

**HOLT PARISH COUNCIL  
MINUTES OF THE MEETING HELD IN HOLT VILLAGE HALL  
AT 7.30 p.m. ON THURSDAY 16 FEBRUARY 2023 IN HOLT VILLAGE HALL.**

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

**In Attendance:- District Councillor Mrs P. Cumming.**

**Absent:- J. Harper, County Councillor Mr S. Richardson-Brown.**

<b>1.</b>	<p><b><u>Public Question Time.</u></b> The Meeting was attended by Dean Clarke, the District Councillor for Hallow ward. Mr Clarke introduced himself to Parish Council and explained he would be standing again as a candidate for Hallow ward (which will include Holt parish) in the May District Council elections.</p>
<b>2.</b>	<p><b><u>To consider apologies and approve reasons for absence.</u></b> The Clerk reported that apologies had been received from Parish Councillor Mr J. Harper and - County Councillor Mr S. Richardson-Brown. The Council approved the reasons for absence.</p>
<b>3.</b>	<p><b><u>Declarations of Interest.</u></b>  <b>a) Register of Interests.</b> There were no changes to the Register of Interests.  <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.</p>
<b>4.</b>	<p><b><u>Minutes.</u></b> The minutes of the Meeting of Holt Parish Council held on 19 January 2023 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 Meeting. This was seconded by Parish Councillor Mrs M. Taylor and unanimously agreed Parish Council. The Chairman signed the Minutes.</p>
<b>5.</b>	<p><b><u>County and District Councillor reports for information.</u></b> The Clerk reported that a report had not been received from County Councillor Mr S. Richardson-Brown. District Councillor Mrs P. Cumming reported the following matters of note:-  a) Planning. A new head of planning has been appointed and a working group has been set up to address some of the ongoing issues associated with the planning process such as reducing the time period applications take to be processed.  b) Police and Crime Commissioner. MHDC are facilitating a meeting between Parish Councils and the PCC to discuss issues of concern. Date to be advised.  c) Malvern Theatres. Malvern Theatres have received grant funding through the Levelling Up scheme for a refurbishment and expansion programme.  d) Natural network. Grant funding is available for biodiversity projects through the Natural Network Scheme run by WCC. 2 organisations in the Parish have already benefitted and District Councillor Mrs P. Cumming has contact details for further information.</p>

	<p>Parish Councillor Mrs J. Hill asked about the schedule of street cleaning. District Councillor Mrs P. Cumming said that she would look into it and clarify when Holt is next scheduled a visit.</p>	PC
6.	<p><b><u>Progress reports for information.</u></b></p> <p>a) New parish website and termination of Upper Bridge contract – update. Parish Councillor Mrs M. Taylor reported that the new website was now live. Once the contract with Upper Bridge expires the old website should no longer be in existence. Parish Councillor Mrs M. Taylor said she would look at linking the new website to Google so it comes up during searches. The Clerk was asked to design some posters for the Parish noticeboards and magazine advertising the new website.</p> <p>b) Traffic calming – discussion re meeting with the PCC and location of the new VAS. Parish Councillor Mr S. Williams reported that himself and the Chairman were due to meet with Tanya Crake of County Highways to discuss the location of the new poles for the solar powered VAS on the A443 on 1 March 2023. The Clerk reported that she had received the paperwork from WCC to apply for the £2000 grant funding pledged by County Councillor Mr S. Richardson-Brown towards the project. Parish Councillor Mr S. Williams further reported that the Deputy PCC and a representative from Highways would be attending the meeting of Holt Parish Council due to held on 16 March 2023. The Clerk was asked whether she could contact the Lengthsman to take down the old VAS so it could be examined to see whether it is worth repairing.</p> <p>c) Defibrillator training – progress report. The Chairman reported that the electrics had been restored to the defibrillator as it was just a tripped fuse that was causing the problem. A discussion took place with regard to the defibrillator training. The Chairman proposed that some training is organised and funded by Parish Council. This should be advertised in the Parish magazine and on the noticeboards in neighbouring parishes. Parish Councillor Mrs C. Adams asked whether the intention was still to purchase a new defibrillator with the insurance money to replace the defibrillator in the phone box which is nearing the end of it's life span. Parish Council felt that this would be a good route forward and training may be included in the purchase of a new defibrillator. The Clerk was asked to investigate this on behalf of Parish Council.</p> <p>d) Appointment of new Parish Footpaths Officer - update. Parish Councillor Mrs J. Hill reported that Mrs Sallie Hewitt had agreed to take on the role and completed all the relevant paperwork. She was now awaiting the training course run by WCC. Parish Councillor Mrs J. Hill suggested that Mrs Hewitt should attend a future meeting of the Parish Council to introduce herself.</p> <p>e) Highways issues – drainage on A443 - update. The Clerk reported that this had been reported to County Highways as concerns had been expressed that the culvert under the road was blocked causing water to back up in the fields.</p> <p>f) Christmas 2023 – confirmation of the date. The Clerk reported that the Salvation Army band and Droitwich Lions Father Christmas had been booked for Sunday 10 December 2023.</p>	<p>MT CL</p> <p>SW DP CL</p> <p>CL</p> <p>CL</p>
7.	<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 £7587.45 and the deposit account at £5,000 on 11 February 2023 when the bank reconciliation was carried out. The Clerk reported that the £8400.00 held in Parish Council bank accounts on behalf of the Village Hall had been transferred to Holt Village Hall.</p> <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.</p>	

