

**HOLT PARISH COUNCIL  
MINUTES OF THE MEETING HELD  
IN HOLT VILLAGE HALL AT 7.30 p.m.  
ON THURSDAY 21 APRIL 2016.**

**Present :-**

**P. Winney (Chairman)  
A. Blissett  
M.Troman  
P. Mobbs  
G. Wotton  
C. Lightfoot (Clerk)**

**In Attendance:-**

**District Councilor Mrs P. Cumming**

**Absent:-**

**J. Bowker (Vice Chairman)  
J. Harper  
County Councillor Mr P. Grove**

<b>1.</b>	<p><b>PUBLIC QUESTION TIME</b></p> <p>There were no members of the public present and therefore no questions.</p>	
<b>2.</b>	<p><b>TO CONSIDER APOLOGIES AND APPROVE REASONS FOR ABSENCE.</b></p> <p>The Chairman reported that apologies had been received from Parish Councillors Mr J. Bowker and Mr J. Harper and County Councillor Mr P. Grove. Parish Council approved the reasons for absence.</p>	
<b>3.</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>a) Register of Interests. There were no changes to the Register of Interests.</p> <p>b) Registration of Personal Interests. Parish Councillor Mr J. Harper declared an interest in planning applications 15/01731/FUL Change of use from HGV Service Centre to a non-residential day care for adults who have learning disabilities. Unit 7, Top Barn Business Centre, Holt Heath and Appeal No. (APP/J1860/W/15/3138717) Land adjacent to Millennium Green, Holt Heath. Parish Councillors Mr A. Blissett, Mr P. Winney and Mr M. Troman registered an interest in planning application Appeal No. (APP/J1860/W/15/3138717) Land adjacent to Millennium Green, Holt</p>	

	<p>Heath. Parish Councillor Mr M. Troman registered an interest in planning application 16/00180/FUL Construction of a stable block and lock up store, land at The Paddocks, Ockeridge, WR6 6YR.</p> <p>c) Registration of Prejudicial Interests. There was no registration of Prejudicial interests.</p> <p>d) Written requests for the Council to grant a dispensation. There had been no written requests for dispensation.</p>	
4.	<p><b>COUNTY AND DISTRICT COUNCILLOR REPORTS.</b></p> <p>District Councillor Mrs P. Cumming reported that she had no matters of note to discuss. The Clerk reported that there were no matters of note for discussion from County Councillor Mr P. Grove.</p>	
5.	<p><b>TO APPROVE THE MINUTES OF THE MEETING OF HOLT PARISH COUNCIL HELD ON 17 MARCH 2016.</b></p> <p>The minutes of the Meeting of Holt Parish Council held on 17 March 2016 were approved by Parish Council and signed by the Chairman as a true record.</p>	
6.	<p><b>PROGRESS REPORTS</b></p> <p>a) BT Telephone Kiosk defibrillator project – progress report. After a discussion by Parish Council a decision was made to paint the telephone kiosk green. The Chairman reported that a quote for £160.00 plus VAT had been received from JP Massey to carry out the necessary electric works. This was approved by Parish Council and the Chairman was asked to arrange for the work to be carried out. A further quote of £84.00 plus VAT had been received for the signs from . This was again approved by Parish Council. It was agreed that the next step was to get the box cleaned and painted over the summer months.</p> <p>b) Highways – status of carriageway on A4133 in vicinity of mini roundabout. Parish Council noted that the large hole in the vicinity of the mini roundabout had been filled. All Councillors were asked to be vigilant of further road issues in this location.</p> <p>c) Parish Burial Ground – progress report. The Chairman reported that MHDC Planning are still in correspondence with the Environment Agency and are hopeful a resolution will be reached.</p> <p>d) Installation of litter bin in A443 lay bye opposite Top Barn Farm – update on funding. The Clerk reported that the litter bin for the lay-bye opposite Top Barn was on order and installation would be carried out by MHDC. The Clerk further reported that funding had been received from District Councillor Mrs P. Cumming towards this project and she needed to seek clarification of the outstanding balance which was due to be received from County Councillor Mr P. Grove.</p>	<p>PM PW</p> <p>CL</p>

