



# HALLOW PARISH COUNCIL

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**DRAFT** Minutes of the Parish Council Meeting of Hallow Parish Council held on Monday 15<sup>th</sup> April 2024 at Hallow Village Hall

**PRESENT:** H. Kemshall; M. Silvester; J Rose and Lynne Ambury (Clerk and RFO) and 3 members of the Public

- 1. Apologies:** L Marson– Councillors gave their formal congratulations on the arrival of a baby girl.  
J Walker
- 2. Declaration of Interest and application for Councillor dispensations subject to the Localism Act 2011**  
None.
- 3. Public Question Time**  
The question was asked whether the Local Councils and Parish Councils were aware or involved with a request to Michael Gove to encourage the implementation of more climate friendly plans when dealing with planning applications. Cllr Kemshall advised that the HPC would look further into the matter.
- 4. Minutes of the Parish Council Meeting of the meeting held in March.**  
The draft minutes for March previously circulated were approved.
- 5. Neighbourhood Development Plan and SWDP matters.**  
5.1 Following the response to the HPC's formal complaint to MHDC it appears they are committed to implement certain changes going forward that can be tracked.  
  
5.2 The NDP revised is currently at the Examination stage, the Clerk will follow up with Malvern for an update.
- 6. Planning Applications**  
**M/24/00294/HP 8 Braithwaite Close, Hallow, WR2 6PZ** – The HPC will be making no comment.
- 7. Finances**  
7.1 Bank reconciliation for December signed by HK and LA, and viewed by JR and MS.  
7.2 Approval of BACS expenditure by Cllrs and signed by JR and HK
- 8. Annual return for the year ended 31<sup>st</sup> March 2024**  
Councillors were given the opportunity to ask questions regarding the annual return.
- 9. a** HK proposed to consider and approve procedures and paperwork in connection with the Annual Audit Return Seconded this motion and all Cllrs Agreed reviewing effectiveness of internal procedures/audit conducted across entire year. JR seconded.  
**b.** Section 1 of the AGAR – the Annual Governance Statement was considered, and a motion was passed to approve this.
- 10. a. To consider Section 2 of the AGAR - Accounting Statements. Previously distributed for consideration.**  
Chairman and Clerk gave a briefing on the Accounting Statements and confirmed the RFO, has already signed the Accounting Statements prior to presenting them to Members at this meeting 15/04/2024  
**b. Motion to approve Section 2 of the AGAR - Accounting Statements.** HK signed and dated the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2024.  
**c.** Approval and signature of the Declaration that the statement of accounts is unaudited (externally).  
**d.** Approval and signature of the Notice of Commencement of the period for the exercise of public rights.  
**e.** To approve allocation of reserves (in format required by External Auditor)



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## 11. Parish Matters

- 11.1 CCTV Maintenance Package** – Cllr MS proposed accepting the maintenance package for the CCTV, seconded and all agreed unanimously. JR seconded the proposal.
- 11.2 Bicycle Rack** – The new clerk will investigate the feasibility of a bicycle rack at the Playing fields and best location.
- 11.3 Street naming at Land OS 82235896 off Oakleigh Heath Hallow** – After discussions it was decided to put Oakleigh Close forward to MHDC, it is also noted that Development on the Project is anticipated to begin in September 2024.
- 11.4 Terms and remit for the Pavilion Advisory Board** – Cllrs accepted the remit. Cllr JW will chair this group and arrange a meeting with interested parties. HPC met with the FA to begin the grant applications for the Field Maintenance and Pavilion – the FA have advised that prior to the application a second costings quote will be needed.
- 11.5 The APM** will be held on the 20<sup>th</sup> of May 2024 at the Church, organisations will be approached to join the HPC on the evening
- 11.6 Update on New Clerk** – Julia will commence duties on the 17/04/24. MS proposed that the HPC accept a period of mentoring with costs , JR seconded, and all agreed unanimously.
- 11.7 Hollybank maintenance** – HPC accepted in principle a maintenance schedule for Hollybank subject to costs.

Meeting closed at 20.11

Next meeting: 13<sup>th</sup> May 2024