30-Jan-23	Direct transfer	Holt Heath Village Hall	750.00
31-Jan-23	Direct transfer	Holt Heath Village Hall	750.00
1-Feb-23	Direct transfer	Holt Heath Village Hall	750.00
2-Feb-23	Direct transfer	Holt Heath Village Hall	750.00
3-Feb-23	Direct transfer	Holt Heath Village Hall	750.00
4-Feb-23	Direct transfer	Holt Heath Village Hall	750.00
5-Feb-23	Direct transfer	Holt Heath Village Hall	750.00
5-Feb-23	Bank charges	Monthly account fee	8.00
6-Feb-23	Direct transfer	Holt Heath Village Hall	750.00
7-Feb-23	Direct transfer	Holt Heath Village Hall	750.00
8-Feb-23	Direct transfer	Holt Heath Village Hall	750.00
9-Feb-23	Direct transfer	Holt Heath Village Hall	150.00
10-Feb-23	Direct transfer	Holt Heath Village Hall	750.00
11-Feb-23	Direct transfer	Top Cut Mowing Ltd	168.00
11-Feb-23	Direct transfer	Michelle Taylor (TaylorMadeMedia - website)	122.94
11-Feb-23	Direct transfer	Donation to Millennium Green for Christmas activities	25.00

c) To review the current spend against budget.

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. This was reviewed by Parish Council.

d) Status of the precept.

The Clerk reported that the precept information had been received and approved by Malvern Hills District Council.

e) Signing of the bank mandate.

The Clerk reported that the bank mandate had now been updated to include all parish councillors with the exception of Parish Councillor Mrs C. Adams and Parish Councillor Mrs M. Taylor as she had been missing some of their personal information to complete the paperwork. Parish Councillor Mrs C. Adams and Parish Councillor Mrs M. Taylor updated their personal information and the Clerk agreed to add them to the mandate.

## 8. **Planning.**

### a) **Applications Pending.**

To review the recommendations of Parish Council on current applications.

Application No.	Location	Details	Decision status
<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	Pending Decision (Recommend Approval)
<u>M/22/01379/HP</u>	6 Abberley View Holt Heath Worcester WR6 6BB	Replacement of existing conservatory roof and side panels with construction to match the existing house.	Pending Decision (Recommend Approval)
<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	Pending Decision (Recommend Approval)

### b) **Approvals/Refusals**

<u>M/22/01375/HP</u>	Wishville Ockeridge Lane Holt Heath Worcester WR6 6LY	Erection of proposed outbuilding to replace existing outbuildings (retrospective)	Refused
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### a) **Any other planning issues.**

There were no issues to report.

9.	<p><b><u>Correspondence for information.</u></b></p> <p>All correspondence of note had been circulated prior to the meeting.</p>	
10.	<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>	
11.	<p><b><u>Councillor's reports and items for future agendas.</u></b></p> <p>a) Parish Council elections. The Clerk reported that she had received the nomination packs from MHDC which had been circulated to all members of Parish Council. She stated that she would design some posters to advertise role of Parish Councillor on the Parish website and noticeboards. The Chairman asked that the electoral role be circulated to all members of Parish Council so that they could complete their application forms.</p> <p>b) Dog poo signs. Parish Councillor Mrs J. Hill reported that she had contacted Malvern Hills District Council who would supply dog poo signs free of charge. Parish Councillor Mrs J. Hill said that she would install these around the village and liaise with the Millennium Green committee with regards to replacing some of the worn-out signs on the Green.</p> <p>c) Wildflower area. The Clerk asked what was happening with regards to the wildflower area. The Clerk agreed to contact Mr Tim Brookes to see if any work needed to be undertaken on the site.</p> <p>d) Litter pick. Parish Councillor Mrs J. Hill reported that a litter pick had been planned for the last Sunday of February (26-2-2023) to coincide with the opening of the Millennium Green gates. All are welcome to attend.</p> <p>e) King's coronation. The Clerk asked that the King's coronation should be included on the agenda for the March meeting of Parish Council.</p>	<p><b>CL</b></p> <p><b>CL</b></p> <p><b>JH</b></p> <p><b>CL</b></p> <p><b>CL</b></p>
12.	<p><b><u>Date of Next Meeting.</u></b></p> <p>The next meeting of the Parish Council will be held on Thursday 16 March 2023.</p>	