



# HALLOW PARISH COUNCIL

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DRAFT Minutes of the Annual Meeting of Hallow Parish Council held on 14<sup>th</sup> June 2021 at The Pavilion, Playing Fields, Hallow at 19:02

PRESENT: H Kemshall, M Sylvester, J Rose, L Marson

In Attendance: 1 member of the public

**1. Apologies for Absence: none**

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

None

**3. Public Question Time**

No matters raised.

**4. Minutes of the Parish Council Meeting of the meeting of INSERT**

Approval of Draft Minutes previously circulated. Proposed HK, seconded JR, voted unanimously. Signed by Chair

**5. Neighbourhood Development Plan Matters**

Election rules have been circulated by Chair. The Parish Council cannot campaign, either collectively or as individual councillors. Voting to take place on June 24<sup>th</sup> 2021.

**6. Planning Applications**

a. Solar Farm update

Developer has shared a webinar video, and further information has been circulated. The sites within Hallow Parish have been removed from the proposal; the sites within Grimley parish adjacent to Monkwood SSSI remain. No action is required currently although this matter is ongoing and will be monitored.

b. 3 Pound Piece cottage, 21/00885/HP

Support the application. Proposed LM, Seconded HK. All agreed

c. Headways, Shoulton, 21/00492/HP

The proposal includes an annex with kitchen and bathroom facilities, and therefore could be used as a separate dwelling. Much of the construction seems to have taken place without consent. We await outcomes from MHDC Planning

d. Fieldy Cottage, Shoulton, 21/00731/HP

Response was agreed and submitted between meetings.

e. The Crown Inn application

Planning applications and licensing application have now been withdrawn. 47 objections including from West Mercia Police for licensing were received.

f. Hallow Park

Terrace development in the garden. HK proposes that we support, but comment that views of the conservation are sought as the building is listed. JR seconded. Voted unanimously.

g. Decision notices received, for noting only. 11 Oakleigh Avenue: Approved.

**7. Governance and Financial Matters**

- Bank reconciliation for year end April 2021, and audit information is on boards and website.

Bank reconciliations for April and May were presented. Proposed JR, Seconded MS. All approved.

- Note of outstanding items and recent bank statement

2 payments were outstanding in April, these have now been resolved in May.

- Payment for temporary clerk: details of hours completed and costs were shared. Proposed HK, Seconded MS, all agreed.

- Expenses for H Kemshall (printing costs) and L Marson (Zoom subscriptions). Proposed MS, Seconded JR.

- BACS payment update (Cllr Marson)

June BACS list circulated. Total costs £2030.13.

Proposed LM, Seconded MS. All agreed.



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MS raised a question about the value of our reserves. Statement of reserves as shared for the audit was recirculated. Much of the funds held are ring fenced under CIL/S106 funding, and so range of uses is limited. Of the reserves held £30,000 has already been allocated. Councillors note that Parish Councils should hold around 6 months of precept as working cash.

<b>Total Reserves</b>	<b>£230,393.94</b>
<i>S106/CIL ring fenced funds</i>	<i>£100,343.93</i>
<i>Hayfield grant</i>	<i>£42,000</i>
<i>Remaining from precept</i>	<i>£88,050,01</i>

Councillors note that we have maintained the total precept at the same total figures for this year to ensure that reserves do not continue to grow.

## 8. Parish Matters

(i) Arrangements for Annual Parish Meeting and reasons for delay from May

The annual meeting is normally held in May. We opted to delay this to enable as many parishioners as possible to attend and when access to larger venues can be utilised. We are keen to ensure as many people as possible are able to access second vaccinations prior to the meeting, including all Cllrs. September will be used to hold the meeting.

The format of the meeting will be different this year. The first part of the meeting will be the legal requirements, and then we will focus on sharing a brief update on the Parish Council's activities.

Following this, there will be an exhibition to inform the public and to receive feedback from members of the public on proposals and activities to encourage greater village engagement.

(ii) Chair's report and questions arising

Report was circulated. No questions arising.

(iii) MS proposed a vote of thank for John Gwilliam for his dedication in looking after the playing field, pavilion and surrounding areas. Councillors noted their thanks.

(iii) Play area equipment purchase: proposal that HPC purchases new basket swing and new zip wire in line with quote from Playdale.

Further companies have now been found who will quote to ensure 3 quotes are received. Proposal moved to future agenda following the receipt of this.

MS will regularly check the zip wire for any degradation. In the meantime, the zip wire will remain open.

Quote was also shared for necessary maintenance of the fenced play equipment, to bring it up to a very high standard of maintenance. This will extend the life of the existing equipment and provide a new 10 year guarantee.

(iv) Recommendation that HPC adopts Grimley's risk assessment templates for risk assessment of assets. All agreed this.

## 9. Correspondence.

Letter received from Worcester Environment Groups. Considering purchase of part of Tinkers Coppice, and they would like to present to the next HPC meeting. The focus will be on hay meadows, wildflowers, improve diversity of pond banks, and supporting migratory bands.

## 10. Any other business

Cllr Silvester raised a question over whether Tennis club land within that purchased from Fields in Trust, and whether Tennis club pays rent to PC. Cllrs thought not, but Chair agreed to check.

## 11. Confidential Session

Appointment of clerk discussed.

**Meeting closed at 9:00**

**Next meetings: WEDNESDAY 21 July 7pm.**

**Venue – Hallow Village Hall**