



HALLOW PARISH COUNCIL

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DRAFT Minutes of the Annual Meeting of Hallow Parish Council held on Monday March 8th 2021 on the virtual platform known as 'Zoom' at 19:01.

PRESENT: H. Kemshall (Chair) M. Silvester (Vice Chairman), L. Marson; J. Rose;

In Attendance: Mr S Richardson

1. Apologies for Absence: none

The chair reminded all present that Hallow Parish Council has amended the Standing Orders 2017 to enable virtual meetings as required from the date of the Annual Meeting (June 1st 2020) until further notice in accordance with Regulation (6) of the *Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

This arrangement will continue for as long as Government Regulations require.

2. Declarations of interest and applications for Councillor Dispensations subject to the Localism Act 2011.

Councillors noted the intention to discuss and vote further investigation of the Solar Farm project, without committing to a view on the application.

3. Public Question Time

2 members of the public present.

Scott Richardson-Brown. Worcestershire resident for 8 years, visited this area for 25 years. Works with a local Worcestershire business, and is now standing in the Hallow division as a Conservative candidate for County Councillor. He is particularly interested in rural economy and environmental matters. Hallow is probably the most important village in the division and makes up the majority of the population. Mr Richardson-Brown is interested in the matters affecting the village and is already aware of speeding and planning matters.

4. Minutes of the Parish Council Meeting of the meeting of 8th March

- **Approval** of the Draft Minutes previously circulated. HK proposed, JR seconded. Approved unanimously.

PROPOSAL – that Standing Orders be amended to allow the signing of these Minutes at the earliest opportunity when Councillors may meet in person.

5. Neighbourhood Development Plan Matters

Cllr Kemshall updated councillors. The regulation 16 period finished on 27/02 and comments have gone to MHDC and been forwarded to the Independent Examiner. Three development companies are challenging the allocation of the development site. These consultees are also querying the number of houses allocated to the parish. Some comments also query the location and extent of the green infrastructure identified within Hallow, which was a priority for local residents in the research phases. These comments have gone directly to the examiner. The examiner has suggested we can make responses by 16 March. The examiner will wish to visit Hallow. Our expectation is that the referendum with the village will be in June or July. One of the developers has called for a hearing, and it will be up to the examiner as to whether this is undertaken. Cllr Kemshall proposed that we budget some additional costs to commission Kirkwells to support the final stage of the process. Although costs are not certain, Kirkwells support is needed to respond to the consultation outcomes and the potential hearing could last up to 4 days. To date, all consultancy costs have been paid by the Locality Grant, but this expires at the March 31st and it is not viable to apply for further grant funding. This further work will need to be funded by Hallow Parish Council.

Cllr Kemshall proposes HPC agrees to fund the consultancy costs of Kirkwells consultancy in respect of the NDP process. MS seconds. Voted unanimously.

Consultee comments will shortly be available on the MHDC website under Hallow NDP.

6. Planning Applications

a. 11 Oakleigh Avenue 21/00111/HP

Erection of rear extension. Councillors supported the application, no comments.

b. 22 Oakleigh Avenue 21/00172/HP

First floor side extension. Councillors supported the application, no comments.

c. Solar Farm on Grimley Parish and Hallow Parish borders-update, and proposal to engage Stansgate Planning consultancy for advice and application tracking.

Cllr Kemshall has met with the chair and clerk for Grimley Parish Council. The group are proposing that Grimley PC seek their own independent advice and Hallow PC could also seek independent advice.



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Councils could then consider the advice received and if appropriate share thinking. This is preferable as the issues for the two parishes are different.

We should be aware that the application, once received, is likely to be very large and complex, but the consultation period would be no different from the standard length. The information available so far meets our criteria for seeking advice from Stansgate. Stansgate would be able to monitor activity on the application and begin to prepare a response in advance of the application.

Cllr Kemshall proposed that we seek the advice of Stansgate with regard to the Solar Farm application, including an initial investigation of the hours required. LM proposed, MS Seconded, agree unanimously.

d. Consider any applications submitted after publication of agenda.

None received

e. Decision notices received-for noting only.

7. Finance

Cllr Kemshall reminded councillors of the need to get the accounts up to date prior to the end of the financial year. In the absence of the clerk, Cllr Marson has worked to bring accounts up to date in preparation for this.

a) Report on expenditure November 2020 to beginning of March 2021 and bank reconciliation.

LM has been able to prepare the bank reconciliation from October 2020 to January 2021. Details of this have been shared with councillors. At the end of January:

Current Account Balance	£8,880.84
Reserves Account Balance	£223,691.37

The payments made and bank reconciliation were unanimously agreed.

b) Payments outstanding- update and proposal for payments.

