

UNADOPTED

MINUTES OF A MEETING OF
MALVERN TOWN COUNCIL

held on Wednesday 4 March 2020

Council Chamber, Belle Vue Terrace, Malvern at 6.00 pm

Councillors

Present

N Morton (Chairman)
L Lambeth (Vice Chairman)
C Bovey
J Dallow
C Hooper
N Houghton
J Leibrandt (arrived 6.08 pm)
L Lowton (arrived 6.50 pm)
R McLaverty-Head
P Mewton
N Mills
J O'Donnell
C Palmer
D Roberts
P Smith
S Taylor
J Thomas
P Tuthill
D Watkins

Absent

S Charles (apologies)

In attendance

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

Member of the press
Cllr John Raine
Evelyn Knight – item 9

138. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from:

- Cllr S Charles – recovering from operation
- Cllr J Leibrandt who would be late

139. DECLARATIONS OF INTEREST

- Cllrs Hooper, Palmer and Smith are all members of the Dame Laura Knight Society

140. MINUTES OF PREVIOUS MEETING

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 5 February 2020

The Mayor announced that he would be altering the order of business so that agenda item 9 would now be taken alongside Public Participation.

PUBLIC PARTICIPATION

Evie Knight, Chair of the Dame Laura Knight Society, addressed the meeting in support of the Special Grant application. This year is the 50th anniversary of Laura Knight's death and the society would like to commemorate this by holding an exhibition of her works to be displayed along Exhibition Walk in Malvern.

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Laura Knight had a long association with Malvern dating from 1930, when she was first invited to stay at the Mount Pleasant Hotel, and she continued to visit each year with her husband for the annual Malvern Festival.

The exhibition will celebrate this connection whilst promoting awareness of her works, being one of the greatest female artists of the early twentieth century, and bringing her paintings to a new audience. There will be an emphasis on paintings from the local area to help raise the profile of Malvern as a place to visit.

The grant will pay for 25 x A1-sized copies of her paintings to be displayed on the MHDC boards and there will be posters of the same works available in the library.

141. **NOTICE OF MOTION**

It was **RESOLVED** that a Special Grant of £500 be awarded to the Dame Laura Knight Society towards the costs of producing the posters for a town centre exhibition to celebrate the 50th anniversary of the artist's death.

Evie Knight thanked the council and left the meeting.

The Chairman now reverted to the original agenda order

142. **MAYOR'S ANNOUNCEMENTS**

The Mayor reported that the Leap Year Gala had been a great success and he thanked those Councillors who had attended as well as the Chairman of MHDC for donating MHDC's share of the auction proceeds to the Mayor's charities. The auction of the signs had been very successful and overall £2,692.05 was raised for the two Mayoral charities.

Cllr Hooper noted his thanks to the Town Clerk and the Events Administration Officer for their hard work in putting on the event.

143. **TOWN CLERK'S REPORT**

The Town Clerk thanked Councillors who had responded to request a tablet for Town Council use and reported that these were now on order. The tablets will be set up ready for Councillors to use.

Following an item raised at the recent liaison meeting between Malvern Town Council and Malvern Hills District Council, there will be an informal meeting for Town and District Councillors to meet their fellow ward councillors to help improve relations and communications between the two councils, dates to follow.

Letter to Paul Robinson at WCC – it has been confirmed by WCC that a response will be received in time for the next Council meeting.

Two ward Councillors had responded to the street naming request for land off Nightingale Close in Pickersleigh Ward and had suggested a bird theme be adopted. 'Goldcrest Close' has been put forward for consideration.

The Town Clerk reiterated that the Mayor's Leap Year Gala had been very successful and thanked Charles Rambridge for his auctioneering of the Malvern signs which raised over £1,000.

It was noted that the next charity fundraiser would be the Mayor's Peaks Challenge on Saturday 2 May, a sponsored walk of either 15km end to end over 17 peaks or the shorter walk of 7km over 7 peaks to be held on the same day as The Health and Wellbeing Fair. Last year this proved to be a great fundraising event but there is a lot of organisation involved and the Town Clerk asked for volunteers to help with marshalling and check-in stations during the day.

144. REPORTS BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE

County Councillors

Cllr Lucy Hodgson (Malvern Chase Division) had sent a written report which had been distributed ahead of the meeting.

Cllr James O'Donnell (Malvern Langland Division) had sent a flooding report in to the office and this would be distributed to all Councillors the next day.

