

UNADOPTED

MINUTES OF A MEETING OF  
MALVERN TOWN COUNCIL

held on Wednesday 25 September 2019

Council Chamber, Belle Vue Terrace, Malvern at 6.00 pm

Councillors

Present

N Morton (Chairman)  
C Bovey  
S Charles  
J Dallow  
C Hooper  
N Houghton  
L Lambeth (arrived 6.12pm)  
J Leibrandt  
L Lowton  
R McLaverty-Head  
N Mills  
C Palmer  
P Smith  
S Taylor  
P Tuthill  
D Watkins

Absent

P Mewton (apologies)  
J O'Donnell (apologies)  
D Roberts (apologies)  
J Thomas (apologies)

**In attendance**

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

There were approximately five members of the public at the meeting.

**60. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from:

- Cllr P Mewton – family bereavement
- Cllr J O'Donnell - illness
- Cllr D Roberts – prior engagement
- Cllr J Thomas – holiday

**61. DECLARATIONS OF INTEREST**

Cllr P Tuthill – Worcestershire County Council

Cllr C Hooper – Malvern Civic Society, item 15, grant applications

**62. 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:

- Full Council meeting 7 August 2019

## **PUBLIC PARTICIPATION**

District Councillor Kaleem Aksar presented a petition of 106 signatures on behalf of Malvern Link residents, to ask for a self-closing gate fastener to be fitted to the gate from Lower Howsell Park onto the road. Cllr Aksar, supported by two Malvern Link residents, said there were concerns as the gate was often left open there was a risk that children and dogs could run out of the park into the road.

Two members of the public present spoke in support of agenda item 9, climate emergency Notice of Motion.

## **63. MAYOR'S ANNOUNCEMENTS**

The Mayor reported that he had been quite busy since the last Full Council meeting:

- The Tempest open air theatre in Rose Bank Gardens had been well attended and organised
- A successful Bands in the Park season had now finished with only one afternoon having to be cancelled due to bad weather
- Heartstart training had been a very informative and fun learning session
- The Help for Heroes Malvern Hills Challenge had been very well supported and the Mayor had spent many hours presenting finishers medals accompanied by his wife and the Deputy Mayor
- CALC planning training had been attended by the Mayor and Cllr Taylor who both thought it well worth doing

***Cllr Lynne Lambeth joined the meeting at 6.12pm.***

## **64. TOWN CLERK'S REPORT**

### **Cemetery Walk**

The cemetery walk, led by Charles Porter, will start at the cemetery chapel at 2pm on 31 October. Some Councillors had already expressed an interest and at the meeting Councillors Charles, Taylor, Palmer and Lambeth also said they would attend. The Town Clerk said that the tour is a great way to get an insight into the way the cemetery works, its history, its environment and the balance of running a working cemetery against the needs and wishes of bereaved relatives.

### **Christmas Festival Volunteers**

Volunteers were requested for the Christmas Festival on 23 November to man stalls and help in the grotto, which this year will be in a double decker bus. Cllr Palmer volunteered and Cllr Charles will ask the squadron leader of the Air Cadets if they are available to help out.

### **Heart of England In Bloom**

The Town Clerk reported that Malvern had received another GOLD Award for the Town's entry into The Heart of England in Bloom Competition, the award being picked up by the Mayor and Trevor Draper at the awards ceremony on 5 September. This is an excellent achievement and some very encouraging comments had been received from the judges after a slight change to the normal

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Malvern in Bloom team. Councillors requested that thanks be passed on to Lyndsey Davies, Charles Porter and the Operations Team, as well as all the volunteers for all of their hard work in the run up to the judging as well as on judging day itself.

### 65. REPORTS BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE

#### County Councillors

**Cllr Lucy Hodgson** had submitted a written report which was available at the meeting.

**Cllr Paul Tuthill** reported that the West Midlands Ambulance Service had won back the contract for the NHS 111 service and were still rated the best service in the country. The Worcestershire Acute Hospitals NHS Trust is now out of special measures after four years. The Town Clerk would circulate an email which had a press release on this matter.

The new Dyson Linker bus service started on Monday. Unfortunately so far, numbers had been very low and clearly this service would need to be used if it were to be retained.

#### District Councillors

**Cllr Neville Mills** reported that he had had a meeting with Marie Henry, CEO of the Citizens' Advice Service in Malvern. They discussed the levels of poverty in Malvern which had seen 3,000 cases dealt with, over 1,000 of which concerned debt. 114 cases were those directly associated with homelessness. It was felt that many of these problems had been caused by the complexities associated with claiming Universal Credit. The CAS is provided by ten paid staff and 85 volunteers, and relies heavily on donations and grants to keep going.

Councillors requested that a letter should be sent from the Town Council to MP Harriett Baldwin asking her to bring these problems to the attention of the relevant person in parliament with the intention of claim forms becoming much easier to fill in by those people most in need.

**Cllr Sam Charles** reported that she would be attending a Chase ward 'Meet your Councillor' day on Friday and a 'Political speed-dating' event at Dyson Perrins in October, when pupils would meet local councillors before voting on their favourite.

