

**MINUTES OF THE ANNUAL PARISH MEETING HELD IN THE VILLAGE HALL
ON MONDAY 12th MAY 2014**

Present

Councillor Mr M G	Huskinson	Chairman
Councillor Dr P E	Mayner	Vice Chairman
Councillor Mr M	Simpson	
Councillor Mr A	Medcalf	
Mr A	Stock	Parish Footpath Warden
PC S	Ransome-Williams	Local Police officer
Mr JA	Sommerville	Clerk

1. Apologies

- 1.1. Apologies for their absence were received and accepted from Cllr Dr Jones Cllr Hadley-Roberts Mr T West and Mr R Chamings.

2. Public Question and Answer

- 2.1. There were no members of the public present.

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

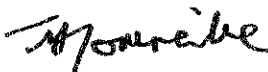
- 4.1. All the business carried out and decisions made at this meeting have observed the requirements of the above acts.

5. Chairman's Report

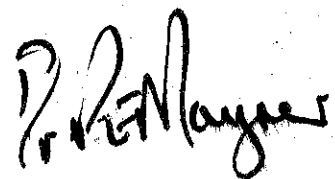
- 5.1 The Chairman's Report is at Annex A. The Chairman read his Report. The Chairman will provide the Clerk with a copy so that it can be forwarded to the Grapevine and the GPC website for publication. **(Action Clerk)**.

6. Clerk's Report

- 6.1 The Clerk informed the meeting that the Minutes of the 2013 Annual Parish Meeting had been approved at the GPC meeting held on 8th July 2013.
- 6.2 The Clerk made a short report and summarised the accounts for the 2012/13 financial year, which had been previously distributed.



Mr J A Sommerville
Clerk



Cllr Dr Peter Mayner
Chairman

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Present

Councillor Mr M G Huskinson	Chairman
Councillor Dr P E Mayner	Vice Chairman
Councillor Mr A Medcalf	
Councillor Mr M Simpson	
Mr Tony Stock	Parish Footpath Warden
PC Sarah Ransome-Williams	Local Police Officer
Councillor Heather Jeavons	Newland Parish Council (part)
Mr J A Sommerville	Clerk

1. Apologies

Councillor Jones, Councillor Hadley-Roberts, Mr West and Mr Chamings.

2. Election of Officers.

- 2.1. Following brief discussion Cllr Mayner proposed Cllr Huskinson as Chairman. Seconded by Cllr Simpson and passed unanimously.
- 2.2. Following brief discussion Cllr Simpson proposed Cllr Mayner as Vice Chairman. Seconded by Cllr Huskinson and passed unanimously.
- 2.3. Following brief discussion Mr Simpson proposed Cllr Jones and Cllr Hadley-Roberts to be members of the Planning Committee. Seconded by Cllr Medcalf and passed unanimously.

3. Planning Committee completion and Return of the Individual Declaration of Interests.

- 3.1. Cllrs Huskinson and Mayner signed appropriate declaration of interest forms.

4. Code of Conduct and Declarations of Interest

- 4.1. 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.
- 4.2. There were no declarations of personal or prejudicial interest.

5. The Race Relations and Crime and Disorder Acts

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

6. Acceptance of the Previous Minutes

The minutes of the previous meeting of 10th March 2014, having been circulated, were taken as read, approved by the Council as a true record and were signed by the Chairman.

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

PC Sarah Ransome Williams gave her annual report for the year ending 27th April 2014.

Due to costs and time constraints West Mercia Constabulary were not able to provide us with monthly crime reports. She would be attending the Annual meeting of GPC.

19 crimes had been recorded in the Guarlford area over the last year, up from 5 the previous year: 5 thefts, 6 thefts from vehicles, 1 theft of a vehicle, 1 criminal damage and 3 burglaries (non-dwelling).

There were also 4 recorded incidents of Anti-Social Behaviour compared with 2 in the same period for 2012/13. She anticipated that the Police Response Unit currently situated in Ledbury would be re-located to Malvern or Worcester.

