson</del> |                            |
| <del>Councillor Mr T Wells</del>     | MHDC/WCC                   |
| Mr R Chamings                        | Malvern Hills Conservators |
| <del>Mr M Partridge</del>            | Public Path Warden         |
| <del>Mrs J Lomas</del>               | Parish Tree Warden         |
| <del>PC S Ransome-Williams</del>     | Local Police Officer       |
| Mr J M Skinner                       | Clerk                      |

Three parishioners

**1. Public Question and Answer**

1.1. There were no further questions from the public present.

**2. Apologies**

2.1. The Council accepted the apologies from Cllr T Wells, Mr M Partridge, Cllr M Simpson, PC Sarah Ransome-Williams, Cllr Dr E Jones and Mrs J Lomas.

**3. Code Of Conduct And Declarations Of Interest**

3.1. Parish Councillors were reminded that, as required by the Parish Council Code of Conduct Order 2001, they should notify the MHDC Monitoring Officer of any changes to their Register of Interests or the receipt of any unrecorded gifts or hospitality. They should also declare any personal or prejudicial interests in any of the items of this meeting.

3.2. There were no declarations of personal or prejudicial interest.

**4. The Race Relations And Crime And Disorder Acts**

4.1. All of the business carried out and decisions made at this meeting have observed the requirements of the above acts.

**5. Acceptance Of Previous Minutes**

5.1. The minutes of the previous meeting, having been circulated, were taken as read, approved by the Council as a true record and signed by the Chairman.

**6. Election of Officers**

6.1. Election of Chairman. Cllr Jane Hadley-Roberts proposed Cllr Dr P Mayner for Chairman, Cllr Andrew Medcalf seconded the motion; there being no other nominations Cllr Dr P Mayner was declared elected.

6.2. Election of Vice-Chairman. Cllr Dr Peter Mayner proposed Cllr Michael Huskinson for Vice-Chairman, Cllr Jane Hadley-Roberts seconded the motion; there being no other nominations Cllr M Huskinson was declared elected.

6.3. Election of the Planning Committee. The following were nominated for seats on the Planning Committee:

Cllr Michael Huskinson. Proposed by Cllr Peter Mayner and seconded by Cllr Jane Hadley-Roberts.

Cllr Dr Eric Jones. Proposed by Cllr Michael Huskinson and seconded by Cllr Barbara Hill.  
Cllr Dr Peter Mayner. Proposed by Cllr Jane Hadley Roberts and seconded by Cllr Andrew Medcalf.

6.4. There being no other nominations all three candidates were declared elected.

## **7. Report by PC Sarah Ransome-Williams, Local Police Officer**

7.1. PC Sarah Ransome-Williams reported by email that the recorded crime in Guarlford had increased by 9% over the period 1<sup>st</sup> April 2009 to 28<sup>th</sup> February 2010. There were no burglaries; two vehicle crimes; three violent crimes; no criminal damage and seven other crimes.

## **8. Report by Mr M Partridge, Public Path Warden**

8.1. In his email report Mr M Partridge says: "In response to a complaint by a local resident, I have inspected fencing currently being installed on adjoining footpaths GU520, GU522 and GU523; GU522 leads south from the sewage plant at the end of Penny Lane. The fence is topped with barbed wire, and the enclosed path is too narrow at some points. I shall make a detailed report to WCC Countryside Service". The Clerk was asked to ensure that the complainant was informed of the action taken. **ACTION Clerk**

## **9. Report by Mrs J Lomas, Tree Warden**

9.1. Mrs J Lomas had nothing to report.

## **10. Report by Mr R Chamings, Malvern Hills Conservators**

10.1. Mr Richard Chamings reported that the High Level Stewardship would shortly start on the southern hills. As regards the St Anne's well, the Conservators were meeting with a lot of opposition to their plan to take over the running and enhancement of the premises. The Conservators were waiting to see what transpires, but there was a possibility that a court case might be required to resolve the matter.

