

**HOLT PARISH COUNCIL
MINUTES OF THE MEETING HELD IN HOLT VILLAGE HALL
AT 7.30 p.m. ON THURSDAY 21 JULY 2022 IN HOLT VILLAGE HALL.**

Present :- D. Pugh (Chairman), C. Adams, C. John, J. Hill, J. Harper, C. Lightfoot (Clerk).

In Attendance:- District Councillor Mrs P. Cumming, Michelle Taylor, Eleanor Hedges, Stephen Williams.

Absent:- County Councillor Mr S. Richardson-Brown.

1.	<p><u>Public Question Time.</u> The Chairman welcomed the members of the public to the meeting. Mr Williams and Mrs Hedges explained that they were attending the meeting to view the operation of Parish Council as they had expressed an interest in the vacancies on Parish Council. Mr Williams asked the current status of the Red Lion planning application as he had noted that it had been sold STC with planning for 6 properties. The Chairman explained the status of the applications on the site; M/22/0205/FUL – Formation of 3 New Build Dwellings to the land at the rear of Red Lion public house – application withdrawn. and M/22/00204/FUL - Refurbishment works including new canopy to main entrance, over bay windows, external finishes and increasing car parking arrangements. First floor to create overnight accommodation for eight bedrooms with en-suites – application outstanding. Parish Council recommend approval. To date no further planning applications have been received.</p>	
2.	<p><u>To consider apologies and approve reasons for absence.</u> The Clerk reported that apologies had been received from County Councillor Mr S. Richardson-Brown who was away on holiday. Parish Council approved the reasons for absence.</p>	
3.	<p><u>Declarations of Interest.</u> a) Register of Interests. There were no changes to the Register of Interests. b) Registration of Personal Interests. Parish Councillor Mr J. Harper expressed an interest in planning application M/22/00907/FUL Land at (OS 8282 6267) Holt Heath – Change of use of land for siting of 3 holiday cabins. c) Registration of Prejudicial Interests. There was no registration of Prejudicial Interests. d) Written requests for the Council to grant a dispensation. There had been no written requests for dispensation.</p>	
4.	<p><u>Co-option process for the vacant positions on Parish Council.</u> The Chairman reported that an application had been received from Mrs Michelle Taylor for one vacant positions on Parish Council. It was unanimously agreed to co-opt Mrs Taylor onto Parish Council. Mrs Taylor signed the Declaration of Office in the presence of the Clerk in her position of a Proper Officer of the Council. The Clerk provided Mrs Taylor with a copy of the Code of Conduct. The Clerk further explained the requirement for Mrs Taylor to complete a Register of Interests and provided Mrs Taylor with the relevant paperwork to complete. The Chairman welcomed Mrs Taylor to Parish Council.</p>	MT CL