She responded to critical observations made by Cllr Dr Mayner in the light of a recent theft of a pick-up truck and trailer from Cherry Orchard.

The Chairman thanked her for her report and for attending the meeting.

8. Report by Councillor T Wells

There was no report.

9. Reports by Mr Tony Stock, Public Path Warden and a Neighbourhood Watch Leader and by Mr Tim West Tree Warden

- 9.1. **Path Warden.** Mr Stock had not had time due to the recent floods and his workload to undertake his annual review of the paths in the parish. He anticipated doing this shortly. Since the beginning of April he has walked 15 of the 26 paths in the Parish.
- 9.2. In regard to Neighbourhood Watch he had received and forwarded 308 bulletins. They have mainly focused on criminal damage and thefts of catalytic converters. His correspondence list remains static at 16.
- 9.3. Mr Stock will endeavour to carry out both roles until his house move to the Vale of Evesham is finalised.
- 9.4. **Tree Warden.** Mr West sent his apologies and a short report. At the suggestion of Janet Lomas he had sent an email to Wade Muggleton of Worcestershire County Council (WCC). This was to see if there were any statutory health and safety courses he should attend in order to avoid putting the public at risk. He was still awaiting a reply.

10. Report by Mr R Chamings, Malvern Hills Conservators

Mr Chamings had sent his apologies and an email.

- 10.1. There was not in fact much to report. The Conservators now only meet every three months. He was personally heavily engaged at the present time on the European elections.
- 10.2. The Clerk read out to the meeting the letter which he had sent to the Malvern Hills Conservators dated 7th May 2014. The meeting instructed the Clerk to write to Stephen Bound to request his attendance at the next GPC meeting on 14th July, (**Action Clerk**)

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

There was no report.

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

- 12.1. Dr Jones had sent his apologies and an email which the Clerk summarised.
- 12.2. Dr Jones was pleased to be able to report that both the flagpole for the churchyard and the Holman Hunt print for the Church funded by the History Group were both now in place.

13. ADMINISTRATION

- 13.1. The Clerk had responded to the application for discretionary business rate relief made by Mr Chris Burton of the Plough and Harrow. GPC agrees to Option B.

14. Parish Environment

- 14.1. The meeting expressed its thanks to Heather Jeavons for her help on Vehicle Activated Speed Signs and the work of the Newland Lengthsman in moving them around the three parishes.
- 14.2. The Clerk had telephoned the Malvern Hills Conservators to reiterate the request that mowing by them around the Village pond does not take place until the daffodils are well and truly over. The Clerk was requested to ask Richard Chamings if the dock leaves in the vicinity of the pond could be sprayed as they were unsightly. **(Action Clerk)**.
- 14.3. The Clerk produced to the meeting the Action Pack sent to him by Western Power Distribution.
- 14.4. The Clerk handed round the CPRE leaflets recently sent to him by that organisation.
- 14.5. Following discussion the Clerk was directed to indicate to his opposite number at Sevenoaks Town Council that in principle GPC supported their proposals under the Sustainable Communities Act on the understanding that there would be no significant increase in business rates payable by businesses in the parish as a result. **(Action Clerk)**
- 14.6. Dr Eric Jones reported that the appropriate departments at MHDC and WCC had reacted to his complaint about the condition of the pavements in the village. Guarlford now has a County Council job number.
- 14.7. The enforcement issue under s25 of the Land Drainage Act had been resolved to the satisfaction of the Land Drainage Inspector at MHDC. However the Clerk was directed to contact the Highways Dept at WCC and Malvern Hills Conservators to ensure that the drain between the pond and the ditch on Cllr Medcalf's land was clear.

