

**HOLT PARISH COUNCIL  
MINUTES OF THE MEETING HELD IN HOLT VILLAGE HALL  
AT 7.30 p.m. ON THURSDAY 15 JUNE 2023 IN HOLT VILLAGE HALL.**

**Present :- D. Pugh (Chairman), M. Taylor, S. Williams, C. Adams, C. Lightfoot (Clerk).**

**In Attendance:- County Councillor Mr S. Richardson-Brown, District Councillor Mr D. Clarke.**

**Absent:- J. Hill, C. John, J. Harper.**

<b>1.</b>	<b><u>Public Question Time.</u></b> There were no members of the public present and therefore no questions.	
<b>2.</b>	<b><u>To consider apologies and approve reasons for absence.</u></b>  The Clerk reported that apologies had been received from Parish Councillors Mrs C. John, Mrs J. Hill and Mr J. Harper. Parish Council approved the reasons for absence.	
<b>3.</b>	<b><u>Declarations of Interest.</u></b> <b>a) Register of Interests.</b> The Clerk reported that all Councillors had completed their Register of Interests except for Parish Councillor Mr J. Harper. Once all the documents have been received, she will submit them to MHDC. <b>b) Registration of Personal Interests.</b> There was no registration of Personal Interests. <b>c) Registration of Prejudicial Interests.</b> There was no registration of Prejudicial Interests. <b>d) Written requests for the Council to grant a dispensation.</b> There had been no written requests for dispensation.	
<b>4.</b>	<b><u>Presentation by Deb Abbots PSCO Martley and Tenbury Safer Neighbourhood Team.</u></b> PSCO Deb Abbots was not present at the Meeting and the Clerk reported that she had not received any apologies. The Clerk was asked to follow this up and reschedule for a future meeting of the Parish Council.	<b>CL</b>
<b>5.</b>	<b><u>Election of the Vice Chairman.</u></b> The Chairman invited nominations for the role of Vice Chairman to the Parish Council. Parish Councillor Mrs M. Taylor proposed Parish Councillor Mr S. Williams and this was seconded by Parish Councillor Mrs C. Adams and agreed unanimously by Parish Council. Parish Councillor Mr S. Williams accepted the role of Vice Chairman.	
<b>6.</b>	<b><u>Minutes.</u></b>  The minutes of the Annual and Open Meetings of Holt Parish Council held on 18 May 2023 were reviewed by Parish Council. Parish Councillor Mrs C. Adams proposed that the minutes were approved by Parish Council as a true record of the Meeting. This was seconded by Parish Councillor Mrs M. Taylor and unanimously agreed Parish Council. The Chairman signed the Minutes.	
<b>7.</b>	<b><u>County and District Councillor reports for information.</u></b>  County Councillor Mr S. Richardson-Brown reported that there had been no further updates on the mini roundabout. Parish Councillor Mr S. Williams raised the issue of the poor signage leading up to the mini roundabout and explained that he had contacted Highways on this issue. Parish Councillor Mrs C. John raised the issue of the flooding on Ockeridge Lane and the raised grate that had caused damage to several vehicles. She explained it had been raised numerous times with Highways but to date no action had been taken. County Councillor Mr S. Richardson-Brown said he would investigate the issue.	<b>SW</b>  <b>SRB</b>

	<p>District Councillor Mr D. Clarke reported that in his role as a District Councillor he was the Chair of the Northern Area Planning committee, Chair of the Scrutiny committee and sat on the Licensing committee and Planning Scrutiny group. There has been a significant shortage of planning officers which has resulted in delays in applications and lack of enforcement. District Councillor Mr D. Clarke highlighted that planning enforcement is bound by legal constraints and issues must be enforceable, reasonable and proportionate. District Councillor Mr D. Clarke offered to follow up any District Council queries on behalf of Parish Council.</p>	
<p><b>8.</b></p>	<p><b><u>Progress reports for information.</u></b></p> <p>a) Installation of new VAS – progress report. The Clerk reported that the VAS by the post office had been installed and was now fully operational. However, the pole for the VAS by the Red Lion was the wrong diameter and the current location was under a large tree. This created a problem as the canopy of the tree could interfere with the efficiency of the solar panels. Parish Councillor Mr S. Williams had contacted Tanya Crake of County Highways and asked for the pole to be replaced with one of the correct diameter away from the tree. A response had not yet been received.</p> <p>b) Replacement defibrillator purchase - update. The Clerk passed the new defibrillator to Parish Councillor Mrs C. Adams who said that she would arrange to install it in the phone box and check whether any child pads were required. The Clerk offered to contact Parish Councillor Mr J. Harper with a view to arranging some defibrillator training for the Parish.</p> <p>c) Highways issues – mini roundabout signage and drainage of Ockeridge Lane - update. These issues had been discussed under Agenda item 7. County and District Councillor reports.</p> <p>d) Footpath strimming Millennium Green – update. The Clerk reported that the Lengthsman is scheduled to complete this work.</p> <p>e) Village gate sign and gate cleaning – update. The Clerk reported that Simon Fletcher is scheduled to complete this work once the permit has come through from Highways.</p> <p>f) Bus shelter glass replacement – update. The Clerk reported that this work had been completed and the invoice paid.</p> <p>g) Village Hall Committee – appointment of Parish Council representatives – update. The Chairman reported that he had written to the Village Hall committee with regards to the fact that 2 members of Parish Council should sit on the committee. As a result of this Parish Councillors Mr J. Harper and Mrs C. John have now been appointed to the Village Hall committee. Mr Peter Winney has taken over as the treasurer of the village hall and the committee are currently looking into grant availability to refurbish/rebuild the village hall. A stall is planned for the Village Fete to obtain the views of Parishioners on the future of the hall.</p>	<p><b>SW</b></p> <p><b>CA</b> <b>CL</b></p>
<p><b>9.</b></p>	<p><b><u>Finance.</u></b></p> <p>a) To note the current bank balances. It was reported that the current account bank balance currently stood at £6,934.60 and the deposit account at £6,113.77 on 11 June 2023. The Clerk reported that a full bank reconciliation had been carried out on 11 June 2023.</p>	