**Cllr Caroline Bovey** will be taking part in a community litter-pick during the week commencing 14 October and invited other Councillors to come along if they could.

### 66. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

**Cllr Neville Mills (Link Ward)** reported that there had been reports of public order problems at Brackenhurst Retirement Homes with the Police being involved. There is a multi-agency meeting regarding this on 2 October at Clarence Park.

**Cllr Clive Hooper (CALC)** had been to executive and local meetings for CALC. when a presentation from the Secretary of the Board from Malvern Hills Trust was given and there was also a discussion on the lack of adequate information on Worcestershire County Council's transport strategy consultation events.

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**Cllr Neil Morton** reported that he had received queries on a number of issues during the period, flags and Brexit, highways and a yew tree, all of which had been resolved.

### 67. **MEMBERS' QUESTIONS**

The Town Clerk had received a question from Cllr Clive Hooper regarding Twinning Arrangements and this had been answered and distributed to members as part of the reports pack. Cllr Hooper thanked the Town Clerk for a very comprehensive reply. It was **NOTED** that MLCP does not have a constitution and it was **AGREED** that Cllr Houghton, as Town Council representative for the MLCP would contact them to ask for this.

Cllr Tuthill had submitted a question which, although had been received after the cut-off date for including it in the reports pack, the Mayor wished to provide a verbal answer.

Question: "What efforts are being made to ensure all Councillors at meetings are well-prepared by either having hard copies of all papers or appropriate tablets?" The Mayor reminded members that at the June meeting of Full council it was agreed that the current arrangements for dispatching council papers would be reviewed in six months' time, and that he would like to continue with this. He reminded Councillors that they could claim an allowance of £30 per year to cover costs of printing out their papers in preparation for meetings and that it was the responsibility of each Councillor to ensure they were properly prepared for meetings.

### 68. **NOTICE OF MOTION – CLIMATE EMERGENCY**

Cllr S Taylor presented her Notice of Motion which was seconded by Cllr S Charles.

Cllr Taylor explained that she felt it was important that the Town Council declared a climate emergency and used this to review all Town Councillor policies and decisions from an environmental perspective. It would also be a chance for creating a formal action plan that would link with the policies within the Malvern Neighbourhood Plan.

Cllr Charles supported the motion and said that most of the emails she receives as a Town and District Councillor are on the subject of climate change.

Councillors felt it was important that this issue was kept current and meaningful and reviewed regularly rather than be adopted and then forgotten and therefore an ongoing panel should be set up rather than a task and finish group.

It was **RESOLVED** that Malvern Town Council joins with other local councils to declare a climate emergency.

It was **RESOLVED** that a Town Council Environmental Panel be formed to review and update the Council's current environmental policy, explore ways of reducing its carbon footprint and to look at how local residents and businesses can be encouraged to aspire to become carbon neutral and minimise waste.

It was **RESOLVED** that a short- and long-term plan be drawn up by the panel and presented to Council for decision, being linked to policies within Malvern's Neighbourhood Plan.

It was further **RESOLVED** to encourage local participation taking advantage of local knowledge and skills.

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Names put forward at the meeting to sit on the panel were Cllrs Charles, Taylor, Leibrandt, Mills and Lambeth and possible dates for a meeting would be sent out by the office.

### 69. **NOTICE OF MOTION – ISSUES WITH WCC HIGHWAYS DEPARTMENT**

Cllr Clive Hooper presented his Notice of Motion, seconded by Cllr Palmer.

Cllr Hooper was frustrated by the inaction of Worcestershire County Council's highways department and the County Council in general, when responding to queries or complaints. He felt that the standard of footpaths was very poor, resurfacing was often patchy and suggested that it would be useful if the Chief Executive of WCC could attend a Town Council meeting to discuss this.

Cllr Palmer noted that there had been county council-led consultations on such issues as Church Street where no decision had ever been made and other surveys where no results were ever issued.

Concerns were also raised about Highways Advice given on planning applications such as Mayfield Road. Some Councillors agreed that they too had found that often decisions would be made in their wards that affected everyone but with no prior consultation.

Cllr Tuthill informed the meeting that each county councillor would have a list of all pavements in the county due for repair and each had a discretionary budget to use for footpath repairs.

Cllr Tuthill suggested that it would be more useful to invite Cllr Alan Amos, Cabinet Member with Responsibility for Highways to a meeting.

It was **RESOLVED** that the Town Council calls upon the Chief Executive of Worcestershire County Council and the relevant Cabinet Members to attend a Malvern Town Council meeting to explain what action will be taken to address these matters.

*Cllr S Charles left the meeting at 7.30pm.*

### 70. **RECREATION LAND SOUTH OF PROPOSED DEVELOPMENT AT MILL LANE**

The Town Clerk gave a verbal update on the development at Mill Lane. There had been a slight delay on the transfer of ownership of the land due to a mapping issue on the Section 106 agreement. The Town Council had been working from the correct version and recent information suggested that the transfer would proceed shortly.