	<p>The Clerk reported that the closing date for applications for the remaining vacancy on Parish Council is 31 July 2022 and co-option of a new member of Parish Council will take place at the Meeting of Parish Council to be held on Thursday 18 August 2022.</p>	
5.	<p><u>Minutes.</u></p> <p>The minutes of the Annual and Open Meetings held on 19 May 2022 were reviewed by Parish Council. Parish Councillor Mrs J. Hill proposed that the minutes were approved by Parish Council as a true record of the Meetings. This was seconded by Parish Councillor Mrs C. John and unanimously agreed Parish Council.</p>	
6.	<p><u>County and District Councillor reports for information.</u></p> <p>a) County Councillor report. The Clerk reported that in the absence of County Councillor Mr S. Richardson-Brown there were no matters of note.</p> <p>b) District Councillor report. District Councillor Mrs P. Cumming gave a summary of the District Council activities. There were the following matters of note.</p> <ul style="list-style-type: none"> - <u>Ward boundary review.</u> Following the initial consultation period the new proposals involve amalgamating Baldwin and Woodbury ward into a larger 2 member ward of which Holt Parish would be part. This is currently out to consultation. Parish Council have elected not to send in further comments as their initial comments requested that Holt Parish remain in a ward with similar rural parishes (Shrawley, Little Witley and Astley). Under the new proposals this will be the case. - Planning. Due to delays in the SWDP the Planning Inspector has ruled that MHDC does not have a 5-year land supply. This is concerning as it could result in speculative planning applications. 	
7.	<p><u>Progress reports for information.</u></p> <p>a) Stolen defibrillator – update on insurance claim. The Clerk reported that the insurance claim has now been processed and £1678.99 received from the insurers. Parish Councillor Mrs C. Adams asked whether any contribution to the increase in insurance premium had been received from County Councillor Mr S. Richardson-Brown as previously agreed. The Clerk agreed to follow this up.</p> <p>b) Platinum Jubilee event – report. Parish Councillor Mrs J. Hill reported on the Platinum Jubilee event. It was felt the event was very successful with many positive comments received. A profit of approximately £1400.00 was made which will be put towards the purchase of a new PA system.</p> <p>c) Highways issues on Ockeridge Lane – update. Parish Councillor Mrs C. John reported that the drainage issues on Ockeridge Lane had been inspected and marked but to date no work had been carried out. The corner of the drain which has been causing tyre blowouts has been removed.</p>	CL
8.	<p><u>Volunteers for the following responsibilities on Parish Council.</u></p> <p>The Chairman explained that he would like members of Parish Council to take on responsibility for Parish Council activities and roles. These Councillors would then be responsible for reporting to full Council at Parish Council Meetings.</p> <ul style="list-style-type: none"> - <u>Planning.</u> 	DF

	<p>Responsibility for reviewing information and preparing reports for Parish Council to make informed decisions on applications.</p> <ul style="list-style-type: none"> - <u>Lengthsman and Footpaths Officer.</u> <p>Responsibility for managing the work undertaken by the Lengthsman and the Footpaths Officer and reclaiming monies under the County Council Lengthsman and P3 Footpaths schemes. The Clerk summarised the roles of the Lengthsman and the Footpaths Officer. Although we received grants for the work undertaken by the Lengthsman his role is limited within the Parish as he is unable to work on A roads or roads with derestricted speed limits. It was agreed that the Clerk would continue to instruct the Lengthsman on tasks which need undertaking around the Parish either under the Lengthsman scheme or the P3 Footpaths scheme.</p> <p>A discussion took place around the role of the Footpaths Officer. The Clerk was asked to clarify the responsibilities of this role. Parish Councillor Mrs J. Hill shared that she has a contact who may be interested in the role.</p> <ul style="list-style-type: none"> - <u>VAS machine.</u> <p>The Clerk explained the VAS is currently maintained by the Lengthsman, who has a schedule for moving the VAS regularly and charging the batteries. Parish Council felt that the VAS was effective in reminding motorists of the 30mph in the Parish although many motorists still fail to observe it. The Clerk highlighted that Parish Council needed refund the Lengthsman for the purchase of new padlocks as these had been replaced incorrectly resulting in the need to cut them off and purchase new ones. The Chairman raised the issue of the data on vehicle speeds and traffic volume recorded by the VAS. Following a discussion Parish Council felt it was not necessary to download or review this data on a regular basis. However, it was felt important that a member of Parish Council knew how to do this should the data be required. The Chairman agreed to talk to Peter Mobbs on this issue.</p> <ul style="list-style-type: none"> - <u>Defibrillator.</u> <p>Responsibility for carrying out weekly inspections of the defibrillator, reordering parts as required, ensuring the defibrillator is registered and arranging training on use. Parish Councillor Mrs C. Adams agreed to investigate providers for delivering defibrillator training within the Parish.</p> <ul style="list-style-type: none"> - <u>Website and Parish Magazine.</u> <p>Responsibility for updating the Parish website on a regular basis including publishing statutory information. Responsibility for providing a copy of the minutes and other information on Parish Council activities to the Parish magazine.</p> <ul style="list-style-type: none"> - <u>Village Hall Trustee.</u> <p>Responsibility for sitting on the Village Hall Trust.</p> <ul style="list-style-type: none"> - <u>Millennium Green Trustee.</u> <p>It was reported that there are sufficient trustees at present for the Millennium Green but Parish Council would be informed if any vacancies arise.</p>	<p>CL</p> <p>CL</p> <p>DF</p> <p>CA</p> <p>MT</p> <p>DF</p> <p>JH</p> <p>CJ</p> <p>JH</p>
<p>9.</p>	<p><u>Finance.</u></p> <p>a) To note the current bank balances.</p> <p>It was reported that the current account bank balance currently stood at £10,048.53 and the deposit account at £8,400.00. The Chairman explained that the £8,400.00 funds held in the deposit account belonged to the Village Hall committee as it was the remainder of a £10,000.00 Lottery grant applied for by Parish Council on behalf of the Village Hall to carry out refurbishment works. The funds had remained in the Parish Council deposit account during Covid and it was now felt appropriate to transfer them to the Village Hall committee. This motion was proposed by Parish Councillor Mr J. Harper and seconded by Parish Councillor Mrs C. John. This was unanimously agreed by Parish Council and the Clerk was asked to facilitate the transfer of monies.</p> <p>b) To consider payments retrospectively.</p> <p>The following payments were approved by two members of Parish Council and made by bank transfer. These were agreed retrospectively by Parish Council.</p>	<p>CL</p>

