



**DRAFT** Minutes of a Meeting Held at Hallow School at 7 p.m. on  
Monday September 9<sup>th</sup> 2019

1. **Present:** Paul Hayes (Chairman); Hazel Kemshall (Vice Chairman); James Rose; Malcolm Silvester; Ian Lawrence; Lorna Marson
2. **There were no apologies for Absence**
3. **Co-Option – Mr J Butler**

Cllr Hayes explained that Mr J Butler no longer wished to be considered for co-option. Cllr Hayes then invited members of the public present to consider joining the Parish Council explaining that there were 5 vacancies. Cllr Hayes explained that Cllr Tunncliffe had recently resigned and thanked her for the contribution that she has made to the Parish Council.
4. **There were no Declarations of interest and applications for Councillor Dispensations subject to the Localism Act 2011**
5. **Public Question Time**

29 Members of the Public were present. The Chairman invited them to speak, but the decision was made collectively by them to address their questions to County Councillor Phil Grove when he arrived.
6. **Minutes of the Parish Council Meeting of July 15<sup>th</sup> 2019** - Approval of the Minutes previously circulated were agreed with a minor amendment to make it clear that Mr. M. Ganner is Chairman of the Allotment Users. The adoption of the Minutes was proposed by Cllr Kemshall and Seconded by Cllr Silvester. The Chairman duly signed the amended copy.
7. **Neighbourhood Development Plan**

Cllr Kemshall reported progress to date in relation to the N.D.P. Cllr Kemshall recommended an Extraordinary Meeting be held (possibly during October) on a date when the MHDC Officer David Clarke would be able to attend so that a discussion could allow the AECOM produced list of preferred sites to be refined. This would be a public meeting but Members of the Public would not be invited to participate. Cllr Kemshall reported that the first draft of Hallow Neighbourhood Development Plan should exist by November so that a formal public consultation can begin under Regulation 14 of the legislation which governs the N.D.P. process.

  - i) It was proposed by Cllr Hayes and Seconded by Cllr Marson that HPC accepts the NDP SG minutes of 22/07/19 and places on the website. Agreed Unanimously
  - ii) It was proposed by Cllr Kemshall and Seconded by Cllr Marson that HPC accepts the AECOM site assessment report. Agreed Unanimously.
  - iii) It was proposed by Cllr Marson and Seconded by Cllr Rose that HPC authorises further communication with developers and landowners where necessary for the purposes of clarification prior to running public events on sites. Agreed Unanimously.
  - iv) It was proposed by Cllr Lawrence and Seconded by Cllr Rose that HPC, via the NDP SG, explores the possibility and usefulness of preferred options for sites with MHDC and Kirkwells Consultants with a view to reporting back to HPC at the earliest opportunity. Agreed Unanimously.
  - v) It was proposed by Cllr Lawrence and Seconded by Cllr Marson that HPC resolves to hold an additional meeting if required to consider preferred options and the AECOM design code before the commencement of public information events. Agreed Unanimously. Date to be fixed in consultation with MHDC

## 8. Planning Applications

Number	Location	Applicant	Details
19/01077/OUT	Carey Villa, Main Road, Hallow	Mr David Marshman	Erection of dwelling on land adjacent to Carey Villa
Councillors agreed to support this Application and recognised that Permission had been gained in earlier years but had expired. The Clerk was instructed to respond to MHDC and include in the response, a concern that the proposed installation of a Zebra Crossing outside Hallow School may impact on access to the site.			
Number	Location	Applicant	Details
19/01240/FUL	3, Cedar Cottages, Main Road, Hallow	Mr Gavin Warr	Construction of 3 bedroom dwelling
Councillors expressed concern about the density issues in the Conservation Area which had been highlighted on the previous application. It was proposed by Cllr Marson and Seconded by Cllr Rose that HPC reiterate their previous response in relation to this when responding to MHDC Planning. Cllr Kemshall and Cllr Silvester ABSTAINED from the Vote. Clerk to action response MHDC.			
<b>Application which arrived after the publication of the Agenda</b>			
19/01151/HP	3, Poundpiece Cottages, Hallow	Mr Jonathon Neill	Erection of first floor extension
Councillors supported the application and felt that the design is in sympathy with the surroundings but felt that the proposed Dorma window at the front of the building should have a pitched roof rather than a flat roof. Cllr Hayes proposed that HPC support this application. This was Seconded by Cllr Lawrence. Agreed Unanimously. Clerk to action response to MHDC.			

