

**HOLT PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD  
IN HOLT VILLAGE HALL AT 7.30 p.m.  
ON THURSDAY 18 MAY 2017.**

**Present :-  
P. Winney  
J. Bowker  
P. Mobbs  
A. Blissett  
M. Troman  
G. Wotton  
J. Harper  
C. Lightfoot (Clerk)**

**Absent:-  
District Councillor Mrs Pam Cummings  
County Councillor Mr P. Grove  
Police Community Support Officer**

<b>1.</b>	<p><b>ELECTION OF THE CHAIRMAN AND SIGNING OF THE CHAIRMAN'S DECLARATION OF OFFICE.</b></p> <p>The Chairman thanked Parish Council for their hard work and support over the last 12 months and stepped down from his role. The Vice Chairman, Parish Councillor Mr J. Bowker, took the Chair. Parish Councillor Mr P. Mobbs nominated Parish Councillor Mr P. Winney for the role of Chairman. This was seconded by Vice Chairman Mr J. Bowker and unanimously agreed by Parish Council. Parish Councillor Mr P. Winney thanked Parish Council and retook the Chair. Under the direction of the Clerk Parish Councillor Mr P. Winney signed the Chairman's declaration of office.</p>	
<b>2.</b>	<p><b>TO CONSIDER APOLOGIES AND APPROVE REASONS FOR ABSENCE.</b></p> <p>The Clerk reported that apologies had been received from District Councillor Mrs Pam Cummings, County Councillor Mr P. Grove and the Police Community Support Officer. The Clerk reported that all had submitted annual reports for the Open Meeting.</p>	
<b>3.</b>	<p><b>ELECTION OF VICE CHAIRMAN.</b></p> <p>The Clerk asked for nominations for the position of Vice Chairman of Parish Council. Parish Councillor Mr A. Blissett proposed Parish Councillor Mr J. Bowker for the role. This was seconded by Parish Councillor Mr P. Mobbs. All Parish Councillors were in agreement.</p>	

5.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>a) <b>Register of Interests.</b> The Clerk reminded all Parish Councillors that they need to inform her of any changes to the Register of Interests. There were no changes at the present time.</p> <p>b) <b>Register of Personal Interests.</b> There was no registration of Personal interests for items on the agenda.</p> <p>c) <b>Register of Prejudicial Interests.</b> There was no registration of Prejudicial interests for items on the agenda.</p> <p>d) <b>Written requests for the Council to grant a dispensation.</b> There had been no written requests for dispensation.</p>	ALL
5.	<p><b>TO NOTE THE STANDING ORDERS.</b></p> <p>The Clerk confirmed that there had been no changes to the Standing Orders over the past 12 months. Parish Council noted the Standing Orders.</p>	
6.	<p><b>TO NOTE THE CODE OF CONDUCT.</b></p> <p>The Clerk confirmed that there had been no changes to the Code of Conduct over the past 12 months. Parish Council noted the Code of Conduct.</p>	
7.	<p><b>TO REVIEW THE COUNCIL'S FINANCIAL REGULATIONS, RISK ASSESSMENT AND INSURANCE REQUIREMENTS.</b></p> <p>The Clerk confirmed that the Financial Regulations had not changed over the past 12 months. Parish Council noted the Financial Regulations.</p> <p>The Clerk reported that she had updated the annual Risk Assessment for Parish Council and summarised the contents. The Chairman signed the Risk Assessment at.</p> <p>The Clerk summarised the insurance requirements of Parish Council and stated that she had update the assets register to include the Parish noticeboard, telephone kiosk and defibrillator. All were now included in the insurance schedule.</p>	
8.	<p><b>TO APPROVE THE MINUTES OF THE MEETING OF HOLT PARISH COUNCIL HELD ON 20 APRIL 2017.</b></p> <p>The minutes of the Meeting of Holt Parish Council held on 20 April 2017 were approved by Parish Council and signed by The Chairman as a true record.</p>	

<p>9.</p>	<p><b>TO CONSIDER MATTERS ARISING FROM THE PREVIOUS PARISH COUNCIL MINUTES.</b></p> <p>a) <b>Appointment of Parish Lengthsman.</b>  The Chairman reported that Mr Andrew Jobson had accepted the post of Lengthsman to the Parish. He confirmed that the paperwork had been completed and the Clerk was in the process of arranging a meeting with Chris Jones the previous lengthsman. The Clerk reported that she was chasing Gerry Brienza of County Highways to try and arrange training for Mr Jobson.</p> <p>b) <b>Appointment of Parish Footpaths Officer.</b>  The Clerk reported due to illness of the previous Parish Footpaths Officer she had been advised to apply for P3 money on the same basis as previous years to ensure funding was received. She had duly done so. The Clerk further reported that she had received paperwork for the new Parish Footpaths Officer to complete prior to receiving training at County Hall. The Chairman said he would liaise with Mr Trevor Bourne in relation to completing the paperwork and attending training. Concerns were expressed in relation to the state of some of the stiles in the Parish. The Clerk agreed to clarify whether this was covered under the P3 scheme or dealt with as a separate issue.</p> <p>c) <b>Project to refurbish Parish benches.</b>  The Chairman reported that he and Parish Councillor Mr P. Mobbs had inspected the two benches which potentially want replacing in the Parish (School Lane and bus layby. It was agreed that rather than replacing the entire bench it would be only be necessary to replace the wooden slats and clean the benches. The Chairman had spoken to Mr Andrew Jobson in relation to this job. Parish Council agreed to the replacement of the wooden part of the benches and it was suggested that the Clerk contact District Councillor Mrs P. Cumming to see if there was any divisional funding available for this project.</p>	<p>PW CL</p> <p>PW CL</p> <p>CL</p>
<p>10.</p>	<p><b>FINANCE</b></p> <p>a) <b>To note the current bank balances.</b>  It was confirmed that the Deposit Account stood at £8307.56p and the Current Account stood at £2796.88p. The Clerk confirmed that these balances were before the issuance of the cheques listed below.</p> <p>b) <b>To consider payments made in accordance with the attached schedule.</b>  The following cheques were approved and signed and the counterfoils and invoices initialled by 2 councillors; £186.17 (Cheque No. 1128) Upper Bridge Enterprises (website annual fee), £346.67 (Cheque No. 1129) Mrs C Lightfoot (Clerks salary including increase April 2017 and May 2017), £7.00 (Cheque No. 1130) Mrs C. Lightfoot (Clerks expen- stamps and stationary), £403.22 (Cheque No. 1131) Aon UK Ltd (Annual insurance renewal).</p> <p>c) <b>To review the actual spend against budget.</b>  Parish Council noted the actual spend against budget.</p>	

11.	<p><b>CORRESPONDENCE FOR INFORMATION</b></p> <p>The Clerk reported that all correspondence had been circulated prior the Meeting.</p>	
12.	<p><b>COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS.</b></p> <p>a) Churchyard spraying. Parish Councillor Mr J. Harper queried the spraying of the churchyard as he felt the grass was too long at the present time. The Chairman said he would clarify this with Mr T.A.E Brookes.</p> <p>b) John Frazer – County Highways. The Chairman reminded Parish Council that John Frazer of County Highways would be attending the next meeting of Parish Council.</p>	PW
13.	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next Meeting of Parish Council was confirmed as 15 June 2017.</p>	