## **11. Report by Mr D Hill, Chairman Village Hall Committee.**

11.1. 2008 was a year of major improvements and preventive maintenance. In contrast 2009 was a year of more normal activity. Income from hiring remained good. The Yoga Club was by far our major customer; the Table Tennis Club confirmed Guarlford Village Hall as its preferred venue although usage was spasmodic; and the children's ALF Club also adopted the village hall for its Thursday meetings under the sponsorship of Guarlford & Madresfield with Newland PCC.

11.2. Fund raising from the Christmas Fayre exceeded all expectations with £1120.60 being shared between Church and hall. This annual partnership in fund raising is always a happy social occasion and tribute should be made to all the volunteers including a strong WI element and also others such as Cathy Lockley and Wendy Bennet and of course Father Christmas.

11.3. The cost of managing the hall in 2009 rose considerably. A major new charge was the requirement for an independent twice-yearly inspection of the fire alarm and emergency lighting systems. When added to other standing charges for insurance, water supply, annual stair lift test and maintenance and annual testing of kitchen appliances these charges amounted to over £1000 per annum at 2009 rates. On top of these there were of course electricity bills to pay and costs for cleaning. In spite of these rising costs the hall made a healthy increase of income over expenditure of £948.06 although this included a £200 grant from Guarlford Parish Council for which the Village Hall Committee is very grateful.

11.4. Special thanks go to Mrs Margaretha Bruce-Morgan in her dual role as Hon Treasurer and Booking Secretary and to Mrs Dot Hewins who has kept the hall so clean and tidy but also welcoming with her flower displays.

11.5. At the close of 2009 the hall reserves were £3772.39 and the committee agreed that in 2010 it should allow these reserves to increase if possible to allow for unforeseen problems and future enhancements.

## 12. Report by Cllr Dr E Jones, Chairman Guarlford History Group

- 12.1. In the absence of Cllr Dr E Jones the Clerk, a member of the History Group, gave a brief resume of the Group's progress in the creation of the first booklet, *Country Childhood*, in the *Guarlford's Yesterdays Today* series. Mrs Rosemary McCulloch had written the first draft of the booklet and the next stages, due later this year, would include selecting the photographs and designing the booklet layout.

## 13. Parish Environment

- 13.1. Damaged Church Pond rails. The Clerk reported that he and the Chairman recently had a site visit with Mr Wallace, Senior County Highways Liaison Engineer and Mr Denning, Maintenance Manager to discuss the problem. Mr Wallace delivered a report, which discussed the cost and difficulty of procuring matching posts and rails and suggested three options of which their preferred one was the replacement of the posts and rails with a limited number of reflective plastic posts. After some discussion, including that of the Health and Safety aspects, the Chairman proposed that the Council raise no objections to the removal of the rails; Cllr Jane Hadley-Roberts seconded the motion, which was carried unanimously. The Clerk was asked to inform the Highways Authority that the Council would raise no objections to their preferred option. **ACTION Clerk**
- 13.2. Potholes in the parish and the Wood Street damaged culvert. The Clerk said that these defects had been reported to the WCC Highways but as yet there had been no response.
- 13.3. The pond bank had been very kindly mowed by Cllr Michael Simpson avoiding the daffodils; the Council thought that one more mowing, avoiding the daffodils, would be desirable. The Chairman asked that the Council's thanks to Cllr Michael Simpson be recorded.

## 14. Planning

- 14.1. 10/00286/HOU – Two-storey side extension to Walnut Cottage, 124 Clevelode, for Mr & Mrs S G Guy. There were no comments by the GPC.

## 15. Administration

- 15.1. Resignation of Mr M Partridge, Public Paths Warden. It was noted that Mr Partridge was anticipating retiring from the post of Public Paths Warden in the near future; however, he would stay in post for a while whilst a replacement was sought.
- 15.2. Purchase of Standing Order CALC document. Action Completed, the document had been purchased and passed to the Standing Order Review Sub-Committee. Cllr Michael Huskinson, Chairman of the Sub-Committee, said that the review was ongoing and they expected to be able to report at the next meeting.

