

**MINUTES OF A PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON MONDAY 14<sup>th</sup> SEPTEMBER 2009**

**Present**

<del>Councillor Dr P E Mayner</del>	Chairman
Councillor Mr M G Huskinson	Vice Chairman
Councillor Dr E H Jones	
Councillor Mrs J E Hadley-Roberts	
<del>Councillor Mrs E B J Hill</del>	
Councillor Mr A W Medcalf	
Councillor Mr M S Simpson	
<del>Councillor Mr T Wells</del>	MHDC/WCC
<del>Mr R Chamings</del>	Malvern Hills Conservators
Mr M Partridge	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

**1. Public Question and Answer**

1.1. There were no members of the public present.

**2. Apologies**

2.1. The Council accepted the apologies from Cllr Dr P Mayner, Cllr Mrs B Hill, Mr R Chamings, Mrs J Lomas and PC Sarah Ransome-Williams.

**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 Cllr M Huskinson the acting Chairman.

**6. Report by Mr M Partridge, Public Path Warden**

6.1. Mr M Partridge reported that he had a site meeting with Cllr Jane Hadley-Roberts concerning the maintenance of footpaths adjacent to Severnside, Clevelode and that he had sent a report to the County Council; as yet it had not been resolved who was responsible for the hedge cutting.

6.2. He had also been carrying out more hedge clearance, in particular removing vegetation that was obscuring finger posts.

6.3. Cllr Jane Hadley-Roberts reported that two walkers had been threatened by a man with a shotgun whilst they were walking on what was thought to be footpath 506. It was not known whether the

walkers had reported the matter to the police; Mr M Partridge said that he would investigate.  
**ACTION Path Warden**

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

- 7.1 Cllr M Huskinson said that Mrs Lomas had told him prior to the meeting that she had nothing to report.

## **8. E-Mail Report from Mr R Chamings, Malvern Hills Conservators**

- 8.1. The fishing platform at Clevelode has now been completed.
- 8.2. Parking charges are going up: daily rates from £2 to £3 and the Annual Pass up to £30; these are the first increases for many years. However, the Concessionary Pass (for precept payers) remains unchanged at £2.
- 8.3. Representatives of the Board have met MHDC planners to discuss the effect that the SWJCS might have on Conservators' land, which is affected only so far as access is concerned. Detailed negotiations would be between developers and landowners, but MHDC made it very clear that they had the right to compulsory purchase land.
- 8.4. No transportation study details were available.
- 8.5. Interestingly, the National Audit Commission produced a report last week saying that if all the unused properties in the country were brought back into use there would be no need more building!

## **9. E-Mail Report from Mr D Hill, Chairman Village Hall Committee**

- 9.1. On 4th August the Hereford & Worcester Fire Brigade conducted a 'Fire Audit' of the hall, all was satisfactory except for some management procedures.
- 9.2. The latest regulations require the following procedures to be adopted:

That the Fire Risk Assessment be reviewed annually or whenever it is judged that the risk has changed (the last assessment was two years ago) and that the fire alarm system shall be tested weekly (to date testing the system has been monthly). These Fire Brigade requirements have been taken on board.

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

- 10.1. Cllr Dr E Jones said that the History Group had decided not to produce another book but was still collecting material and enhancing the village archive; the next History Group meeting will be on 28<sup>th</sup> October.

## **11. Parish Environment**

- 11.1. Re-painting the Pond Rails. It was agreed to ask the Highways Department to paint the rails, should that request be unsuccessful the Council would fund the repainting. It was noted that, in order to comply with the current Financial Standing Orders, it would be necessary to obtain three tenders for the work, which would consist of cleaning and re-painting the pond posts and rails. It was anticipated the work would be carried out in spring 2010. The Clerk said that, should the Highways Department decline to paint the rails, he would produce an invitation to tender for approval by the Council. **ACTIONS Clerk**
- 11.2. Damaged pond rail. Mr Noel Deam had reported that one of the rails had become dislodged. The Clerk said that he had asked the Highways department to repair the rail.
- 11.3. Moss on pavements. Mr N Deam had also reported that there was moss on the pavements outside 8 & 10 Penny Close which, he believed could pose a health and safety threat. The Clerk was asked to report the matter to the Highways Department. **ACTION Clerk**
- 11.4. Blocked Drain. Mr. Noel Deam had also reported a blocked drain in Penny Lane; however, there was no evidence of any blockage at the moment.

