

**HOLT PARISH COUNCIL  
MINUTES OF THE MEETING HELD IN HOLT VILLAGE HALL  
AT 7.30 p.m. ON THURSDAY 21 MAY 2020 BY ZOOM**

**Present :- P. Winney (Chairman), P. Mobbs (Vice Chairman), G. Wotton, D. Pugh, J. Bowker, C. John, C. Lightfoot (Clerk).**

**In Attendance :- District Councillor Mrs. P Cumming.**

**Absent:- J. Harper, County Councillor Mr P. Grove.**

<b>1</b>	<p><b><u>Public Question Time.</u></b> There were no members of the public present and therefore no questions.</p>																																																				
<b>2</b>	<p><b><u>To consider apologies and approve reasons for absence.</u></b> The Clerk reported that no apologies had been received although County Councillor Mr P. Grove had been sending through regular WCC COVID-19 updates.</p>																																																				
<b>3.</b>	<p><b><u>Declarations of Interest.</u></b>  <b>a) Register of Interests.</b> There were no changes to the Register of Interests.  <b>b) Registration of Personal Interests.</b> There was no interest of Personal interests.  <b>c) Registration of Prejudicial Interests.</b> There was no registration of Prejudicial interests.  <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>Minutes.</u></b> The minutes of the Meeting of Holt Parish Council held on Thursday 20 February 2020 were approved by Parish Council and signed by the Chairman as a true record.</p>																																																				
<b>5.</b>	<p><b><u>Finance.</u></b></p> <p>a) To note the current bank balances. The Clerk reported that the current account balance was £8,666.91 and the deposit account balance was £8663.74. This was following the receipt of £10,000 grant funding from the Lottery Awards for All and the first half of the Precept.</p> <p>b) To consider payments retrospectively. The Clerk had previously circulated the list of retrospective payments made since 31 March 2020. These were approved by Parish Council.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;">3.4.2020</td> <td style="width: 20%;">Bank transfer</td> <td style="width: 60%;">Mr PWJ Winney (Coronavirus mailing)</td> <td style="width: 5%; text-align: right;">202.99</td> </tr> <tr> <td>4.4.2020</td> <td>Bank transfer</td> <td>Mr TAE Brookes (Christmas tree)</td> <td style="text-align: right;">780.00</td> </tr> <tr> <td>4.4.2020</td> <td>Bank transfer</td> <td>Top Cut Mowing services limited (February 2020)</td> <td style="text-align: right;">160.00</td> </tr> <tr> <td>6.4.2020</td> <td>Bank transfer</td> <td>CALC annual fee</td> <td style="text-align: right;">454.94</td> </tr> <tr> <td>10.4.2020</td> <td>Bank transfer</td> <td>Top Cut Mowing services limited (March 2020)</td> <td style="text-align: right;">160.00</td> </tr> <tr> <td>10.4.2020</td> <td>Bank transfer</td> <td>Mrs C Lightfoot (Clerk's salary)</td> <td style="text-align: right;">327.50</td> </tr> <tr> <td>17.4.2020</td> <td>Bank transfer</td> <td>Nicky Dupays (lottery grant Holt VH)</td> <td style="text-align: right;">690.00</td> </tr> <tr> <td>18.4.2020</td> <td>Bank transfer</td> <td>Nicky Dupays (lottery grant Holt VH)</td> <td style="text-align: right;">690.00</td> </tr> <tr> <td>2.5.2020</td> <td>Bank transfer</td> <td>Top Cut Mowing services limited (April 2020)</td> <td style="text-align: right;">160.00</td> </tr> <tr> <td>13.5.2020</td> <td>Bank transfer</td> <td>Mrs C Lightfoot (Clerk's salary)</td> <td style="text-align: right;">327.50</td> </tr> <tr> <td>13.5.2020</td> <td>Bank transfer</td> <td>Mrs C Lightfoot (Clerk's expenses)</td> <td style="text-align: right;">9.55</td> </tr> <tr> <td>13.5.2020</td> <td>Bank transfer</td> <td>Upper Bridge Enterprises (website)</td> <td style="text-align: right;">186.17</td> </tr> <tr> <td>25.5.2020</td> <td>Bank transfer</td> <td>BHIB Ltd Insurance renewal</td> <td style="text-align: right;">362.61</td> </tr> </tbody> </table> <p>The Clerk reported that all the payments had been made by bank transfer due to the current restrictions due to COVID-19. Approval of 2 members of Parish Council is sought</p>	3.4.2020	Bank transfer	Mr PWJ Winney (Coronavirus mailing)	202.99	4.4.2020	Bank transfer	Mr TAE Brookes (Christmas tree)	780.00	4.4.2020	Bank transfer	Top Cut Mowing services limited (February 2020)	160.00	6.4.2020	Bank transfer	CALC annual fee	454.94	10.4.2020	Bank transfer	Top Cut Mowing services limited (March 2020)	160.00	10.4.2020	Bank transfer	Mrs C Lightfoot (Clerk's salary)	327.50	17.4.2020	Bank transfer	Nicky Dupays (lottery grant Holt VH)	690.00	18.4.2020	Bank transfer	Nicky Dupays (lottery grant Holt VH)	690.00	2.5.2020	Bank transfer	Top Cut Mowing services limited (April 2020)	160.00	13.5.2020	Bank transfer	Mrs C Lightfoot (Clerk's salary)	327.50	13.5.2020	Bank transfer	Mrs C Lightfoot (Clerk's expenses)	9.55	13.5.2020	Bank transfer	Upper Bridge Enterprises (website)	186.17	25.5.2020	Bank transfer	BHIB Ltd Insurance renewal	362.61
