

**HOLT PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD
IN HOLT VILLAGE HALL AT 7.30 p.m.
ON THURSDAY 16 MAY 2019.**

Present :-

P. Winney (Vice Chairman)

P. Mobbs

J. Bowker

G. Wotton

J. Harper

C. John

C. Lightfoot (Clerk)

In Attendance:-

District Councillor Mrs Pam Cummings

Absent:-

County Councillor Mr P. Grove

1.	<p>WELCOME TO NEW COUNCILLORS AND SIGNING OF DECLARATION OF OFFICE.</p> <p>The Clerk took the Chair and welcomed the new Councillors to Parish Council. Under the Clerk's direction all Councillors present signed the Declaration of Office.</p>	
2.	<p>ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF CHAIRMAN'S OFFICE.</p> <p>The Clerk invited nominations for the post of Chairman of the Parish Clerk. Parish Councillor Mr J.Bowker proposed Parish Councillor Mr. P. Winney as Chairman of the Parish Council. This was seconded by Parish Councilor Mr P. Mobbs. This was unanimously agreed by Parish Council. Parish Councillor Mr P. Winney thanked Parish Council. Parish Councillor Mr P. Winney signed the Chairman's Declaration of Office and took the Chair.</p>	
3.	<p>TO CONSIDER APOLOGIES AND APPROVE REASONS FOR ABSENCE.</p> <p>The Clerk reported that apologies had been received from County Councillor Mr P. Grove who was bound by the rules of purdah until after the European elections. Parish Council approved the reasons for absence.</p>	

4.	<p>ELECTION OF VICE CHAIRMAN.</p> <p>The Clerk asked for nominations for the position of Vice Chairman of Parish Council. Parish Councillor Mr J. Bowker proposed Parish Councillor Mr P. Mobbs for the role. This was seconded by The Chairman. All Parish Councillors were in agreement.</p>	
5.	<p>DECLARATIONS OF INTEREST</p> <p>a) Register of Interests. The Clerk collected completed Register of Interests forms from all members of Parish Council and agreed she would submit these to MHDC. She further reminded all members of Parish Council that they needed to complete their electoral expenses if they had not already done so and pass them on to her so she could return them to MHDC. Parish Council noted the time scale for the submission of these documents.</p> <p>b) Register of Personal Interests. There was no registration of Personal interests for items on the agenda.</p> <p>c) Register of Prejudicial Interests. There was no registration of Prejudicial interests for items on the agenda.</p> <p>d) Written requests for the Council to grant a dispensation. There had been no written requests for dispensation.</p>	ALL
6.	<p>TO NOTE THE STANDING ORDERS.</p> <p>The Clerk confirmed there had been no changes to the Standing Orders. Parish Council noted the Standing Orders.</p>	
7.	<p>TO NOTE THE CODE OF CONDUCT.</p> <p>The Clerk confirmed there had been no changes to the Code of Conduct. Parish Council noted the Code of Conduct.</p>	
8.	<p>TO REVIEW THE COUNCIL'S FINANCIAL REGULATIONS, RISK ASSESSMENT AND INSURANCE REQUIREMENTS.</p> <p>The Clerk confirmed there were no changes to the Financial Regulations. Parish Council noted the Financial Regulations. The Clerk presented the Risk Assessment to Parish Council and summarised the contents. The Risk Assessment was approved by Parish Council and signed by the Chairman. The Clerk summarised the insurance requirements of Parish Council and presented the schedule for the insurance cover renewal. Parish Council approved the renewal of the insurance and the Clerk was asked to complete the necessary paperwork.</p>	CL

9.	<p>TO APPROVE THE MINUTES OF THE MEETING OF HOLT PARISH COUNCIL HELD ON 16 APRIL 2019.</p> <p>The minutes of the Meeting of Holt Parish Council held on 16 April 2019 were approved by Parish Council and signed by The Chairman as a true record.</p>	
10.	<p>TO CONSIDER MATTERS ARISING FROM PREVIOUS PARISH COUNCIL MEETING.</p> <p>a) Parking on Cherry Orchard and The Heath – current status. It was noted there had no further complaints on this issue and the problem appeared to have been alleviated with the longer summer opening hours at the Millennium Green.</p> <p>b) Village Hall refurbishment – update. The Chairman reported that there had been no further progress on this and they will still trying to locate the original trust documents.</p> <p>c) VAS project – update. It was agreed to forward this agenda item to the next meeting.</p> <p>d) P3 Scheme – report from the Clerk The Clerk reported that she had received the paperwork confirmed that the grant had been allocated for works carried out on the footpaths in 2019/20.</p> <p>e) Planning Application 19/00492/FUL Ball Mill Bungalow, Main Road, Hallow, WR2 6LS. Construction of storage shed on Brownfield site. This application was discussed in detail by Parish Council as there were a number of concerns in relation to the application. Parish Council did not feel that the application contained sufficient detail as there was no clarification of what the storage shed would be used for. Further concerns were expressed that the application contained 3 loading bays and parking for 12 cars suggesting the scale of the operation on the site could be extensive. District Councillor Mrs P. Cumming confirmed that the application would go to Committee for discussion at MHDC. She further reported that County Highways has agreed to look at the application in more detail and produce a second report as concerns had been expressed over the safety of the access to the site. The Clerk confirmed that a letter of objection had been sent on behalf of Parish Council and copies of this had been circulated to Parish Council.</p>	
11.	<p>FINANCE</p> <p>a) To note the current bank balances. It was confirmed that the Deposit Account stood at £7,233.03p and the Current Account stood at £5,261.86p. The Clerk confirmed that these balances were before the issuance of the cheques listed below.</p> <p>b) To consider payments made in accordance with the attached schedule.</p>	

	<p>The following cheques were approved and signed and the counterfoils and invoices initialled by 2 councillors; £428.47 (Cheque No. 1240) Worcester CALC (annual subscription), £359.89 (Cheque No. 1241) BHIB Ltd (annual insurance cover), £160.00 (Cheque No. 1242) Top Cut (grass cutting), £327.50 (Cheque No. 1243) Mrs C Lightfoot (Clerk's salary), £186.17 (Cheque No. 1242) Upper Bridge Ltd (Website fee).</p> <p>c) To review the actual spend against budget.</p> <p>Parish Council noted the actual spend against budget. The Clerk reported that the annual accounts were now with the internal auditor.</p>	
11.	<p>TO DISCUSS CO-OPTION PROCESS FOR OUTSTANDING COUNCILLOR VACANCY.</p> <p>The Clerk explained the co-option process for the outstanding Councillor vacancy. Parish Council agreed the vacancy should be advertised on all noticeboards in the Parish and on the website. Parish Councillors also agreed that they would speak to Parishioners who they thought may be interested.</p>	
12.	<p>CORRESPONDENCE FOR INFORMATION</p> <p>The Clerk read out a card of thanks from Kaz, Naz and Nick at Holt Post Office expressing their thanks for Parish Council's role in securing the future of the Post Office at Cottage Stores. The Clerk confirmed that she had circulated all other correspondence of note prior to the Meeting.</p>	
13.	<p>DATE OF NEXT MEETING</p> <p>The date of the next Meeting of Parish Council was confirmed as 20 June 2019.</p>	