- 11.5. Cllr Mrs Hill had written to suggest that the Council make a contribution to the purchase of the proposed *Joan Bradshaw* memorial seat, which would be sited on the pond verge. The Council stated that it was unable to make such a donation, as this would be an illegal use of public money. However, it was noted that the History Group were considering making a contribution towards the cost and installation of the memorial seat.
- 11.6. Preservation of the Pond Bank daffodils. Cllr Dr Peter Mayner had discussed with the Malvern Hills Conservators how the frequency and timing of their mowing regime around the pond bank might be managed to avoid cutting the daffodils too soon. The discussion was inconclusive, however, Cllr Michael Simpson renewed his offer to trim around the daffodils whilst they were vulnerable; the Council gratefully accepted Cllr Michael Simpson's offer.
- 11.7. Vehicle Speed through the village centre. The problem of vehicles exceeding the speed limit through the village was noted and the possibility of installing an automatic visual speed indicator discussed.
- 11.8. Obscuration of the village sign. It was noted that some branches from the tree behind the sign were obscuring it and making it hidden from oncoming motorists and pedestrians; the Clerk was asked to arrange for some pruning to make the sign visible again. **ACTION Clerk**

## 12. Planning

- 12.1. 09/01140/HOU – The proposed two-storey extension to Meadow Cottage for Mr C Stapleton was unopposed by the Parish Council Planning Committee; however, it did, in its comments to MHDC, note that the proposed extension nearly doubled the size of the property.
- 12.2. Update on the Homestead tyres. Cllr Dr E Jones said that Cllr T Wells had written to Lin Jonsberg, MHDC, about progress on the removal of the tyres but that she had no further information at the present time.
- 12.3. Update on SWJCS housing plans. No further information was available.

## 13. Administration

- 13.1. Impact of the Sustainable Communities Act. The Council agreed to request Sir Michael Spicer to sign the Early Day Motion 1545 which, if successful, would amend the act to include parish councils in the consultation process. **ACTION Clerk** .

## 14. Liaison With Other Bodies

- 14.1. MHDC Gambling consultation. The Council agreed that councillors could download the consultation document from the Hub website and send their comments to the Clerk for consolidation and onward transmission to MHDC by 16/11/09. **ACTION Councillors & Clerk**
- 14.2. CPRE AGM. The CPRE AGM will be held on Saturday 24<sup>th</sup> October in Christ Church Hall, Avenue Road at 15.00.

## 15. Waste Recycling

- 15.1. It was noted that the District Council's new waste and recyclable collection system would commence in April 2010.

## 16. Finance

- 16.1. The Internal Financial Monitor, Cllr Dr E Jones, reported that he had received the Account Balances, Category Summary and Category Detail reports for the year to-date from the Clerk and that all appeared to be in order.
- 16.2. The Council approved the Clerk's salary and expenses of £428.38 and £41.56.
- 16.3. The Clerk reported that Clement Key, the external auditor, had completed the audit and everything was in order. The Council approved the audit fee of £57.50, which had already been paid.
- 16.4. Review of effectiveness of Internal Auditor. The Council agreed that the internal auditor, Mr David Kuun, had proved to be very effective.

16.5. Review of Financial Controls, Monitoring & Governance. The Council agreed that the current procedures were working well but some small changes might be desirable after a further review.

16.6. The Council approve the donation of £100 to The Grapevine.

16.7. The Balances of the accounts before the above payments and transfers are:

Current Account	Deposit Account	Charity Account
£1217.54	£2685.79	£108.64

**17. AOB (For Consideration At Next Meeting)**

17.1. It was agreed to review the Financial Standing Orders at the next meeting in order to determine whether or not any revisions were required.

**18. Date Of Next Meeting**

18.1. The next meeting will be held in the Village Hall at 7.30 PM on Monday the 14<sup>th</sup> of December 2009.

J M Skinner  
Clerk

Dr P Mayner  
Chairman