## 9. Councillors Reports:

- 1) Allotments – Cllr Rose – no new matters
- 2) Playing Field (Charity Commission and Fields in Trust) – Cllr Hayes described the current discussions taking place with both organisations which had been circulated previously and the discussion recently undertaken by the Playing Field Committee in relation to various aspects of the Field use. The Playing Field is now back in use in full use as previously, including cricket, 2 football teams and a car boot sale held on the previous bank holiday.
- 3) Play Area Repairs – Cllr Hayes described the repairs that are currently underway and likely to be completed this week.
- 4) The Old Churchyard – Cllr Hayes described the work that has been done by the Probation Service in order to clear over growth of brambles etc. within the churchyard in order to make it a pleasant place for the public to visit.
- 5) The Village Green and new bench – Cllr Rose explained that the delay to the erection of the bench has been due to the Blacksmith who has been engaged to construct it relates to a delay with the galvanising process and that the scheduled date for the installation is now at the end of September, or beginning of October this year.

## 10. District Councillor and County Councillor Reports.

Members of the public addressed County Councillor Grove at some length on the subject of the proposed Zebra Crossing outside Hallow School. This included Residents who live in the immediate vicinity as well as those who live further afield.

Whilst it was agreed that the road is dangerous for children to cross, it was pointed out that this is only an issue at the start and end of school time during term-time. It was felt by the public that 24/7 lighting, for 365 days per year was not necessary.

During the ensuing discussion it was suggested that a Pelican Crossing would be preferable and safer compared to the Zebra crossing proposed by WCC. Cllr Hayes indicated that should the additional cost for a Pelican crossing be an issue, the Parish Council may be able to contribute funds. It was felt that more Public Consultation is necessary before the work to install the crossing begins. Cllr Grove gave his email so that any members of the public could contact him. This work is scheduled for the October Half Term Holiday.

Following the departure of Cllr Grove, Councillors agreed to attempt to arrange a Public Meeting in order that further questions can be addressed to Cllr Grove and to Transport Infrastructure Department of the County Council. Clerk will publicise the contact details for Cllr Grove on the Notice Board.

It was noted that in the past a 'Flyer' had been issued to all households four times a year for the benefit of those not using electronic communications and that this could still be of value.

Cllr Clarke was addressed by members of the public in relation to the 33 homes opposite Ladygo Stores which have been submitted via a planning application which is being determined by MHDC. He described the revised plans and drawings had been submitted last week following a meeting with the developers. Cllr Clarke reiterated that although the development has not yet received Planning Permission, it is expected that this will be approved by MHDC.

## 11. Governance and Financial Matters

- a) The Clerk reported the expenditure and receipts since the July Meeting and confirmed the bank balances at 31.08.2019 as Current Account: £58,966.35 and the Interest-bearing Account: £125,606.87. Payments during august 2019 are as follows:

8 September 2019 (2019 - 2020)

### Hallow Parish Council PAYMENTS LIST

Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
01/08/2019		Current account		Administrative Expenses	Clerk A. Stark	X	35.00	0.00	35.00
05/08/2019		Current account		Salary	Clerk A. Stark	X	332.10	0.00	332.10
05/08/2019		Current account	101110	Grass Cutting	Smart Cut	S	412.30	82.46	494.76
05/08/2019		Current account	101111	Handyman	J.Gwillam	X	124.07	0.00	124.07
05/08/2019		Current account	101112	Handyman	J.Gwillam	X	43.03	0.00	43.03
05/08/2019		Current account	101113	Repairs and Replacements	Ingenuity	X	99.62	0.00	99.62
06/08/2019		Current account	101114	Administrative Expenses	Society of Local Council	X	99.00	0.00	99.00
14/08/2019		Current account	101116	Administrative Expenses	Society of Local Council	X	19.80	0.00	19.80
18/08/2019		Current account	101120	Administrative Expenses	Clerk A. Stark	X	63.22	0.00	63.22
19/08/2019		Current account	101119	Professional Fees	BCF Fire Protection	Z	27.00	0.00	27.00
19/08/2019		Current account	101117	Room Hire	Hallow Parish Hall	Z	67.00	0.00	67.00
19/08/2019		Current account	101118	Handyman	James Basford	X	97.87	0.00	97.87
20/08/2019		Current account	101070	Repairs and Replacements	J & F Genever	S	20.00	4.00	24.00
24/08/2019		Current account	101123	Administrative Tools	Zest Virtual Solutions	X	300.00	0.00	300.00
31/08/2019		Current account	101122	Administrative Tools	M.B. HIGGINS	X	80.00	0.00	80.00
<b>Total</b>							<b>1,820.01</b>	<b>86.46</b>	<b>1,906.47</b>