### 71. **LOOKING AFTER THE MALVERN HILLS AND COMMONS IN THE 21<sup>ST</sup> CENTURY – MALVERN HILLS TRUST PUBLIC CONSULTATION**

Report CL01/19 was received and accepted.

The Malvern Hills Trust (MHT) has asked for comments to be submitted by 13 October and as time was short, it was agreed that a small Task and Finish group should prepare an initial response and this would be distributed to all councillors for their comments before a final draft was agreed. Cllr Morton asked Councillors to read the Trust's consultation document available on their website and informed

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members that they could respond to the questionnaire individually as well if they wished, but not as Town Councillors.

It was **RESOLVED** that a small Task and Finish group be set up with a minimum of three Councillors who are delegated to submit a response on behalf of the Council to the current Malvern Hills Trust consultation – Modernising of the Malvern Hills Acts. This meeting will be held next week and a date will be circulated shortly.

### 72. **TOWN COUNCILLOR EMAIL ADDRESSES**

Report CL02/19 was received and noted.

It was **NOTED** that as from 1 October 2019, all Councillors will be required to use 'malvern-tc.org.uk' email addresses only to receive and send emails concerning Malvern Town Council matters.

### 73. **BASKETBALL FACILITIES AT VICTORIA PARK**

The Town Clerk updated the meeting that Sport England had submitted an objection to the planning permission application and this meant that there was a possibility the case would now have to be referred to the Secretary of State. The deadline for a decision had now been extended to 17 October.

### 74. **POLICY AND RESOURCES COMMITTEE**

Report CL03/19 was received and accepted.

In Cllr Thomas' absence, Cllr Hooper presented the recommendations from the Policy and Resources Committee meetings held on 28 August 2019 and 18 September 2019 and these were then taken separately as follows:

#### **28 August 2019**

- i. It was **RESOLVED** to employ an outside cleaning contractor on a 10-hour contract to clean the premises at Belle Vue Terrace (7 hours) and Great Malvern Cemetery (3 hours), the staff to be paid a living wage and to be interviewed before commencement of contract.

#### **18 September 2019**

- i. and ii. It was **RESOLVED** that Large Grants be awarded to the following organisations:

St Matthias C of E Primary School	Full grant	£2,522.95
Malvern Priory Bowling Club	Full grant	£2,500.00
Perfect Circle Theatre Company	Full grant	£800.00
ARCOS	Full grant	*£3,500.00
* with the condition that monies are only paid when 50% of the remaining balance has been raised.		
The Chase High School	Part grant	£1,500.00
Malvern Civic Society	Part grant	£1,500.00
Centenary Choir	Full grant	£1,500.00
The Hills Singers	Full grant	£1,000.00

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<b>Total</b>	<b>£14,822.95</b>
with the overspend of £2,822.95 being taken from the £2,171.54 underspend on small grants, and £651.41 from the Council's budget contingency fund.	

- iii. It was **RESOLVED** that the applications from Autumn in Malvern Festival and Reaction Theatre Makers would be referred as Special Grants to a meeting of Full Council.
- iv. It was **RESOLVED** that the Financial Regulations be approved and adopted with no further amendments.

**As the meeting had been in progress for two hours, under Standing Order 3x, the Council AGREED to extend the meeting for a further 20 minutes.**

- v. Recommendations from session where press and public were excluded were presented at the end of the meeting.

### **75. OPERATIONS AND PLANNING COMMITTEE**

Report CL04/19 was received and accepted.

In the absence of Cllr Samantha Charles, Cllr Lynne Lambeth presented the recommendation from the Operations and Planning committee meeting held on 4 September 2019:

- i. It was **RESOLVED** that the contract for the erection and dismantling of Christmas lights in Malvern be awarded to company A for three years, identified as ALB Services at the meeting.

### **76. MALVERN NEIGHBOURHOOD PLAN DELIVERY ACTION STRATEGY TASK AND FINISH GROUP**

Report CL05/19 was accepted.

Cllr Palmer presented the recommendations from the Task and Finish group meeting held on 6 September 2019 and these were taken separately as follows:

- i. It was **RESOLVED** that two Task and Finish Groups are set up to review the following policies in the Malvern Neighbourhood Plan:
  - Green Infrastructure (Policies MG1-3 and B5)
  - Heritage (Policies MHE1-2 and B6)

These Task Groups to involve local residents and representatives from community organisations and WCC and MHDC.

- ii. It was **RESOLVED** that initial funding in the sum of £1,000 is provided by Malvern Town Council to carry out the work identified by the Task and Finish Groups. These groups to report back on any further funding requirements to Full Council at its meeting in February 2020.

### **77. DATE OF NEXT MEETING**

**UNADOPTED**

It was agreed that the date of the next meeting of Full Council would be Wednesday 16 October 2019 at 6.00pm.

**Exclusion of Press and Public, 8.15 pm**

*To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

**AGENDA ITEM 15**

**Recommendation v from minute 74**

It was **RESOLVED** that the re-organisation of existing Town Council staff to cover administration roles and responsibilities is now made permanent with a further review of hours being worked to take place in six months' time.

The meeting finished at 8.20 pm.

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(Chairman)