17	31 May 2022	Direct transfer	CALC training	36.00
18	31 May 2022	Direct transfer	Worcester CALC annual subs	39.60
19	01 June 2022	Direct transfer	RT Harrison (footpaths)	120.00
20	02 June 2022	Direct transfer	Top Cut Mowing Ltd	168.00
21	02 June 2022	Direct transfer	Mr WP Winney (stone for jubilee plaque)	127.20
22	05 June 2022	Bank charges	Monthly account fee	8.00
23	14 June 2022	Direct transfer	Mrs C Lightfoot (Clerks salary)	400.00
24	14 June 2022	Direct transfer	Mrs C Lightfoot (Clerks expenses)	59.99
25	15 June 2022	Direct transfer	Mr WP Winney (oak tree for jubilee)	441.71
26	16 June 2022	Direct transfer	BHIB Insurance Brokers (Insurance renewal)	628.92
27	06 July 2022	Bank charges	Monthly account fee	8.00
27	11 July 2022	Direct transfer	Mrs C Lightfoot (Clerks salary)	400.00
28	17 July 2022	Direct transfer	Top Cut Mowing Ltd	168.00

c) To review the current spend against budget (including income and expenditure for the Platinum Jubilee event.

A record of Parish Council income and expenditure together with the bank reconciliation had been circulated to all members of Parish Council prior to the Meeting. The Clerk summarised the income and expenditure for the benefit of all members of Parish Council.

A further income and expenditure report for the Platinum Jubilee event had been prepared. This was presented by the Clerk and reviewed by all members of Parish Council.

[Holt Parish Council Platinum Jubilee Income and Expenditure June 2022.](#)

Income			Expenditure		
Date	Source	Amount (£)	Date	Item	Amount (£)
16.3.2022	County Div. Funding	750.00	2.5.2022	Commemorative mugs	1504.20
4.7.2022	Mug refund	749.95	19.5.2022	Gazebo	750.00
			19.5.2022	Commemorative plaque	99.99
			2.6.2022	Plaque setting	106.00
			15.6.2022	Oak tree	395.66
Total income		£1499.95	Total spend		£2855.85
Total spend			£1355.90		

d) To report on the current status of the audit.

The Clerk reported that the internal audit had been completed and the Certificate of Exemption submitted to the external auditors. The audit had also been advertised on the Parish noticeboards and website in accordance with the statutory requirements. Confirmation had been received from the external auditor that the Certificate of Exemption had been received and the audit was finalised unless any issues were raised by parishioners. The Clerk explained that there should not be an audit fee this year as the annual turnover fell beneath the £25,000 threshold. It was proposed and agreed that the Chairman would purchase a gift of thanks for Mr Tony Stanley, who had carried out the internal audit.

10. **Planning.**

a) **Applications Pending.** To review the recommendations of Parish Council on current applications.

