

**HOLT PARISH COUNCIL
MINUTES OF THE MEETING HELD IN HOLT VILLAGE HALL
AT 7.30 p.m. ON THURSDAY 19 JANUARY 2023 IN HOLT VILLAGE HALL.**

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

In Attendance:- County Councillor Mr S. Richardson-Brown.

Absent:- District Councillor Mrs P. Cumming.

1.	<p><u>Public Question Time.</u> There were no members of the public present and therefore no questions.</p>	
2.	<p><u>To consider apologies and approve reasons for absence.</u> The Clerk reported that apologies had been received from District Councillor Mrs P. Cummings. The 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. There was no registration of Personal Interests. 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>Minutes.</u> The minutes of the Meeting of Holt Parish Council held on 17 November 2022 were reviewed by Parish Council. Parish Councillor Mr S. Williams 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>	
5.	<p><u>County and District Councillor reports for information.</u> County Councillor Mr S. Richardson-Brown asked if Parish Council had any issues for consideration. The Chairman spoke about the ongoing concerns in relation to speeding vehicles in the Parish and the fact that Parish Council need to replace or repair the VAS. County Councillor Mr S. Richardson-Brown pledged £2000.00 of his Divisional Fund to this project. The Chairman thanked County Councillor Mr S. Richardson-Brown who then left the meeting. District Councillor Mrs P. Cumming has submitted her monthly report prior to the meeting. This had been circulated to all members of the Council.</p>	
6.	<p><u>Progress reports for information.</u> a) Parish website and termination of Upper Bridge contract – progress report. The Clerk reported that she had given notice to Upper Bridge to terminate the contract for the Parish website on 23 April 2023. Parish Councillor Mrs M. Taylor reported on the progress of the new website which is almost ready to go live. Following a discussion it was decided that a new domain name would be registered for the new website. Parish Councillor Mrs M. Taylor was asked to source the new domain name to include Holt and Worcester/Worcestershire. The Clerk was asked to contact Upper Bridge to confirm that Parish Council were happy for the previous domain name to be allowed to lapse. b) Bank mandate – update. The Clerk reported that she had chased this up in branch and the paperwork had been lost so it is necessary to start the process from scratch again.</p>	<p>MT CL</p> <p>CL</p>

	<p>c) Christmas on the Green – event report. Parish Councillor Mrs J. Hill reported on the Christmas on the Green event held in December. The event had been very well received with many positive reviews of both the Grotto and the Salvation Army band. It was felt that more local advertising would have helped to increase footfall. The Clerk was asked to contact the Salvation Army and Droitwich Lions to book in dates for the event this year. First choice date 10 December, reserve date 3 December 2023.</p> <p>d) Traffic calming – discussion re letter to the PCC and the future of the VAS. The Clerk reported that she had not received an acknowledgement or response to the letter sent to the PCC on the issue of speeding in the Parish. Parish Councillor Mr S. Williams agreed to chase up this issue with the PCC on behalf of Parish Council. It was reported that the VAS had stopped working at the start of December. Following preliminary investigations it was felt that this was probably due to water damage. The manufacturer Westcotec will collect and investigate the issue for a cost of £39.50. However, Parish Council were concerned that the cost of repairing the unit could be significant. The Clerk reported that she had done some research into purchasing new solar powered Evolis VAS. However, it is not possible to move these and they require a larger pole as they are much taller and larger than the current VAS. They cost in the region of £2000. In order to provide adequate coverage it would be necessary to purchase 2 VAS to place at the entrance to the village in either direction on the A443. It is possible that some funning for this project could be sought from the PCC and County Councillor Mr Scott Richardson-Brown has already pledged £2000 towards the project. Following a discussion Parish Council agreed to proceed with the project to purchase 2 VAS signs for the A443. The Clerk was asked to contact the Highways Liaison Officer to confirm the location and arrange the installation of the new poles as a first step in the project.</p> <p>e) Drainage issues on Ockeridge Lane. Parish Councillor Mrs C. John reported that this had still not been addressed despite numerous referrals and the splash back from vehicles was now causing damage to the wall of her property. It was agreed that the Clerk would forward the details of the referral to Parish Councillor Mrs C. John to action independently of Parish Council.</p> <p>f) Footpath siding out pavement to Broomfields – progress report. The Clerk reported this had been completed by County Highways. Parish Councillor Mrs J. Hill asked whether Parish Council could purchase some dog poo signs to locate around the village and the Millennium Green. It was agreed that Parish Council and the Millennium Green committee would both contribute to the purchase of these. Parish Councillor Mrs J. Hill offered to research suppliers and prices.</p> <p>g) Holt Churchyard upkeep donation – update. The Chairman reported that a donation of £250.00 had been made to Holt Church as a contribution to the upkeep of the Churchyard. It was reported that the church had a small fund whereby welfare payments could be made to parishioners in need. Following a discussion it was felt that a poster on the website and parish noticeboards would be the most appropriate method of making residents aware of this fund.</p> <p>h) Defibrillator training – progress report. Parish Councillor Mrs C. Adams reported that there was an issue with the electricity to the telephone box where the defibrillator is located. The Chairman agreed to investigate the issue. A discussion took place in relation to the organising defibrillator training within the Parish. It was agreed that all members of Parish Council would investigate the available options and report back at the next meeting.</p>	<p>CL</p> <p>SW</p> <p>CL</p> <p>CL</p> <p>JH</p> <p>DP CL</p> <p>DP ALL</p>
7.	<p><u>Finance.</u></p> <p>a) To note the current bank balances. It was reported that the current account bank balance currently stood at £13636.39 and the deposit account at £8,400.00. It was agreed that the £8,400.00 that Parish Council have been holding in their deposit account on behalf of Holt Village Hall should be transferred to the Village Hall account. The Clerk explained that this would need to be done in instalments of £750.00 due to the online banking daily transaction limit. This was unanimously approved by Parish Council and the Clerk was asked to action this request.</p>	<p>CL</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.

