



## HALLOW PARISH COUNCIL

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Chair: Hazel Kemshall

Parish Clerk: Julia Hixson

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### Draft Minutes of the Parish Council meeting held on 14<sup>th</sup> April 2025

Present: Cllrs Kemshall (Chair), Sylvester, Shelton-Smith, Nall, Holmes, Walker, Ambury  
2 members of the public

**1. Apologies for Absence**

Cllrs Marson and Grange  
The Chair confirmed the meeting was quorate.

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

Cllr Ambury declared an interest in item 5 (6.3)

**3. Public Question Time**

No questions received.

**4. Minutes of the previous Parish Council meeting** March 10<sup>th</sup>. 2025 and 7<sup>th</sup> April 2025.

The minutes of 10<sup>th</sup> March were reviewed and approved, proposed by Cllr Ambury and seconded by Cllr Nall, all agreed.

The minutes of the extraordinary meeting(new Pavilion progress and planning) held 7<sup>th</sup> April were reviewed and approved, proposed by Cllr Shelton-Smith and seconded by Cllr Kemshall, all agreed.

**5. Planning Applications:**

**6.1 Planning Application Consultation M/25/00403/CLE Parkfield Barn, Parkfield Lane Hallow WR2 6PJ.**

Cllrs voiced concerns over 3 points, the lack of information provided in the application, proximity to the PROW and brook, and evidence to support continuous use over time. Cllrs agreed for the Chair to submit the 3 comments, proposed by Cllr Holmes, seconded by Cllr Kemshall and all agreed.

**6.2 Planning Application Consultation M/25/00344/HP Hallow ParkHallowWorcesterWR2 6PG**

No comment – all agreed.

**6.3 Planning Application Consultation M/25/00480/PIP Land At (Os 8162 5939)Moseley Road Hallow**

Cllr Ambury left the room at 7.18pm. Cllrs discussions included it being a greenfield site, an infill, outside the settlement boundary, the PIP submission contained no information (no roofline, no structure) for a proposed 5 house build and would the design meet the NDP design code, concerns about traffic access and parking. Positive comments included that it was in line with the road. Cllrs agreed to comment, proposed by Cllr Walker, seconded by Cllr Sylvester and all agreed. The Chair would submit comments in line with the above.

Cllr Ambury returned to the room at 7.22pm.

**6.4 Planning Application Consultation M/25/00478/HP Old Threshing BarnShoultonHallowWorcesterWR2 6PX**

No comment, all agreed.

**7. Governance and Financial Matters**

**7.1. Bank Reconciliation**

Cllrs accepted the bank reconciliation to 31<sup>st</sup> March 2025 as presented, noting it reconciles the bank statement to the council's records.

**7.2. BACS list for approval**

Cllrs checked and accepted the BACS list and invoices for March 2025 as presented.

**7.3. Examine and approve sections 1 and 2 of the 2024/25 Annual Governance Statement.**

The Chair outlined the AGAR requirement and process for the benefit of the new Cllrs. The 9 criteria for internal financial control were read out and affirmed. The conclusion of the internal audit was presented. The explanation of variances was explained.

- i. Approval of Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for the Financial Year to 31 March 2025 by resolution of the Cllrs was proposed by Cllr Ambury and seconded by Cllr Holmes, all agreed. The Chair duly signed
- ii. Approval of Annual Governance Statement (Section 2) of the Annual Governance and Accountability Return (AGAR) for the Financial Year to 31 March 2025 by resolution of the Cllrs was proposed by Cllr Ambury and seconded by Cllr Holmes, all agreed.

The AGAR sections were duly signed. AGAR would be submitted for external audit. The notice of Public Rights and Publication of unaudited annual governance and accountability return for the year ended 31<sup>st</sup> March 2025 would be publicised from 3<sup>rd</sup> June to 14<sup>th</sup> July 2025 on the web site and notice boards.

**7.4. To receive and approve Hallow Risk Assessment Policy April 2025 (required under Accounts and Audit Regulations 2015 and Part 1 AGAR)**

Cllrs discussed and agreed to approve the document subject to the addition of risk assessment of possible cost overrun of projects such as the new pavilion. Proposed by Cllr Ambury, seconded by Cllr Waker, all agreed.

**8. Parish Matters**

**8.1. Discuss and plan the Annual parish meeting**

The Chair explained the event for the benefit of new Cllrs. Plans were agreed as follows:

**Date:** 19<sup>th</sup> May at Hallow Church

**Focus:** sport, leisure, recreation for youngsters. Noted that organised sport and play is the safest place for youngsters to be, occupied and safeguarded.

**Representations** of local groups would be invited from: playgroup, school, sports, scouts etc. Presentation of the new pavilion plans.

**Responsibilities:** Chair – management. Clerk – projector and agenda, notices, some photos, certificates; Cllrs Nall and Walker to meet and greet; Cllr Holmes to make walking presentation board and invite tennis to provide a board of information and photos; Cllr Shelton-Smith to liaise with cricket and produce a presentation board of photos and info; Cllr Sylvester to provide presentation board on playground and repairs. Carol Sylvester kindly agreed to help with refreshments.

**8.2. New Pavilion updates**

Cllrs were updated on progress towards applying for S106 monies from MHDC, timescales for costing, and grant application by July 2025, and the focus on sustainability with regard to power provision. Cllrs asked to question the safety and functionality of having a glass frontage. Clerk to check and report back to Cllrs.

**8.3. Update on PROW and footpaths (deferred from March)**

Cllr Holmes reported on revised walking routes in the village, their upload to the existing or new website and in the Parish magazine, QR codes provided, and the lack of accessibility from the gate at the end of the path leading from the tennis club car park to the hall drive – clerk asked to make enquiries about removing.

**8.4. Crime prevention measures**

Cllrs were updated on actions taken by the school and by the PC following the recent attempted criminal action on Hollybank. Signage has been sourced and fixed by the clerk on picnic tables, playground, and back footpath entrances in time for easter holiday period.

**8.5. Consider request for funding for wildflowers (deferred from March)**

Cllrs discussed the proposal received for wildflower seed and plugs. It was decided to regretfully say no to the proposal for this season but to ask for a group of volunteers to be recruited to cultivate and prepare one or two small areas of ground on Hollybank and commit to ongoing maintenance before reviewing the purchase proposal next year. MHDC

biodiversity officer has offered to meet volunteers, formulate a working plan including selection of area and potential planting species. Volunteer leader to be approached to take on the project. .All agreed.

**8.6. Consider proposal to move to .gov emails and web site (deferred from February)**

A resolution to migrate to a .gov domain and emails was agreed subject to the clerk determining which of the 2 certified suppliers should be recommended and representing to council in May.

**8.7. Consider quotation for annual CCTV servicing 2025**

Cllrs consider it a necessary requirement to have the CCTV serviced. The clerk was tasked with checking and negotiating quotation. All agreed.

**To Note:**

- Maypole dancing will take place on the field 30<sup>th</sup> April 1-5pm. The cost of security for the car park which would be closed would be £ 200 approx. .Proposed by Cllr Ambury, seconded by Cllr Walker and all agreed.
- S106 monies. Cllrs were advised of the sum available to allocate towards the Pavilion project. It was agreed to submit an application asap to drawdown the full amount, proposed by Cllr Walker, seconded by Cllr Ambury and all agreed. Chair to make application.
- Date for Annual Parish Council meeting - agreed at 6.45pm on 6th May followed by ordinary Council meeting.

**8.8. Motion to move into private time**

Councillors discussed potential candidates for the annual certificates of appreciation by those who have made a significant contribution in time and help for the village over the past year.

Meeting closed 8.39pm.