<u>M/22/00204/FUL</u>	Red Lion Witley Road Holt Heath WR6 6LX	Refurbishment works including new canopy to main entrance, over bay windows, external finishes and increasing car parking arrangements. First floor to create overnight	Pending Decision (Recommend Approval)
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		accommodation for eight bedrooms with ensuites.	
M/22/00951/FUL	Top Barn Business Centre Worcester Road Holt Heath	Extension to Unit 32 to mirror existing unit. Demolition of existing units to rear of Unit 32 to be replaced by single unit.	Pending Decision (Under discussion)
M/22/00907/FUL	Land At (OS 8282 6267) Holt Heath	Change of use of land for the siting of 3 holiday cabins.	Pending Decision (Under discussion)

A discussion took place on application [M/22/00951/FUL](#). Parish Council agreed to recommend approval of this application.

A discussion took place on application M/22/00907/FUL. Concerns were expressed by Parish Council over the access to the site which is over a private road jointly owned and maintained by the residents of Holt Castle Barns and the Harper family. Parish Council also commented on the unsightly state and contamination of the land at present. Following a vote Parish agreed to recommend approval of the application.

b) Approvals/Refusals.

M/22/00260/CLPU	Holt Fleet Hotel Holt Heath WR6 6NL	Application for Certificate of Lawfulness to increase the number of civil ceremonies to be held at the venue	Following discussion Parish Council recommended approval of this application.
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c) Any other planning issues.

There were no issues to note.

11. Correspondence for information.

The Clerk summarised the following correspondence.

a) 20s plenty.

The Clerk reported on an email she had circulated relating to a county wide proposal to reduce speed limits in rural villages to 20mph. The Chairman reported on a meeting he had attended on this issue. Whilst Parish Council are in favour of reducing the speed of vehicles in the Parish it was not felt that 20mph was a feasible proposal for Holt Parish.

b) Hazel Kemshall – Hallow Parish Council.

The Clerk reported on an email she had received from the Chair of Hallow Parish Council asking for Holt's position on the boundary review proposals. The Clerk was asked to respond stating that Holt wished to remain in a ward with similar sized rural parishes.

12. Clerk's report on urgent decisions since the last meeting.

a) Renewal of insurance cover.

	<p>The Clerk reported that the insurance cover had been renewed with the same provider as the second claim for the defibrillator was still outstanding at the time of renewal. The premium has increased from £366.46 (1 June 2021 renewal) to £628.92 (1 June 2022 renewal) due to the defibrillator claims.</p> <p>b) Update of bank mandate.</p> <p>The Clerk reminded all members of Parish Council that she required their dates of birth and date of moving to the village in order to update the bank mandate.</p>	AL
13.	<p><u>Councillor's reports and items for future agendas.</u></p> <p>a) Red Lion junction.</p> <p>The Clerk reported that the triangle that was damaged during the road traffic accident at Red Lion junction earlier in the year requires rotavating and reseeding. A quote has been received of £200.00 from Top Cut to carry out this work. The Clerk was asked to instruct Top Cut to carry out this task.</p> <p>b) Speed limit on Ockeridge Lane.</p> <p>Parish Councillor Mrs C. John questioned whether enquiries could be made with regard to imposing a 30mph speed limit on the top part of Ockeridge Lane where the road narrows. The Clerk agreed to make some enquiries as to the process involved.</p> <p>c) Litter bin at Cottage Stores and Post Office.</p> <p>Parish Councillor Mrs J. Hill questioned whether it would be possible to place a litter bin outside the Village Shop. Following a discussion it was felt that on the verge by the post box would be the most suitable location. The Clerk was asked to research costs of the bins. Parish Councillor Mrs J. Hill agreed to talk to the Village Shop proprietors about the proposal.</p>	CL CL CL JH
14.	<p><u>Date of Next Meeting.</u></p> <p>The next meeting of the Parish Council will be held on Thursday 18 August 2022 in Holt Village Hall. The Clerk gave her apologies for this meeting as she will be on holiday.</p>	