06 December 2022	Bank charges	19.1.2023 7b	Monthly account fee	8.00
11 December 2022	Direct transfer	19.1.2023 7b	Droitwich Lions Christmas donation	200.00
11 December 2022	Direct transfer	19.1.2023 7b	Salvation Army Droitwich Christmas donation	200.00
19 December 2022	Direct transfer	19.1.2023 7b	Top Cut Mowing Ltd (hedge cutting and verge repair)	324.00
19 December 2022	Direct transfer	19.1.2023 7b	Top Cut Mowing Ltd	168.00
19 December 2022	Direct transfer	19.1.2023 7b	Holt Heath Village Hall	84.00
20 December 2022	Direct transfer	19.1.2023 7b	Mrs C Lightfoot (Clerk's salary)	400.00
20 December 2022	Direct transfer	19.1.2023 7b	Mrs C Lightfoot (Clerk's expenses)	15.05
21 December 2022	Direct transfer	19.1.2023 7b	Worcestershire CALC (training course)	72.00
30 December 2022	Direct transfer	19.1.2023 7b	Holt Parochial Church Council (Churchyard upkeep)	250.00
08 January 2023	Direct transfer	19.1.2023 7b	Top Cut Mowing Ltd	168.00
09 January 2023	Direct transfer	19.1.2023 7b	Mrs C Lightfoot (Clerk's salary)	400.00

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) To set the precept and the 5-year budget.

The Clerk reported that the precept information had been submitted to Malvern Hills District Council.

8. **Planning.**

a) **Applications Pending.**

To review the recommendations of Parish Council on current applications.

Application No.	Location	Details	Decision status
<u>M/22/01375/HP</u>	Wishville Ockeridge Lane Holt Heath Worcester WR6 6LY	Erection of proposed outbuilding to replace existing outbuildings (retrospective)	Pending Decision (Recommend Refusal)
<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/22/01258/FUL</u>	Top Barn Farm, University Of Worcester Lakeside Campus At Worcester Road Holt Heath Worcestershire WR6 6NH	Installation of an Activity Tower for use by University Students and the guests of the Activity Centre for the purposes of Climbing, Abseiling, Zip Wire and Trapeze Jump	Approved
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	<u>M/22/01474/FUL</u>	Storage Land at Ball Mill Bungalow, Main Road, Hallow	Proposed construction of workshop building (retrospective), construction of storage building (retrospective), construction timber storage building (retrospective), siting of container (retrospective) and the proposed construction of additional timber storage building.	Approved	
<p style="text-align: center;">a)Any other planning issues.</p> <p>There were no issues to report.</p>					
9.	<u>Correspondence for information.</u>				
<p>All correspondence of note had been circulated prior to the meeting.</p>					
10.	<u>Clerk’s report on urgent decisions since the last meeting.</u>				
<p>The Clerk reported that there were no matters to note.</p>					
11.	<u>Councillor’s reports and items for future agendas.</u>				CL
<p>Parish Councillor Mrs J. Hill reported that Mrs Sallie Hewitt had expressed an interest in the role of Parish Footpaths Officer. The Clerk said she would arrange for the relevant paperwork to be sent to Mrs Hewitt. It was agreed that a letter of thanks should be sent to Mr C Reading for the extensive work he carried out auditing the parish footpaths last year.</p>					
12.	<u>Date of Next Meeting.</u>				
<p>The next meeting of the Parish Council will be held on Thursday 16 February 2023.</p>					