

**HOLT PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD  
IN HOLT VILLAGE HALL AT 7.30 p.m.  
ON THURSDAY 19 MAY 2016.**

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

**In Attendance:-  
County Councillor Mr P. Grove**

**Absent:-  
District Councillor Mrs Pam Cummings**

<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. The Vice Chairman nominated Parish Councillor Mr P. Winney for the role of Chairman. This was seconded by Parish Councillor Mrs G. Wotton 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. Parish Council approved the reasons for absence. The Clerk reported that Parish Councillor Mrs P Cummings had submitted her annual report 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. The Chairman 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.</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 Risk Assessment to Parish Council and summarised the contents. The Clerk agreed to circulate the Risk Assessment to all members of Parish Council prior to agreeing and signing the Risk Assessment at the next Meeting.</p> <p>The Clerk summarised the insurance requirements of Parish Council and presented the schedule for the insurance cover renewal.</p>	
8.	<p><b>TO APPROVE THE MINUTES OF THE MEETING OF HOLT PARISH COUNCIL HELD ON 21 APRIL 2016.</b></p> <p>The minutes of the Meeting of Holt Parish Council held on 21 April 2016 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>BT telephone kiosk – status report.</b>  It was reported that work was due to begin on the electrics the following week. The Chairman further reported he had arranged a time to clean the box.  Parish Councillor Mr P. Mobbs reported that there was a possibility of obtaining a defibrillator free of charge from the Worcester Ambulance Service. Parish Councillor Mr P. Mobbs had therefore researched the box to house the defibrillator and identified a number of options. The best option was from the SAD charity. Parish Councillor reviewed the options presented by Parish Councillor Mr P. Mobbs and agreed to proceed with the purchase of the box from the SAD charity. Parish Councillor Mr P. Mobbs agreed to liaise with the Clerk over the purchase of the box.</p> <p>b) <b>Litter bin Top Barn lay bye – confirmation of funding.</b>  The Clerk reported that this had now been installed and agreed to circulate a photograph of the new bin amongst Parish Council. County Councillor Mr P. Grove asked the Clerk to inform him of the outstanding balance once the invoice had been received.</p> <p>c) <b>Village Hall fencing – progress report.</b>  The Chairman confirmed that this was due to be installed between 8-13 June 2016 and once this work had been completed the new noticeboard could be erected. The Chairman agreed to liaise separately with the Clerk regarding payment for the work done.</p> <p>d) <b>Renewal of Lengthsman Scheme for 2016/17.</b>  The Clerk reported that the Lengthsman Scheme had been renewed with the same conditions and budget of previous years. The Clerk confirmed that the necessary paperwork had been completed with the Lengthsman and Worcester County Council.</p>	<p>PM CL</p> <p>CL</p> <p>PW 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 £6262.63p and the Current Account stood at £2840.39p. Parish Council noted that the first half of the Precept had been received. 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; £168.00 (Cheque No. 1065) Mr C Jones (Lengthsman April 2016), £390.72 (Cheque No. 1066) Aon UK Ltd (Annual Insurance cover), £308.33 (Cheque No. 1067) Mrs C. Lightfoot (Clerks salary), £5.00 (Cheque No. 1068) Mrs C Lightfoot (Clerk’s expenses – May 2016), £90.00 (Cheque No. 1070) Mr P. Winney (tree cutting), £420.48 (Cheque No. 1071) Upper Bridge (website).</p> <p>c) <b>To review the actual spend against budget.</b>  Parish Council agreed the bank reconciliation and this was signed by the Chairman. Parish Council noted the actual spend against budget.</p>	

<p>11.</p>	<p><b>CORRESPONDENCE FOR INFORMATION</b></p> <p>Parish Council discussed the following correspondence of note:-</p> <p>MHDC Planning Services – details of consultation of Draft Local Enforcement Plan. The Clerk encouraged all members of Parish Council to view this document.</p> <p>MHDC Planning Services – details of available planning training. The Clerk highlighted the planning training timetable. Parish Councillor Mr P. Mobbs requested that the Clerk book him on the SWDP training on 13 June 2016 which the Clerk agreed to do.</p> <p>Hallow Scout Group – request for funding support. This was discussed by Parish Council and a decision was made to donate £100.00 to Hallow Scout Group. The Clerk was asked to raise a cheque.</p> <p>MHDC Planning Services – Request for Discretionary Rural Rate Relief – Cottage Stores. The application was discussed by Parish Council. A decision was made to support the application but Parish Council was not in the position to provide financial support. The Clerk was asked to respond indicating that Parish Council were in support of Option B (25% discretionary relief, no financial contribution).</p>	<p>CL</p> <p>CL</p> <p>CL</p>
<p>12.</p>	<p><b>COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS.</b></p> <p>a) Litter bin School Lane. Parish Councillor Mr A. Blissett reported he was in the process of installing the new litter bin in School Lane. He requested that the Clerk arrange for the removal of the base of the old litter bin. The Clerk agreed to contact Ron Evans of MHDC.</p> <p>b) Pathway to Broomfields. The issue of the overgrown vegetation on the footpath down to Broomfields was raised again. In addition the general state of the pavements and weeds around the Parish were raised. The Clerk was asked to report this to County Highways and also the Lengthsman.</p> <p>c) Church Burial Ground. The Chairman reported that the test pits have down been dug at the Burial Ground and these will need to be investigated by a geologist in the next few weeks. Parish Council agreed to pay the costs for the geologist should be in the region of £300.00 plus costs.</p>	<p>CL</p> <p>CL</p>
<p>13.</p>	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next Meeting of Parish Council was confirmed as 16 June 2016. The Chairman and Parish Councillor Mr J. Harper gave their apologies for the Meeting.</p>	