15. Planning

- 15.1. SWDP. See Minute 16 below for the summary of the discussion with Cllr Heather Jeavons of Newland Parish Council.
- 15.2. Planning application no 14/000516/FUL. Following discussion the meeting agreed that although the application site lay outside the parish boundaries the Planning sub-committee would look into this application in more detail liaise with Mr Richard Chamings and report back to the next meeting. **(Action Planning sub-committee)**

16. Liaison with Other Bodies

The meeting welcomed Cllr Heather Jeavons chairman of Newland Parish Council for this part of the Agenda. She had come to talk of the possibility of Newland Madresfield and Guarlford Parish Councils liaising to produce a Neighbourhood Plan (NP)

- 16.1. The Chairman commented that at the last GPC meeting Cllr Tom Wells had seemed sceptical as to what a NP could achieve. There was also mention of a time frame of 18 months and the cost of the exercise. A figure of £20,000 had been mentioned.
- 16.2. She conceded that if a Strategic Plan for planning in an area was already in place the NP could not trump it. However it was better to have one than not and in some cases (e.g. Theale Parish Council) the NP was strong and robust enough to be incorporated in the Strategic Plan.
- 16.3. A NP is able to affect issues like appearance of houses, solar power, parking and amenities.
- 16.4. At present there is no Strategic Plan for the Malvern area. The Planning Inspector had reported that the Local Plan had made insufficient provision for housing. There was a "need" for just under 29,000 new ouses covering Worcester, Wychavon and MHDC. However Mrs Jeavons observed that there was no democratic mandate for more than 23,500 new houses.
- 16.5. The Inspector has said that a democratic mandate must be in place by early September 2014.
- 16.6. Another advantage of having a NP is that Councils which have one are expected to receive a greater proportion of Community Infrastructure Levy (CIL).
- 16.7. There would have to be a poll of the residents in the parish concerned as to whether they supported a NP.

- 16.8. At their respective Parish Council meetings Newland and Guarlford had voted unanimously for the principle of a NP.
- 16.9. Grants are available. The application is to MHDC. If considered viable MHDC is obliged to provide assistance in putting together the application. (For example Duncan Hodge).
- 16.10. If a Strategic Plan and a NP are in place they will be difficult for developers to overcome.
- 16.11. The Chairman thanked Cllr Jeavons for coming to speak to the meeting and it was agreed that she would send him her written presentation before the next meeting so that he could consider it and report back. **(Action Chairman)**

17. Waste Recycling

There was nothing to report.

18. Finance

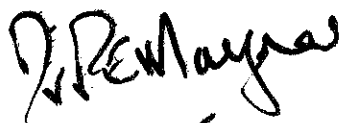
- 18.1. Cllr Medcalf as the Internal Financial Monitor said he had no matters to report.
- 18.2. The meeting approved payment of the Clerk's salary in the sum of £462.38.
- 18.3. The meeting approved payment of the annual subscription to CALC in the sum of £133.83.
- 18.4. The meeting considered the competing quotes for insurance which the Clerk had obtained from AON and Zurich respectively. Following discussion the meeting approved payment of the premium to take out the Zurich Insurance policy in the sum of £238.32 subject to there being no substantial difference in the applicable excess as to which the Clerk and the Chairman would liaise.
- 18.5. The Clerk will liaise with the former Clerk Mike Skinner in regard to renewal of the NALC subscription in the sum of £17.
- 18.6. The Clerk read out the Annual Governance Statement contained within the Annual Return of the Audit Commission. Following brief discussion the meeting approved the Annual Governance Statement and the 2013/14 Accounts. Cllr Huskinson was authorised to sign the same for auditing by the Internal Auditor.
- 18.7. The meeting noted the balances on the accounts below as at 12th May 2014:
Current account: £2,023.21. Charity account: £108.64. Deposit account: £188.49
- 18.8. The meeting ratified the decision made at the meeting on March 10th 2014 to renew GPC's subscription to CPRE in the sum of £29.

19. AOB (For Consideration At Next Meeting)

None

20. Date of Next Meeting

- 20.1. The next meeting will be held in the Village Hall at 7.30pm on Monday 14th July 2014.
- 20.2. Cllr Huskinson gave his apologies in advance.



Cllr Peter Mayner
Chairman

