

**HOLT PARISH COUNCIL
MINUTES OF THE MEETING HELD
IN HOLT VILLAGE HALL AT 7.30 p.m.
ON THURSDAY 20 APRIL 2017.**

Present :-

**P. Winney (Chairman)
J. Bowker (Vice Chairman)
P. Mobbs
G. Wotton
M. Troman
J. Harper
C. Lightfoot (Clerk)
District Councillor Mrs. P Cumming**

Absent:-

**J. Bowker (Vice Chairman)
County Councillor Mr P. Grove**

In Attendance:-

1.	PUBLIC QUESTION TIME There were no members of the public present and therefore no items to discuss.	
2.	DISCUSSION RE VACANCY FOR PARISH FOOTPATHS OFFICER The Chairman welcomed Mr Trevor Bourne to the Meeting who had expressed an interest in taking over the role of Parish Footpaths Officer. The Clerk gave a brief overview of the role of Parish Footpaths Officer. It was agreed that the Chairman would arrange a meeting between Mr Bourne and Mr Michael Tew, the current Parish Footpaths Officer, so he could learn more about the role. The Clerk agreed to contact WCC to enquire whether there was any training available for Parish Footpaths Officers.	PW CL
3.	TO CONSIDER APOLOGIES AND APPROVE REASONS FOR ABSENCE. The Clerk reported that apologies had been received from Parish Councillor Mr J. Bowker and County Councillor Mr P. Grove. Parish Council approved the reasons for absence.	
4.	DECLARATIONS OF INTEREST	

	<p>a) Register of Interests. There were no changes to the Register of Interests.</p> <p>b) Registration of Personal Interests. Parish Councillor Mr J. Harper registered an interest in Planning Application 17/00433/ADV Erection of 18 external signs, Lakeside campus, Worcester Road, WR6 6NH and Planning Application 17/0018 FUL Erection of proposed light industrial building (B1), Castle Farm, Holt Heath, WR6 6NJ.</p> <p>c) Registration of Prejudicial Interests. There was no registration of Prejudicial interests.</p> <p>d) Written requests for the Council to grant a dispensation. There had been no written requests for dispensation.</p>	
5.	<p>COUNTY AND DISTRICT COUNCILLOR REPORTS.</p> <p>The Clerk reported that County Councillor Mr P. Grove had contacted her prior to the Meeting on the following matters.</p> <p>a) Footpaths and dropped kerb at mini roundabout. The necessity for a further dropped kerb at the mini roundabout and the issue of siding out the footpath between the mini roundabout and the Holt Fleet had been inspected by Highways. This work was due to be carried out over the next couple of months.</p> <p>b) Drainage at Red Lion junction. Work has been carried out by Highways to address the drainage issues at Red Lion junction.</p> <p>District Councillor Mrs P. Cumming reported the following matters of note.</p> <p>a) Planning department. The merger between Malvern Hills and Wychaven District Councillors will commence shortly. This will provide savings in terms of staffing numbers.</p> <p>b) New Council House. Plans for a new Council House for Malvern Hills District Council are progressing. The building will house the tourist information centre providing further savings.</p>	
6.	<p>TO APPROVE THE MINUTES OF THE MEETING OF HOLT PARISH COUNCIL HELD ON 20 FEBRUARY 2017.</p> <p>The minutes of the Meeting of Holt Parish Council held on Thursday 20 March 2017 were approved by Parish Council and signed by the Chairman as a true record.</p>	

