



# 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 February 8th 2021 on the virtual platform known as 'Zoom' at 18:58.

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

**In Attendance:** Cllr Dean Clark

**1. Apologies for Absence:** none

The chair reminded all present that Hallow Parish Council has amended the Standing Orders 2017 to enable virtual meetings as required from the date of the Annual Meeting (June 1<sup>st</sup> 2020) until further notice in accordance with Regulation (6) of the *Local Authorities 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 and applications for Councillor Dispensations subject to the Localism Act 2011.**

Cllr Rose declared an interest in 6(a), planning for Summer Lawns.

Cllr Sylvester declared an interest in Scout Hut.

Cllr Rose declared a connection to the Solar Farm discussions.

**3. Minutes of the Parish Council Meeting of the meeting of 10<sup>th</sup> January**

Minutes were accepted proposed HK, seconded MS.

**4. Public Question Time**

2 members of the public present.

Mrs Luff presented Scout hut refurbishment issues to the Council and answered questions raised by Cllrs. The Scouts have raised £30k and the lowest quote is £35k, and this does not include VAT. The Scouts are actively pursuing a third quote, and have checked suppliers and quality of work with other local Scout groups. Moving the heating tank and ongoing maintenance costs are budgeted for. The idea is to future proof the hut for a further 50 years. Mrs Luff confirmed that in line with the new lease the Hut will be available for use by community groups in Hallow only. The insulation was confirmed at 40mm. Two other grant applications have been refused. They are going to apply to District Scouts for additional funds.

Cllr Silvester asked a number of questions and clarified issues on behalf of the PC.

**5. Neighbourhood Development Plan Matters**

Proposal: Draft response circulated prior to the meeting which will be uploaded to Reg 16 comments portal, unanimously agreed.

**6. Planning Applications**

a) Planning applications received: Summer Lawns, Shoulton; 20/02034/FUL

Councillors commented that the roof line must not exceed that of neighbouring properties.

Councillors to provide further comments by Thursday.

b) Planning application: 1 Braithwaite Close, 20/01977/FUL, secure fencing Western Power

Wall constructed at the entrance to the development outside of the planning permission granted. This is retrospective application for the wall.

Councillor Comments: It is disappointing that the wall was initially constructed without planning permission and that no action has been taken to address this. The wall is entirely out of character with the surrounding area, where boundaries are entirely hedge and open wooden fencing. Permission for this should not be granted, with an alternative found that it more in keeping and is more appropriate for the design code.

c) Notices received after publication of agenda – none received.

d) Decision notices received after publication of agenda - none received.

e) Communication received from Grimley Parish Council regarding an assessment of the impact of the proposed solar farm on the boundaries of our parishes. They have asked if any financial support could be provided towards this assessment.

Councillors were concerned that this could be too soon, given that an application has not yet been submitted to MHDC. HPC noted that they have already committed to seeking independent planning advice on this matter should an application be submitted.



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Councillors agreed that we should seek further information about the nature of the proposed assessment.

## 7. Finance

a) Update on invoices and subscribe accounting system. Cllr Marson confirmed that Scribe has now been updated as far as possible and that outstanding invoices have been identified to a total of £11,037.39.

b) Update on banking-signatories and electronic banking access

**Proposal 1:** Cllr Marson actions the internet banking mandate countersigned by Cllr Rose; Proposed HK, Seconded MS, all agreed.

**Proposal 2:** that transfers are limited to 50k in anyone day. Proposed HK, Seconded MS, all agreed. A process for agreeing the payments is required, and payments can only be made in conformity with Section 4 of HPC Financial Regulations available on the parish council website under Finance: <https://www.hallowpc.co.uk> To ensure that no one councillor can authorise a bank payment on their own, a form will be used to gather electronic sign off from at least two councillors before the payment is made (this can include the person actioning the online payments). HK and LM will draft this form.

c) External audit notification and AGAR for 2020 accounts-feedback. Cllr Kemshall

Councillors should be aware of discussions with external auditors. The report is disappointing as there are some improvements required due to late submissions and lack of publication of certain information on the website. Unfortunately, this happened during the period of absence from the clerk. It is a shame as this does not reflect the early work of the clerk in preparing the accounts. 2020 accounts need to be published on the website.

d) Consideration of arrangements for internal audit and preparation of end of year accounts, to include **proposal** for appointment of internal auditor.

Proposal: David Hibbert be approached to complete the internal audit this year.

e) **Proposal** to engage the services of Lisa Stevens, Grimley PC Clerk for end of year preparation. HK proposes, MS seconds. All agreed.

HK to monitor hours to ensure these are in line with the 20 hours proposed, or approve an extension to these if needed.

## 8. Parish Matters

a) Dog fouling complaint and consideration of PC action-Cllr Rose

Councillors considered installation of dog litter bins. The costs is around £200 per dog litter bin, plus installation and emptying costs.

Councillors are not convinced that they reduce fouling, as they are only used by people who clean up anyway. Siting the bins is difficult. For now, we will monitor the situation and talk to other groups about whether other areas are recording persistent issues.

b) HPC **proposes** to action the recruitment of a Clerk. HK to action necessary steps.

HK proposed, JR seconded, all agreed.

c) Scout Hut improvement.

**Rationale:** The Scout Hut is in need of considerable refurbishment. The Scouts are approximately £5000 short and have had two recent grant applications refused. The additional monies would enable completion of the work and include appropriate and much needed insulation to the building. The terms of the lease allow for use of the building by other community groups in Hallow, and this would enable a greater community benefit if the refurbishment was completed to a high standard.

**Proposal** that: HPC contributes the CIL from Glynannis totalling £2,976.43 to the cost of refurbishment of the Scout Hut, and seek MHDC approval for spend of this Community Infrastructure Levy, subject to conditions below. Proposed HK, Seconded JR. All agreed. MS Abstained due to declared interest.

**Proposal** that HPC contributes an additional £2023.57 from PC reserves to the cost of refurbishment of the Scout Hut. Bringing total contribution to scout hut refurbishment to £5,000, subject to conditions below.

Proposed HK, Seconded JR. All agreed. MS Abstained

Conditions of grant funding:

- Funds will be released on commission of a contractor and can only be spent on refurbishment.



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- If you obtain any grant monies from any other source please notify us, we can then discuss whether our grant can or should be reduced, OR whether if it is to remain in place how that can be reasonably justified, and any required notification to MHDC regarding the CIL component.
- We will need a final quote, and copy of invoice(s) in due course, and any other material specified by MHDC subsequently in order to comply with the CIL audit of spend.

d) MS confirmed that he has met with the Tree surgeon who has done some work on the playing field. Work completed so far has been excellent. Proposing removal all of the lower branches from trees around the playing field, work quoted at £850. HK proposes, MS seconded. All agreed. MS to action this with the tree surgeon.

e) Playing area update. Handyman to carry out a jet wash of the floor and MS will then inspect to see if any further work is needed and report back at a future meeting. We would like to reopen before the Easter holidays. MS will also look at Hollybank, we will consider this against the wildlife report.

**Public Meeting closed at 20:50.**

**Meeting Schedule for the remainder of 2020/2021 fiscal year:** March 8<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.***