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	<p>by email prior to a payment being made and a full audit trail of this approval and the bank transfer is retained with the invoice.</p> <p>The Clerk reported that the Financial Regulations had been updated to reflect that payments are now being made by bank transfer. These had been circulated to Parish Council prior to the Meeting. Parish Council approved the changes to the Financial Regulations.</p> <p>c) Presentation and Approval of Annual Accounts. The Annual Accounts documentation including the list of income and expenditure, bank reconciliation and annual return had been circulated to all members of Parish Council prior to the Meeting. These were approved by Parish Council.</p> <p>d) Signing of the Annual Return. The Chairman read out the Annual Governance Statement. This was approved by Parish Council and signed and dated and by the Chairman as a true record. The Chairman summarised the Accounting Statement for 2019/20. This was approved by Parish Council and signed and dated by the Chairman as a true record. The Clerk explained that as the gross income and expenditure had not exceeded £25,000 in the last financial year the Council was able to certify itself as exempt from the requirement to have a limited assurance review and submit the Annual Return to the external auditor. Instead the Council could complete a Certificate of Exemption once the internal audit had been completed and the relevant paperwork had been published on the Parish noticeboard and website. The Council agreed to certify itself as exempt and the Clerk was asked to contact the internal auditor and complete the Certificate of Exemption on behalf of Parish Council.</p>	CL
6.	<p><b><u>Planning.</u></b></p> <p>Applications Pending. To review the recommendations of Parish Council on current applications: 20/00517/HP Plum Tree Cottage, Main Road, Hallow, WR2 6LS.</p> <p>The Clerk reported that Parish Council had recommended refusal of this application for the following reasons.</p> <p>"At present Parish Council consider they must object to this application. The proposed development is not a replacement building as stated in the application. There is not currently a building on this site. Parish Council are also concerned about the scale of the application as there are no height dimensions specified. In addition it would appear that the footprint of the proposed building exceeds the footprint of the existing cottage. Parish Council would also like to clarify what the intended use of the development is. The size and scale of the development including the fact that it will have additional office space suggests that the development is for commercial use. Parish Council would advise that conditions are placed on the application that use of the building is restricted to domestic purposes. Parish Council would also like to highlight that the proposed development is within 250m of an old landfill site so the requirements of Worcester Regulatory Services must be adhered to."</p> <p>Parish Council discussed the application and it was agreed at present there was insufficient information on the intended use of the building for approval.</p>	
7.	<p><b><u>Any other business.</u></b></p> <p>District Councillor Mrs P. Cummings gave a short report on the activities of MHDC and how they are responding to the COVID-19 crisis in terms of supporting vulnerable people within the District and community initiatives like the Holt helpline.</p> <p>a) Rate relief grants. Rate relief grants of £10,000 are currently being paid to local businesses and community organisations who pay business rates (even if paying a nil return). The Chairman agreed to contact the Village Hall committee to see if they have taken advantage of this. Further details are available on the MHDC website.</p> <p>b) Shortfall in income.</p>	PW

	<p>MHDC are currently experiencing a shortfall in income due to the current suspension of parking charges and the closure of leisure and tourism facilities.</p> <p>c) Planning Enforcement.</p> <p>Delays are being experienced across the ward in relation to the planning enforcement. Parish Council noted there were still concern in relation to the activities taking place at Ball Mill Bungalow (Planning Application 19/00492/FUL) which had not been addressed by enforcement.</p>	
<p><b>13</b></p>	<p><b>Date of Next Meeting</b></p> <p>At present there are no further meetings of Holt Parish Council scheduled until 17 September 2020 due to the current lockdown. However, the situation will be reviewed by the Chairman and the Clerk should additional meetings be required.</p>	