7.	<p>PROGRESS REPORTS</p> <p>a) Ockeridge Wood – update on activities. The Clerk reported that she had contacted MHDC with regards to the concerns that were raised in relation to Ockeridge Wood. As the burning of materials and abandoned cars were taking place on private land and were not a present causing a nuisance MHDC had informed the Clerk that there was no action which could be taken. Parish Council agreed to continue to monitor the situation.</p> <p>b) Recruitment of Lengthsman – update on progress. The Clerk reported that she was still trying to contact the individual who had been recommended for the Lengthsman role. She agreed to liaise with the Chairman on this issue.</p> <p>c) Attendance at June Meeting by John Frazer of County Highways - confirmation. The Clerk confirmed that John Frazer would be attending the June Meeting of Parish Council to discuss the road closures for the Velo Birmingham in September and other Highways issues.</p>	CL
8.	<p>PLANNING</p> <p>a) Applications Pending. <i>17/00132/LBC Proposed replacement windows, Rowe Farm, Ockeridge Lane (Recommend Approval).</i> <i>17/00433/ADV Erection of 18 external signs, Lakeside campus, Ockeridge Lane.</i> <i>This application was discussed at length by Parish Council and the plans reviewed. Concerns were expressed due to the size and frequency of the signs on the roadside. The Clerk was asked to respond saying that although Parish Council agreed with the application in principle the size and number of signs on the roadside should be reduced.</i></p> <p>b) Approvals/Refusals. <i>17/0018/FUL Erection of proposed light industrial (B1) building, Castle Farm, Holt Heat, WR6 6NJ (Approved).</i> <i>16/01677/FUL Proposed change of use from agricultural to mixed use and Use Class (D1) Education, Ball Mill Quarry (Approved).</i></p> <p>c) Other Planning issues. <i>APP/J1860/W/16/3160329</i> <i>15/00811/OUT Outline application for 24 dwellings, Field off School Lane (Refused)</i> It was reported that this application had been refused. The Clerk had previously circulated a copy of the Inspectorates decision which was available on the MHDC website.</p>	

<p>9.</p>	<p>FINANCE</p> <p>a) To note the current bank balances. It was confirmed that the Deposit Account stood at £ 3128.06p and the Current Account stood at £ 3341.61p.</p> <p>b) To consider payments made in accordance with the attached schedule. The following cheques were signed and the invoices initialled by two members of Parish Council:- Mr C Jones £192.00 (Cheque No. 1124) (Lengthsman – March 2017), Mrs C. Lightfoot £308.33 (Cheque No. 1123) (Clerk’s salary April 2017), Mrs C. Lightfoot £44.40 (Cheque No. 1124) (Clerk’s expenses April 2017), Worcestershire CALC £376.45 (Cheque No. 1125) (Annual subscription).</p> <p>c) To review the current spend against budget. Parish Council noted the actual spend against budget. The Clerk reported that the Transparency grant monies had now been received.</p> <p>d) To approve the Annual Governance Statement. The Annual Governance Statement was read by The Chairman. This was reviewed and approved by Parish Council. The approval was signed and minuted by the Chairman and the Clerk in her capacity as Responsible Finance Officer.</p> <p>e) To approve the Accounting Statements. The Accounting Statements and Annual Return were present by the Clerk in her capacity as Responsible Finance Officer. These were reviewed and approved by Parish Council. The approval was signed and minuted by the Chairman and the Clerk in her capacity as Responsible Finance Officer. It was agreed by Parish Council that the Accounts would be passed to Mr Tony Stanley in order for him to complete the annual internal audit.</p> <p>The issue of projects for next year was discussed by Parish Council. It was agreed that no further bulb planting was necessary. It was agreed that Parish Council would look into refurbishing / replacing the benches at the lay bye on the A443 and the School Lane as a project this year. The Clerk was asked to contact Mr Paul Goodman to arrange for the trees in the bus lay bye to be trimmed.</p> <p>Parish Council discussed the Clerk’s salary. It was agreed to increase the Clerk’s salary to £3930.00 per annum (the precepted amount) with affect from 1 April 2017.</p>	<p>CL</p> <p>CL</p>
<p>10.</p>	<p>CORRESPONDENCE FOR INFORMATION</p> <p>The Clerk reported all correspondence of note had been circulated prior to the Meeting.</p>	
<p>11.</p>	<p>CLERK’S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING</p> <p>a) Speed data. The Clerk reported that she had received the speed data from the</p>	

	<p>speed check that had been carried out by County Highways on the A4133. This data had been circulated to all members of Parish Council. This was discussed by Parish Council. It was felt that the figures were distorted due to the fact at times traffic was queuing in this location.</p>	
12.	<p>COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS</p> <p>a) Holt Churchyard Mowing. Parish Councillor Mr J. Harper raised the issue of mowing the extension to Holt Churchyard. The Chairman agreed to carry out further investigations on this issue.</p>	PW
13.	<p>DATE OF NEXT MEETING</p> <p>The date of the next Meeting of Parish Council was confirmed as Thursday, 18 May 2017. This will be the Annual and Open Meeting.</p>	