

**HOLT PARISH COUNCIL  
MINUTES OF THE MEETING HELD IN HOLT VILLAGE HALL  
AT 7.30 p.m. ON THURSDAY 20 SEPTEMBER 2018**

**Present :- P. Winney (Chairman), P. Mobbs, A. Blissett, J. Harper. G. Wotton, C. Lightfoot (Clerk).**

**Absent:- J. Bowker (Vice Chairman),**

**In Attendance:- District Councillor Mrs. P Cumming, County Councillor Mr P. Grove, S. Jones (Parishioner), C. Johns (Parishioner), Anne Stark (Benefice Magazine).**

<b>1</b>	<p><b>Public Question Time.</b> The Chairman welcomed Parishioners Ms S. Jones and Ms C. Johns to the Meeting and explained the process of co-option which was due to take place later in the Meeting.</p> <p>The Chairman welcomed Ms Anne Stark to the Meeting. Ms Stark discussed the arrangements for the Armistice Day celebrations between the 3 parishes. In brief these consist of a church service at Hallow Church in the morning, afternoon tea at the Peace Hall Sinton Green and the lighting of a beacon on Holt Millennium Green at 7.00pm. The beacon is being organised by Holt Millennium Green Trust. The Parish Council agreed to organise gazebos on the Green and refreshments. It was further agreed that Parish Council would make a donation of £200.00 to cover the costs of the event with any surplus to be donated to the British Legion. The Chairman thanked Ms Stark for all her hard work on the project.</p>	<b>ALL</b>
<b>2</b>	<p><b>To consider apologies and approve reasons for absence.</b> There were no apologies.</p>	
	<p><b>DECLARATIONS OF INTEREST</b></p> <p><b>a) Register of Interests.</b> There were no changes to the Register of Interests.</p> <p><b>b) Registration of Personal Interests.</b> Parish Councillor Mr J. Harper registered an interest in planning application 18/0116/AGR Castle Farm irrigation pool.</p> <p><b>c) Registration of Prejudicial Interests.</b> There was no registration of Prejudicial interests.</p> <p><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>County and District Councillors reports for information.</u></b></p> <p><b>County Councillor Mr P. Grove</b> presented his County Council report and provided the Clerk with a copy to circulate to the members of Parish Council.</p> <p>County Councillor Mr P. Grove was asked to raise with Highways the issue of a stall that has appeared selling eggs in the gateway of Arnold's field on the approach to the mini roundabout from Holt Fleet. Parish Council felt this was extremely hazardous given the close proximity to the roundabout.</p> <p><b>District Councillor Mrs P. Cumming</b> reported the following matters of note:-</p> <p>a) Woodland Trust. The Woodland Trust will provide up to 400 tree saplings free of charge to schools.</p>	<b>PG</b>

	<p>b) Planning The 5 year land supply stood at 6-7 years in August. A review of the SWDP will take place in November. There has been a further call for sites and submissions are being made. Parish Council agreed to send a representative to this Meeting. District Councillor Mrs P. Cumming further highlighted a review of village boundaries which is being undertaken under the SWDP. The Clerk was asked to recirculate the email for Parish Councillors to review and comment on.</p> <p>c) Universal Credit. Universal Credit has now been rolled out and Parish Councillors were asked to direct any eligible parties to the website.</p> <p>d) Road sweeping. Parish Councillor Mr P. Mobbs asked about the frequency of road sweeping as he had concerns relating to the cleanliness of roads within the Parish. District Councillor Mrs P. Cumming agreed to investigate this.</p>	<p>ALL</p> <p>CL</p> <p>PC</p>
<p>5</p>	<p><b>TO APPROVE THE MINUTES OF THE ANNUAL AND OPEN MEETINGS OF HOLT PARISH COUNCIL HELD ON 20<sup>th</sup> AUGUST 2018.</b></p> <p>The minutes of Meeting of Holt Parish Council held on Monday 20 August 2018 were approved by Parish Council and signed by the Chairman as a true record.</p>	
<p>6</p>	<p><b>CO-OPTION OF NEW PARISH COUNCILLOR.</b></p> <p>The Chairman explained to Ms Jones and Ms Johns that a present there was one vacancy on Parish Council to be filled by co-option. As Ms Jones had been the first candidate to express an interest in the vacancy Parish Council had decided to co-opt Ms Jones to Parish Council. The Chairman further explained that elections were due to be held for Parish Council in May 2019 so Ms Johns would have the opportunity to apply to join Parish Council at this stage.</p> <p>The Clerk reported that she had circulated copies of the Code of Conduct and Standing Orders to Ms Jones prior to the Meeting. Ms Jones confirmed that she had read these and signed the Declaration of Office in the presence of the Clerk. The Clerk then explained she would provide MHDC with details of the co-option and then Ms Jones would be required to fill in a Declaration of interests form to be held on file at the District Council. The Chairman welcomed Ms Jones to the Parish Council.</p>	<p>CL</p>
<p>6</p>	<p><b>PROGRESS REPORTS</b></p> <p><b>a) Holt Churchyard project completion – progress report.</b> The Chairman reported that the churchyard work was now completed and the consecration was set for 4.00pm on Tuesday 9 October 2018. The Clerk agreed to produce some posters advertising the event. Parish Councillor Mrs G. Wotton agreed to send interested parties who had assisted with the project invitations to the event.</p> <p><b>b) Traffic concerns in the Parish – progress report.</b> The Chairman and Parish Councillor Mr P. Mobbs discussed the outcome of a site meeting held with County Highways to discuss the traffic concerns around the Parish. The following points were raised.</p> <p>i. Pathway to Broomfields. It is the responsibility of Broomfields to cut back the hedge and Highways will then cut back the vegetation to widen the footpath. The Chairman and Parish Councillor Mr P. Mobbs agreed to speak to Broomfields about the hedge.</p> <p>ii. School Lane footpath. County Councillor Mr P. Grove has agreed to supply the funding to cut back the vegetation and widen the footpath on School Lane. The Chairman agreed to speak to the Lengthsman about carrying out the siding out of the footpath.</p>	<p>CL GW</p> <p>PW</p> <p>PG PW</p>