The August Bank Statements were signed by the Chairman Cllr Hayes.

- b) Hallow Parish Council website. This is now operational and a link has been established on the e-services division of the Worcestershire County Council website 'My Parish'. Details of the address of the new website were communicated verbally and the Clerk undertook to place the website address : [www.hallowpc.co.uk](http://www.hallowpc.co.uk) onto the Notice Board along with Parish Council Chairman's contact details for Residents without access to the internet.

- a) It was proposed by Cllr Silvester and Seconded by Cllr Lawrence that HPC Adoption of HPC Standing Orders. The Clerk was instructed to edit the Model Financial Regulations supplied by the National Association of Local Councils (NALC) and bring the matter of their Adoption forward to the October Meeting.

## 12. Parish Matters

- a) It was Proposed by Cllr Hayes and Seconded by Cllr Kemshall that the matter of the Old Telephone Box be shelved for a period of six months, or until B.T. communicate their plans to remove it – whichever is the sooner.
- b) The Clerk informed Councillors that the likely cost of providing a new Parish Notice Board in the centre of the village is likely to be in the region of £1,000. It was Proposed by Cllr Kemshall and Seconded by Cllr Silvester that some firm costings be obtained and brought to the October Meeting.

- c) Items raised by Members of the public on July 15<sup>th</sup> - Planning Application by Hayfield Homes. This had been discussed at length with District Councillor Clarke. Cllr Hayes explained that the amended design submitted by Hayfield addressed all of the comments previously made by HPC. It was Proposed by Cllr Hayes and Seconded by Cllr Kemshall that Councillors make no further Comment. Agreed but Cllr Marson recorded her Abstention.
- d) Proposals received from WCC in relation to a zebra crossing. Cllr Hayes offered to try to arrange for a public meeting so that Residents could address both the County Council and the Traffic Infrastructure Manager. The formal Proposal was made by Cllr Hayes and Seconded by Cllr Lawrence and this was Agreed Unanimously.
- e) There were no other matters in need of consideration.

### **13. Correspondence**

- i) Communications from Hallow Village Community Group relating to the possible provision of adult exercise equipment on Holly Bank. It was noted that HVCG had offered administrative assistance with the Application of Grant Funding for this venture from Sport England. This will be dealt with by the Playing Field Committee.
- ii) To consider the PC's position in relation to the request to remove the existing highway across the village green. It was Proposed by Cllr Kemshall and Seconded by Cllr Marson that this matter be deferred for 12 months.

### **14. Items for Future Agendas**

- a) Use of S.106 Monies
- b) The creation of a Wild-Life Area on Parish Council owned land behind the Scout Hut. The be initially considered by the Playing Field Committee.
- c) Code of Conduct and Document Retention Policy

### **15. Meeting Schedule for the remainder of 2019/2020 fiscal year**

**October 14<sup>th</sup>; November 11<sup>th</sup>; December 9<sup>th</sup>; January 13<sup>th</sup> 2020; February 10<sup>th</sup>; March 9<sup>th</sup>;**

**Venue : Hallow School (unless otherwise publicised prior to any of these dates)**

**Each Meeting to begin at 7.00 p.m.**

**Members of the Public were respectfully asked to leave in order that Confidential Matters could be discussed.**

Signed \_\_\_\_\_  
Chairman 2019/2020