



# HALLOW PARISH COUNCIL

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☎ 07973 395 961

**DRAFT** Minutes of the Annual Meeting of Hallow Parish Council held on Monday September 14<sup>th</sup> 2020 on the virtual platform known as 'Zoom'.

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

**In Attendance:** Anne Stark (Clerk & RFO)

**1. Apologies:** There were none.

The Chair reminded all present that at the last Meeting it had been agreed that:

Hallow Parish Council amends the Standing Orders 2017 to enable virtual meetings as required from the date of this meeting until further notice in accordance with Regulation (6) of *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority 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**

Cllr Kemshall declared an interest as a school governor in a matter which she will tender at the end of the meeting.

**3. Public Question Time**

There were no members of the public present

**4. Minutes of the last Meeting**

It was agreed that agreed that Minutes for June 1<sup>st</sup> (Annual Meeting) June 8<sup>th</sup> July 13<sup>th</sup> would be agreed as a batch. Physical signatures will be added at such time as it is possible to meet in person after the Covid-19 crisis has ended.

**5. Neighbourhood Development Plan**

Cllr Kemshall updated Councillors on the work done during the last month by Kirkwells and their task for the next stage. She explained their involvement in Regulation 14 and the involvement of MHDC in Regulation 16. When this stage is reached MHDC will consult with major agencies. They will be responsible for running the process and responding to consultees.

The likely effect of the latest government White Paper on the NDP was explained and Cllr Kemshall informed Councillors that we are likely to be in a position where Reg. 16 can be completed by Christmas 2020 which would mean that the Referendum could take place by May 2021.

**6. Planning Applications**

- a) It was agreed that HPC accepts the previously circulated criteria for the engagement of Stansgate Consultancy to advise on planning in the future when deemed necessary.
- b) Changes to the National Planning Framework were discussed. It was Proposed by Cllr Kemshall and Seconded by Cllr Rose and agreed that HPC respond to the Consultation, make representation to Harriet Baldwin M.P. and consult with neighbouring parishes and encourage them to do the same on the apparent implications for villages such as Hallow Cllr Kemshall will produce a draft.
- c) It was proposed by Cllr Kemshall, Seconded by Cllr Silvester and agreed unanimously that Planning Matters be added to the HPC website. Clerk to organise.
- d) Windsor Cottage – planning Application (arrived after Agenda issued) – application to place a gate in the boundary. It was proposed by Cllr Kemshall and Seconded by Cllr Marson that HPC support this application subject to the hedge being a native hedge and that the land onto which the gate will exit is not a PROW and is owned by the applicant.

**7. Governance and Financial Matters**

- a) A full set of Annual Accounts had been hand delivered to all Councillors during August. A vote of thanks to the Clerk was proposed by Cllr Marson and seconded by Cllr Rose. It was proposed by Cllr Kemshall and Seconded by Cllr Marson that these be adopted. This was agreed unanimously.



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- b) The AGAR forms had been previously circulated. The Clerk noted that these need to be sent to PKF by September 30<sup>th</sup>. It was proposed by Cllr Kemshall and Seconded by Cllr Marson that the forms be adopted. Cllr Kemshall to arrange with Clerk for signatures to be appended in the following days. It was noted that the Internal Auditor has already signed the page appropriate to his function. As he now lives a distance away from the village it was felt that HPC should investigate the appointment of someone new. Clerk tasked to do so before the new year.
- c) The report on income and expenditure was noted.
- d) The Banks Reconciliation was noted. Chair to sign Bank Statements as soon as is practicable.
- e) Changes to Council Staff payrates in line with National Agreement were acknowledged.

## 8. Parish Matters

- a) Anti-Social behaviour at the Playing Field environs will continue to be monitored and Comer Park Security night car re-engaged if required. Cllr Kemshall and the Clerk will continue to investigate the practicalities of engaging ANPR for the area.
- b) It was noted that the Scout Lease has now been signed by all parties and engrossed.
- c) Worcestershire Wildlife Report had been previously circulated. It was Proposed by Cllr Kemshall and Seconded by Cllr Marson that the Report be accepted and placed on the Parish Council website. It was agreed unanimously that the document be used to inform and guide decisions etc. in the future. HK/LM. One of the recommendations was that the field behind the Scout Hut be topped and the cuttings taken away. Clerk to investigate contractors able to do this before winter.
- d) Thorngrove Poultry Farm – it was agreed that HPC will not comment further in the latest Consultation period instigated by the Environment Agency.
- e) Old Churchyard. The Clerk outlined the suggestions for improvement to the path ways in the Old Churchyard made by the contract who has recently cleared the weeds etc. and identified which edges of the path need attention. A discussion followed during which it was deemed appropriate to make good the path in a way that will mean there will not be a regular need for weeds and grass to be attended to. It was further agreed that the bench surrounding the tree next to the Chancel area be refurbished as the legs are rotten. The Clerk was tasked to investigate the practicalities of changing the existing 'kissing gate' to a barrier which is more friendly to users of wheelchairs and pushchairs/prams.
- f) Allotments – it was proposed by Cllr Kemshall and Seconded by Cllr Rose that quarterly reports should be forthcoming from the Chair of the Allotments going forward. This was agreed unanimously.
- g) A vote of thanks to the Clerk for her work over the summer was extended by Cllr Kemshall and Seconded by Cllr Silvester. This was agreed unanimously.
- h) The use of the Playing Field over the winter by Oldbury Park Under 14 Football Club was noted.
- i) Hallow School – Covid – 19 issues. Cllr Kemshall explained that as a Governor at Hallow Primary School, she had been made aware of the need for portable sinks (or similar) for children's hand washing on a regular basis during the school day. It was pointed out that the school currently has a situation where more than 60 children are sharing two sinks. It was proposed by Cllr Marson and Seconded by Cllr Rose that HPC source suitable apparatus to deal with this issue. This was agreed unanimously. The Clerk was tasked with sourcing this in liaison with the Headteacher up to the value of £800. This was Agreed. Cllr Kemshall abstained from the vote.

9. **Item for next Agenda** – the use of CIL and S.106 monies and engagement with Residents in order to define a suitable project. Councillors then went into Private Session for a discussion around arrangements for the Clerk's Annual Appraisal.

## 10. Schedule for the remainder of 2020/2021 fiscal year

October 13<sup>th</sup> ; November 10<sup>th</sup> ; December 8<sup>th</sup> January 12<sup>th</sup> ; February 9<sup>th</sup> ; March 4<sup>th</sup> 2021.

**Venue – HALLOW C of E PRIMARY SCHOOL** – unless otherwise dictated by the Covid-19 Crisis preventing the meetings in person in which case they will be held on a virtual platform.

This Meeting closed at 20.50hrs.