



# HALLOW PARISH COUNCIL

[hallowparishcouncil@gmail.com](mailto:hallowparishcouncil@gmail.com)

☎ 07973 395 961

**DRAFT** Minutes of the Annual Meeting of Hallow Parish Council held on Monday June 8<sup>th</sup> 2020 on the virtual platform known as 'Zoom'.

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

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

- 1. Apologies:** There were none.

**Cllr H. Kemshall 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 later item (9 (d) Parish Matters) relating to Hallow School

- 3. Public Question Time**

One Member of the Public was present who brought to the attention of Councillors, the fact that on the P.R.O.W. between the Playing Field and Cedar Cottages, the current height of the trees makes it difficult to walk underneath them.

The Clerk explained that this matter is already in hand.

- 4. Minutes of the last Meeting**

The Minutes had been previously circulated and it was proposed by Cllr Marson and Seconded by Cllr Rose that these be adopted as a true record. 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**

- NDP Report – It was proposed by Cllr Rose and Seconded by Cllr Silvester that Hallow Parish Council accepts the report produced on June 1<sup>st</sup> including the additional grant of £7,172.00 which has now been received.
- Cllr Kemshall described Regulation 14 and that it is now necessary to consult Parishioners in relation to the NDP content. They must be given the opportunity to comment. To this end, arrangements are in hand to ensure that all who wish to may comment via the NDP website and the HPC website or in writing if required. The consultation must run from June 15<sup>th</sup> until August 8<sup>th</sup>. The period is normally six weeks but MHDC have recommended eight weeks because of the current Covid-19 crisis. Cllr Kemshall proposed that Hallow Parish Council agrees the Regulation 14 draft version of the Hallow Neighbourhood Development Plan, and that Hallow PC will progress the Neighbourhood Development Plan through the Regulation 14 consultation. This was seconded by Cllr Rose and agreed unanimously.
- Cllr Kemshall described the extra work that would be generated for the Clerk and proposed that the Clerk be paid an extra 10 hours per month from June 1<sup>st</sup> to August 31<sup>st</sup> to accommodate this. The proposal was seconded by Cllr Silvester and agreed unanimously.
- The question of publicity about the Consultation was raised and after some discussion it was agreed that a budget of £500 be put in place which it is hoped will cover a newspaper insertion as the current



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Government Covid-19 restrictions do not allow for mass leafleting of the village. HK/LM. The Clerk was instructed to obtain a quotation from Worcester News.

## 6. Planning Applications

Councillors noted the recent approvals and refusal detailed in the Agenda.

## 7. Governance and Financial Matters

- a) Expenditure and Income during April and May (spreadsheet previously circulated. It was suggested that invoice numbers be added to payments.
- b) Bank Reconciliation (previously circulated) this was approved unanimously having been proposed by Cllr Rose and Seconded by Cllr Marson. Bank Statements to be signed at the first face to face meeting later this year (figi diem)
- c) It was proposed by Cllr Kemshall and Seconded by Cllr Silvester that Hallow Parish Council amend Standing Orders 2017 para 22 (b) to read:

“Subject to standing order 22 (a) above, any two councillors may sign, on behalf of the council, any deed required by law, *but one of the said councillors must be the Chair*, and the Proper Officer shall witness their signatures”.

## 8. Parish Matters

- a) A free inspection of the Play Area has been organised using the company – Playforce. Cllr Kemshall to report back on outcome.  
It was noted that the area has received attention from the current grass cutting contractor – RGS Ltd of Ombersley – which did not form part of the work done previously by Smart Cut who have not operated since early in March. The Clerk was instructed to write a letter to Smart Cut terminating their involvement with Hallow Parish Council.
- b) New sign next to the play area. This is 20 years out of date. It directs readers to Ronkswood Hospital which closed in 2001. The Clerk was directed to source a new sign and to share suggested wording with Councillors before placing an order.
- c) Scout Lease  
The various planned changes were communicated and it was agreed that the Clerk would communicate them to the solicitor dealing with the Lease.
  - i) Rent review – every five years with a maximum rise of 5% - proposed by Cllr Silvester and Seconded by Cllr Rose – agreed unanimously
  - ii) Allowing the Scout Hut to be used by other Hallow Organisations with the PRIOR permission of HPC. MS/LM – unanimously agreed. – unanimously agreed.
  - iii) Parking of cars during Scout events for at least 72 hours with PRIOR permission from HPC MS/HK – unanimously agreed.
  - iv) Lighting of fires – an integral part of Scouting activities and governed by legislation relating to same. HK/JR – unanimously agreed.
  - v) Letter of Intent if there is to be a delay in signing due to Covid-19 restrictions which appear to be holding up progress at Fields in Trust. HK/MS – unanimously agreed. – unanimously agreed.  
Clerk to obtain advice on this from solicitor so as to allow Scouts to apply for grant funding to make improvements to the Hut.
- d) Worcestershire Wildlife survey – update is in progress and the report will be brought to the next Meeting.



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## 9. Correspondence

- Letter from Parishioner about the Old Churchyard – a response (read aloud by the Clerk) has been drafted and will be sent via email on June 9<sup>th</sup> to the effect that there has been a Wildlife survey and HPC intentions going forward.
- Enforcement Notice – a comment to the Planning Inspectorate was read aloud by the Clerk and it was proposed by Cllr Kemshall and Seconded by Cllr Silvester that this be sent via email as an urgent matter on June 9<sup>th</sup> 2020.
- Thorngrove Poultry Farm – Cllr Kemshall described the request made by the Environment Agency to publicise the fact that the poultry farm owner has applied for permission to increase the size of the operation. The request was agreed.
- Cllr Kemshall described the fact that Hallow School has been forced to spend a good deal of money on PPE and such items as hand sanitiser since the start of the Covid-19 crisis and in addition, the school has not been able to host any gatherings that may attract a donation to their running costs. Cllr Silvester propose a donation by HPC of £200 (roughly equivalent to £1 per pupil) . and seconded by Cllr Rose. – unanimously agreed. Councillor Kemshall abstained.
- Work on HPC website to accommodate NDP Regulation 14. It was proposed by Cllr Kemshall and Seconded by Cllr Silvester that the website builder ‘Zest Solutions’ be employed to upload anything necessary for the Consultation. – unanimously agreed.

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

**July 14<sup>th</sup>**; August 11<sup>th</sup>; September 8<sup>th</sup> ; 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.

Chair \_\_\_\_\_