District Councillors

Cllr Julie Wood (Dyson Perrins) had sent in a written report which had been distributed ahead of the meeting.

Cllr Cynthia Palmer (Priory) reported she had visited the Lyttelton Well to find out more about their counselling service. She had been very impressed by the work put in by volunteers there and had nominated the service for the Pride of Malvern Hills Community Awards, and was pleased to report that it had been shortlisted for a prize. Cllr Palmer also praised the efforts of volunteers helping with flood-stricken areas, and those councillors who live in the affected areas who are also working hard to help those most in need.

Cllr John Raine had attended the beginning of the meeting as a public bystander but was asked by Cllr Tuthill if he could report on the recent Health Overview and Scrutiny Committee which was attended by the Chief Executive of the Acute Hospital Trust. Cllr Raine reported that the CE had answered many questions put forward by councillors and outlined what was being done to improve performance at the Trust, in particular the Emergency Department at Worcester, which had been noted as 'needs improving' in the CQC inspection report.

Cllr Neville Mills reported that various agencies were meeting to tackle the anti-social behaviour experienced in Link ward recently. He also stated that the Men's Shed was now open at Link Top and was proving popular. Various road closures throughout the area were causing problems for residents.

Cllr Morton noted that there had been a meeting with MHDC before Christmas to discuss the removal of the fountain in Malvern Link. He asked Cllr Mills to look into this at the district council and make sure that this project did not get forgotten, and to report back to the next full council meeting.

145. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

Cllr Paul Tuthill (Link ward) reported that the revised road arrangements in Lower Howsell Road were being worked on and would improve things for residents especially as the site access would be further back and therefore lorries would be cleaned off before coming out onto the road.

Cllr Cynthia Palmer (Community Action) reported Jacci Philips, the current Chief Executive, was leaving and a replacement was being found. The number of trips made by the volunteers had been low recently due to the poor weather and was expected to be low going forwards due to the Coronavirus. This will unfortunately impact adversely on Community Action's funds.

146. MEMBERS' QUESTIONS

There were no Members' Questions.

Cllr Raine left the meeting at 6.45 pm.

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147. NOTICE OF MOTION

Cllr Clive Hooper presented his Notice of Motion on the establishment of a community planning panel to represent the views of local communities by scrutinising plans, policies or applications. It was suggested that the panel would best be made up of residents, local councillors and other members of the community and public service agencies.

Cllr Lowton arrived at 6.50 pm.

Members felt this would be a good idea, as it would provide extra input to the Southern Area Planning Committee to assist in their decision making, whilst also providing representation for residents and acting as a pressure group.

The motion was seconded by Cllr Palmer who agreed that a panel could help make positive change to the planning system and work alongside the Neighbourhood Plan.

1. It was **RESOLVED** that Malvern Town Council endorses the proposal to set up a Community Planning Panel in line with paragraph 9 of the background notes provided with the Notice of Motion.
2. It was **RESOLVED** that Malvern Town Council authorises the Town Clerk to write to the Chief Executive of Malvern Hills District Council with a view to seeking the agreement of that Council to work with Malvern Town Council in the establishment of a Community Planning Panel. The objective should be that the two councils agree the precise terms of reference and constitution of such a panel and that it should commence its activities during 2020.
3. It was **RESOLVED** that once agreed, local groups and organisations should be invited to take part and to put forward members to be part of the panel, along with local councillors, residents and other members of the community. The panel should be an independent and self-sustaining body to represent the views of local communities by scrutinising plans, designs, policies or applications.

148. NOTICE OF MOTION

Cllr Morton presented his Notice of Motion to change the date of the Annual Council meeting from 13 May to 20 May 2020. The Notice was seconded by Cllr Lambeth.

Some members felt that this date should not be changed again and that members have the opportunity to question minutes of a meeting if they do not agree with something that has been minuted. Some members stated that they had booked holidays and other commitments to avoid the date of 13 May and now would not be able to attend on the revised date of 20 May; therefore they did not support the Motion.

The majority of those present were happy to agree the change and therefore it was **RESOLVED** to change the date of the Annual Council meeting from Wednesday 13 May 2020 to Wednesday 20 May 2020.