## 16. Liaison With Other Bodies

- 16.1. Update on liaison with Hanley Castle Council on procurement of mobile speed indicator. The Chairman said that Hanley Swan PC were considering joining with another parish and had asked if we were still interested in a joint venture to buy a sign.
- 16.2. The Chairman said that there were a number of points to consider before taking part in joint ownership of such a sign, firstly, the cost, secondly, whether or not permission was required to site such a sign, what insurance would be required and finally, who would be responsible for the moving the sign from parish to parish and for its maintenance. The Chairman suggested that it should be possible to get an update on Hanley Swan Parish Council's progress in resolving these issues from the Hanley Swan Chair when he and some of the council members retired to the Three Kings after the meeting.
- 16.3. Cllr Barbara Hill said that she thought that it would be inappropriate for the Chairman to discuss Parish Council matters informally in such an environment; she believed that the correct way would be to arrange a formal meeting with the Hanley Castle PC. The Chairman replied that what was proposed was not a discussion of council affairs but merely the gathering of information, which was perfectly legitimate. Cllr Barbara Hill disagreed and proposed that the suggested discussion

should not go ahead, the proposal was not seconded and the Chairman drew the discussion to an end.

- 16.4. Computershare. The Clerk said that Computershare, who were responsible for distributing the Council's British Government Stocks' dividends had the Council's address incorrectly recorded; they required a signature from both the Clerk and Chairman before they could correct the address. The Chairman and Clerk had now signed the form.

## 17. Waste Recycling

- 17.1. The Clerk read out a letter from the Worcestershire County Council concerning the waste Core Strategy Emerging Preferred Options document. The full document may be read at [www.worcestershire.gov.uk/wcs](http://www.worcestershire.gov.uk/wcs).

## 18. Finance

- 18.1. Report by the Internal Financial Monitor. There was no report as the end of year accounts had been distributed to all councillors for their study and approval.
- 18.2. Cllr Jane Hadley-Roberts proposed that 2009/10 accounts be accepted, Cllr Michael Huskinson seconded the motion, which was carried unanimously.
- 18.3. Cllr Jane Hadley-Roberts proposed that the Clerk's salary and expenses of £433.88 and £3.08 be approved; Cllr Michael Huskinson seconded the motion, which was carried unanimously.
- 18.4. Cllr Jane Hadley-Roberts proposed that the payment of the annual CALC charge of £121.39 be approved; Cllr Michael Huskinson seconded the motion, which was carried unanimously.
- 18.5. Cllr Jane Hadley-Roberts proposed that the payment of £17 for the purchase of the *Standing Orders* document be approved; Cllr Michael Huskinson seconded the motion, which was carried unanimously.
- 18.6. Cllr Jane Hadley-Roberts proposed that the annual Local Council Review subscription of £13.5 be approved; Cllr Michael Huskinson seconded the motion; which was carried unanimously.
- 18.7. Cllr Jane Hadley-Roberts proposed that the insurance premium of £329.71 be approved; Cllr Michael Huskinson seconded the motion, which was carried unanimously.
- 18.8. The Council considered the Plough & Harrows request for Discretionary Rate Relief. The Malvern Hills District Council offered three options; (1) Rate relief of £2484 which includes a contribution of £310.50 from the Parish Council; (2) Less rate relief without a contribution from the Parish Council and (3) No rate relief. Cllr Michael Huskinson proposed that option two be recommended; Cllr Jane Hadley-Roberts seconded the motion, which was carried unanimously. **ACTION Clerk**
- 18.9. The Balances of the accounts before the above payments and transfers are:

| Current Account | Deposit Account | Charity Account |
|-----------------|-----------------|-----------------|
| £2764.68        | £2686.67        | £108.64         |

## 19. AOB (For Consideration At Next Meeting)

## 20. Date Of Next Meeting

- 20.1. The next meeting will be held in the Village Hall at 7.30 PM on Monday the 12th of July 2010.

J M Skinner  
Clerk

Dr P Mayner  
Chairman