	<p>iii. Community Speed volunteers. It is possible to train groups of 6 volunteers to operate speed cameras to log vehicle speeds in the Parish.</p> <p>iv. Speed activated signs. County Highways will supply and site the poles but it is the responsibility of Parish Council to purchase the signs (£2000-£3000). County Councillor Mr P. Grove reminded the Parish that they could apply for s106 money from neighbouring parishes as the traffic comes through Holt.</p> <p>v. Safer Roads Partnership. A meeting has been arranged with the Safer Roads Partnership and County Highways to walk around the village and discuss the safety of the roads and the issue of speeding vehicles. The safety of the mini roundabout is of concerns and there is a suggestion to have double white lines in the Parish to deter vehicles from overtaking.</p> <p>vi. Gully clearance. This is carried out on a two year cycle in the Parish. All Parish Councillors were asked to use the Worcestershire Hub to report Highways issues.</p> <p><b>c) Wildflower meadow – progress report.</b> The site has been cleared and should be seeded by the end of October. Mr Tim Brookes is advising on the project.</p> <p><b>d) Litter picks – progress report.</b> The Chairman agreed to look into the cost of the equipment. It was agreed that the picks should be held monthly on a Sunday morning starting in the Spring.</p> <p><b>e) World War 1 Beacon of light commemoration – progress report.</b> This was discussed under Agenda item 1 Public Question Time.</p> <p><b>f) Cleaning of Village Gates and Bus shelter.</b> The Chairman reported that he had received a quote of £360.00 to pressure wash the village gates and bus shelter. The Clerk reported she had received an email as part of the Lengthsman Scheme asking for information on which Parishes owned village gates. The Clerk agreed to ask whether the village gates were due to be included on Highways cleaning schedule before Parish Council went ahead with the pressure washing.</p>	<p><b>ALL</b></p> <p><b>PW</b></p> <p><b>CL</b></p>
<p><b>7</b></p>	<p><b>Planning</b></p> <p><b>a). Applications Pending.</b> <b>18/01113/FUL</b> Rowley Farm Ockeridge Lane Holt Heath Worcester WR6 6LY Extension to and conversion of existing farm building to one holiday-let unit and demolition of adjacent redundant pig pens. <i>(Recommend Approval)</i> <b>18/01116/AGR</b> Castle Farm, Holt Heath, WR6 6NJ. Proposed irrigation pool. <i>(Recommend Approval)</i>.</p> <p><b>b).Approvals/Refusals.</b> No matters to report.</p> <p><b>c) Other Planning issues.</b> None raised.</p>	
<p><b>8</b></p>	<p><b>Finance</b></p> <p><b>a. To note the current bank balances.</b> The Clerk reported that the current account balance was £1332.10 and the deposit account balance was £6102.54.</p>	

- b. To consider payments in accordance with the attached schedule.**  
The following retrospective payments were approved by Parish Council.

Date	Payee	Chq No.	Amount	Details
11 July 2018	Mrs C Lightfoot	1191	£327.50	Clerks salary July 2018
11 July 2018	Mrs C Lightfoot	1192	£327.50	Clerks salary August 2018
11 July 2018	Mr P Winney	1193	£333.45	Holt Churchyard
15 July 2018	Worcs CALC	1194	£20.00	GDPR training
9 August 2018	RT Harrison	1195	£240.00	Village maintenance
9 August 2018	Forest of Dean Stone Firms Ltd	1196	£1123.20	Mounting stone Holt Churchyard
8 September 2018	Holt Heath Village Hall	1197	£48.00	Village Hall Hire
8 September 2018	RT Harrison	1198	£120.00	General Village maintenance
8 September 2018	RT Harrison	1199	£123.60	Lengthsman
8 September 2018	Mrs C Lightfoot	1200	£327.50	Clerks Salary – Sept 2018
8 September 2018	Mrs C Lightfoot	1201	£10.00	Clerks expenses - Sept 2018

A further cheque for £200.00 (Cheque No. 1202) was raised and signed by 2 Councillors made payable to Hallow Parish Magazine as the contribution from Holt Parish Council to the Remembrance Day celebrations.

- c. To review the current spend against budget.**

The Council noted the information.

- d. To note the current status of the audit.**

The Clerk reported that the audit had now been signed off and she was awaiting the bill from the external auditors.

**9 Correspondence for Information.**

All correspondence of note had been circulated prior to the Meeting.

**10 Clerk's report on Urgent Decisions since the last Meeting**

No matters to report.

**11 Councillor's reports and items for future agendas.**

There were no matters to report.

**12 Date of Next Meeting**

The date of the next meeting was confirmed as Thursday 18<sup>th</sup> October 2018.