149. ATTENDANCE AT MEETINGS

Report CL01/20 was received and accepted

The Town Clerk presented the report on the matter of attendance at meetings, and whether apologies should be accepted with reasons being given or just noted. This had an impact on the six-month rule which states that if a Councillor fails throughout six consecutive months to attend any meetings of the Council or its

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committees of which he or she is a member, he or she ceases to be a member of the council, unless there is a statutory excuse for failure to attend and the reason is approved by the Council before the end of the period. A change to just noting apologies would mean that the six-month rule would apply in full and not be restarted at every meeting when apologies were approved.

Members felt that anyone taking on a Councillor role and/or committee membership should ensure they have enough time to carry out their duties properly.

It was noted that councillors could apply for a leave of absence if they had a persistent illness or injury or other mitigating circumstance and this would excuse them from the six-month rule.

The Town Clerk notified members that if the recommendations were agreed, the figures for attendance would be taken from the beginning of the council year.

It was **RESOLVED** that the procedure in respect of apologies for absence at meetings be changed so that apologies are noted rather than being accepted at each meeting.

It was **AGREED** that attendance figures would be published on the Town Council's website.

150. CALENDAR OF MEETINGS 2020/21 COUNCIL YEAR

Report CL02/20 was received and accepted.

The Town Clerk explained that some dates were specific for accounting purposes whilst dates of the District Council's SAPC meetings had been avoided as far as possible.

The draft calendar of meetings 2020/21 as listed in the report was accepted.

151. RECOMMENDATION FROM VICTORIA PARK PAVILION TASK AND FINISH GROUP

Report CL03/20 was received and accepted. The Chairman of the task and finish group explained that the current pavilion was no longer fit for purpose and so the task and finish group had been set up to develop a bold and imaginative scheme and appoint an architect to develop a design in line with the specification.

The project had been put out to tender and from seven interested architects, six had returned a tender by the deadline of 31 January. Of these, three companies were shortlisted and interviewed. The task and finish group felt that Zebra Architects met all of the criteria in the brief, and were unanimous in their preference of Zebra Architects to take the project forward.

The overall budget had initially been set at £500,000. It was discussed where the funding would come from and the Town Clerk explained that the Town Council would make an application for Section 106 funding, along with possible borrowings whilst interest rates were low, with the remainder to come from reserves.

Whilst the architect's fees were £22,000, this did not include planning application fees, third party surveys or quantity surveyor costs.

It was **RESOLVED** to appoint Zebra Architects to develop the design of a new high-quality, eco-friendly pavilion with café and changing room facilities at Victoria Park.

It was **RESOLVED** that an additional £18,000 be drawn down from the total budget to take account of the above costs and make the total budget £40,000.

Cllr Tuthill left the meeting at 7.35pm

152. OPERATIONS AND PLANNING COMMITTEE

Report CL04/20 was received and accepted.

Cllr Lynne Lambeth presented the recommendations from the Operations and Planning committee meeting held on 12 February 2020.

It was **RESOLVED** to approve the current plans for Malvern's entry into the Heart of England in Bloom Campaign 2020 and the local Malvern in Bloom competition.

It was **RESOLVED** not to provide refreshments to the Bands who perform as part of the Bands in the Park season and that they would be informed of this in their booking confirmations.

153. AUDIT COMMITTEE

Report CL05/20 was received and accepted.

Cllr Cynthia Palmer presented the recommendations from the Audit Committee meeting held on 19 February 2020.

It was **RESOLVED** that the work plan for the Council's Internal Auditor as per report AC02/20 from the Audit Committee meeting held on 19 February 2020 be agreed.

154. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

Report CL06/20 was received and accepted.

Cllr Jeremy Thomas presented the recommendations from the Policy and Resources committee meeting held on 26 February 2020.

- i. It was **RESOLVED** to appoint Contractor C (L J Goodchap) to carry out the ground works for new basketball courts at Victoria Park.

NOTE: Report CL06/20 contained a typographical error on the figures of the contractors' tenders. Contractor C should have read £35,250 and it is this figure which will be paid.

- ii. It was **RESOLVED** to approve the Quarterly Accounts for the third quarter ending 31 December 2019 and thank Officers for good financial management during the year.
- iii. It was **RESOLVED** to approve the assessment of the Town Council's significant risks in achieving its long-term objectives with minor amendments as shown.
- iv. It was **RESOLVED** to carry over the short-term objectives into the 2020/21 year with no amendments being required.

155. DATE OF NEXT MEETING

It was agreed that the date of the next meeting of Full Council would be Wednesday 1 April 2020 at 6.00pm.

The meeting finished at 7.42 pm.

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(Chairman)