b) To consider payments retrospectively.  
The following payments were approved by two members of Parish Council and made by bank transfer. These were agreed retrospectively by Parish Council.

28-May-23	Bank transfer	J and J Construction (Coronation bench)	590.00
31 May 2023	Bank transfer	London Hearts Replacement Defib	752.00
01 June 2023	Bank transfer	Zurich insurance	363.00
01 June 2023	Bank transfer	Elan City UK (VAS)	615.98
02 June 2023	Bank transfer	Elan City UK (VAS)	1000.00
03 June 2023	Bank transfer	Elan City UK (VAS)	1000.00
04 June 2023	Bank transfer	Elan City UK (VAS)	1000.00
05 June 2023	Bank transfer	Elan City UK (VAS)	1000.00
05 June 2023	Bank charges	Bank charges	8.00
06 June 2023	Bank transfer	Elan City UK (VAS)	1000.00
11 June 2023	Bank transfer	Top Cut Ltd (Grass cutting May)	168.00
11 June 2023	Bank transfer	Select Doors and Windows Worcester Ltd (bus shelter)	145.00

c) To review the payments against the budget.

Parish Council reviewed the payments against the budget and no issues were raised.

d) To review the current status of the audit.

The Clerk reported that Tony Stanley had completed the internal audit and the paperwork had been displayed as appropriate on the Parish noticeboard and website. The Certificate of Exemption had been submitted to the external auditor.

Tony Stanley had raised the issue of the Clerk's salary and asked who was responsible for paying NI and tax. The Clerk had explained that as she did not have a contract she had signed a declaration when accepting the position of Clerk that stated that she would be responsible for declaring her income to the Inland Revenue as part of her Self-Assessment. It was recommended by the Internal Auditor that this document should be resigned in the presence of Parish Council annually. The Clerk signed this declaration in the presence of Parish Council.

e) To review the current status of the bank mandate.

The Clerk reported that she had not had the opportunity to take the signed documentation into the HSBC in Worcester but would do so over the summer break.

## 10. Planning.

### a) Applications Pending.

To review the recommendations of Parish Council on current applications.

Application No.	Location	Details	Decision status
<u>M/23/00341/FUL</u>	Red Lion Witley Road Holt Heath Worcester WR6 6LX	Erection of 2 dwellings	Pending Decision (Recommend Approval)
<u>M/23/00417/LB</u>	Hollingshead Farm Holt Heath Worcester WR6 6TA	Repair cracks with an approved method (see survey), shorten wood lintel and replace with brick.	Pending Decision (Recommend Approval)

### b) Approvals/Refusals.

<u>M/22/01530/HP</u> <u>M/22/01531/LB</u>	Castle Cottage Holt Heath Worcester WR6 6NJ	Single storey extension and new dormer window	Approved
<u>M/22/01604/OUT</u>	Cherry Tree Cottage Holt Heath Worcester WR6 6NB	Outline application for one dwelling with all matters reserved except for access	Approved

	<p><b>c) Other Planning Issues.</b>  M/22/01375/HP Wishville, Ockeridge Lane, Holt Heath, WR6 6LY  Erection of proposed outbuilding to replace existing outbuildings (retrospective)  Appeal to Planning Inspectorate 14/03/2023 (APP/J1860/D/23/3317438)</p> <p>There have been no further updates on this appeal.</p>	
11.	<p><b><u>Correspondence for information.</u></b></p> <p>The Clerk reported that there were no matters to note.</p>	
12.	<p><b><u>Clerk's report on urgent decisions since the last meeting.</u></b></p> <p>The Clerk reported that there were no matters to note.</p>	
13.	<p><b><u>Councillor's reports and items for future agendas.</u></b></p> <ul style="list-style-type: none"> <li>Concern was again expressed by Parish Councillors in relation to vehicles from 1 The Heath parking on the pavement, verge. The Clerk agreed to raise this with PCSO Deb Abbots.</li> </ul>	<b>CL</b>
14.	<p><b><u>Date of Next Meeting.</u></b></p> <p>The next meeting of the Parish Council will be held on Thursday 17 August 2023.</p>	