LM updated on a total expenditure of £857.78 for March 2021.

c) Payments outstanding and proposal for any payments which need to be delayed until next Financial year, including rationale for delay.

Cllr Kemshall updated on three payments that will not be paid until next financial year. These are to Zest (website), Kirkwells (consultancy) and Worcestershire County Council (repair of school clock). All suppliers have agreed to the delay and would prefer to receive BACS payments once this facility is available. This has been acknowledged by councillors, and was unanimously agreed. Cllr Kemshall has all correspondence in respect of these delays including agreement from the suppliers concerned.

d) Proposal to accept BACS form, in line with Section 4 HPC Financial Regulations.

Previously circulated. In line with our financial regulations, 2 councillors can agree to costs up to £5000, beyond which all councillors must approve.

e) Update on end of year accounts preparation.

Cllr Marson continues to work to bring systems up to date. L Stevens has agreed to support with the year end preparation for HPC, which will commence in April. D Hibbert will be acting as Internal Auditor. We will meet on May 4th to receive the accounts.

f) Quote and invoice from RGS for further tree work on playing field-quote previously circulated.

Part payment has been included in the March payments, and the remaining work will be invoiced following the completion of the work. Cllr Silvester has inspected and confirmed work of high standard.

g) Proposal to take out Information Commissioner Office membership; and proposal to adapt and adopt privacy policy from Grimley Parish Council.

Cllr Kemshall proposed renewing the ICO membership. LM seconded. Voted unanimously.

Cllr Kemshall proposed adoption of the privacy policy. MS seconded. Voted unanimously.

8. Parish Matters

a) Additional tree work on Hollybank to make fencing and paths safe, proposal to accept quote and authorise work.

There are a number of trees that are at risk of falling. Many are suffering due to ivy, especially along Broadheath Lane. Cllrs Kemshall and Silvester will oversee monitoring and commissioning of work as necessary.



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- b) Completion of hedge planting on Holly bank/playing field. HPC expresses thanks to Mike Ganner, the Scouts and the families involved.
- c) Re-opening of the play area and any works/repairs required.
Parishioners are now frequently requesting the reopening of the play area. There is a specialist risk assessment needed of the play area to ensure that it is safe before reopening. We will receive a report and we will need to act upon this once received. The risk assessment must be shared and approved by our insurers. The inspection has been booked with ROSPA but a date has not yet been received. Councillors agree that we are aiming to reopen as soon as possible after the planned lifting of Covid restrictions at the end of March. Cllr Sylvester will liaise with the play area specialists on this process.
Cllr Kemshall to share a notice at the play area, and also via various community groups to update villagers.
- d) Proposal to re-appoint RGS to landscape, gardening, and mowing services, and to include maintenance of the Old Churchyard and Hollybank for the financial year 2021-22.
This represents an extension of the current arrangements. In 2020 we invested £2000 in the Old Churchyard upgrade, and it would be most efficient to maintain the new higher standard. Holly Bank would also be included in this agreement; we have struggled to find contractors to undertake this work previously. All work would be sensitive to biodiversity. The company involved has already proved the standard of their work over the past 12 months and have proved to offer good value for money. A contract would be drawn up to state the scope of the works to be undertaken, a first contact on the council, and a reporting cycle on progress against the agreed planned works.
Cllr Kemshall proposes that we re-appoint RGS to undertake landscaping, gardening and mowing services, adding in Holly Bank and the Old Churchyard. MS seconded, agreed unanimously.
- e) Memorial Anne Stark.
Anne Stark was our clerk and a long standing resident of Hallow. She contributed to many village activities and organisations. Ideas were shared:
JR – proposed upgrading the pavilion and renaming it the Anne Stark Pavilion. Alternatively a road could be named after Anne in a new development.
HK and LM agreed the Pavilion naming could be an excellent memorial.
Agreed Cllr Kemshall to speak with other village groups about what is planned, and to consider a final choice at a future meeting.
- 9. Correspondence**
- Letter from HVCG about storage unit- proposal to store the unit on the parish hall car park. Cleggs have agreed to provide this.
 - HVCG have asked to use the playing field for a small fete in late summer, subject to the lifting of Covid restrictions. This would be on a smaller scale than the usual Country Fair.
Councillors agreed that this was a good idea to hold a community event for Hallow residents, pending meeting the latest government requirements for Covid secure events. Chair to confirm permission and to offer financial assistance if required.
 - Chair to check precept rate with MHDC.

Meeting closed at 20:29

Next meetings: April 13th, May 4th (note this is the FIRST Monday in May and will have accounts as the main agenda item).

Venue – TBC but likely to be via ZOOM unless Covid restrictions have been lifted.