	<p>Parish Councillor Mr A. Blissett reported he still had to install the litter bin on School Lane and he was waiting for the weather to improve.</p> <p>e) Topping of trees in School Lane – progress report. The Chairman reported that he had spoken to Parish Councillor Mr J. Harper and the work was due to be carried out on 8 May 2016 or 15 May 2016 weather depending.</p> <p>f) Siding out of footpath on A443 to Broomfields – progress report. The Clerk reported that she had received confirmation from Worcester Highways that this work would be carried out.</p> <p>g) New residents letter – update. The Clerk confirmed that all Parish Councillor’s had now received an updated copy of the New Resident’s letter.</p> <p>h) Fencing outside Village Hall – progress report. The Chairman reported that a number of quotes had been obtained for both the repair and replacement of the fencing outside the Village Hall. The most competitive quote was for £2079.00 plus VAT for the supply and installation of fencing from Cotswold Iron. The Village Hall had agreed to contribute £1400.00 to the cost of the new fencing. After discussion Parish Council agreed to progress the project and order the fencing. It was noted that Parish Council would be able to reclaim the VAT on this project. The Chairman further reported that the new Parish Noticeboard had been delivered. It was agreed that this would be installed after the fencing.</p>	<p>AB</p> <p>PW</p>
<p>7.</p>	<p><b>PLANNING</b></p> <p>a) Applications Pending. <i>15/00811/OUT Outline application for 24 dwellings, Field off School Lane (Recommend Refusal)</i> The Clerk reported that nothing further had been heard on this application. <i>Appeal No. APP/J1860/W/15/3138717 Outline application with all matters reserved, for a proposed residential development of up to 40 dwellings, including 40% affordable dwellings. Land Adjacent to the Millennium Green, Holt Heath. (Recommend Refusal).</i> The Clerk reported that nothing further had been heard on this application. <i>15/01731/FUL Change of use from HGV Service Centre to a non-residential day care for adults who have learning disabilities. Unit 7, Top Barn Business Centre, Worcester Road, Holt Heath. (Recommend Approval).</i> The Clerk reported that nothing further had been heard on this application. <i>16/00497/FUL Proposed erection of a single dwelling, Tweenways, Holt Heath, Worcester (Being circulated).</i> This application was discussed by Parish Council. It was felt the application was appropriate for the site in terms of scale and the fact it was a bungalow. Parish Council recommended approval of the application and the Clerk was asked to report back to Planning the decision taken.</p> <p>b) Approvals/Refusals. <i>16/00180/FUL Construction of stable block and lock up store, Land at The Paddocks, Ockeridge, Wichenford, WR6 6YR (Approved).</i></p> <p>c) Other Planning issues. District Councillor Mrs P. Cummings reported on Planning Appeal</p>	<p>CL</p>

	APP/J1860/D/16/3144087 2 Woodbury Park, Holt Heath, WR6 6NT which had been dismissed.	
8.	<p><b>FINANCE</b></p> <p>a) To note the current bank balances. It was confirmed that the Deposit Account stood at £2693.13p and the Current Account stood at £2,013.76p. 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. The following cheques were signed and the invoices initialled by two members of Parish Council:- Signs of Cheshire (Cheque No. 1058) £1260.00 (Parish noticeboard balancing payment – retrospective approval), Worcestershire CALC (Cheque No. 1059) £330.04 (CALC Annual Membership), Worcestershire CALC (Cheque No. 1060) £30.00 (CALC training), Mr C. Jones £228.00 (Cheque No. 1061) (Lengthsman – March 2016), Mrs C. Lightfoot £308.33 (Cheque No. 1062) (Clerk’s salary – April 2016, Mrs C. Lightfoot £5.00 (Cheque No. 1063) (Clerk’s expenses – April 2016).</p> <p>c) To review the current spend against budget. Parish Council noted the actual spend against budget.</p> <p>d) To approve the Financial Summary and Annual Return for 2015/16.. The Chairman read out the Financial Summary for 2015/16. This was approved by Parish Council. The Chairman presented the annual Accounts Pack and the Annual Return. This was discussed by Parish Council and approved. The Annual Return and Financial Summary were signed by the Chairman and the Clerk as a true record. The Clerk agreed to contact Mr A. Stanley to carry out the internal audit.</p>	CL
9.	<p><b>CORRESPONDENCE FOR INFORMATION</b></p> <p>The Clerk reported that the following correspondence of note had been received to Parish Council.</p> <ul style="list-style-type: none"> <li>• Aon Insurance Ltd – quote for renewal of insurance. The Clerk reported that the quote had been received £390.72. Parish Council agreed to renew the insurance cover with Aon and the Clerk was asked to raise a cheque for the next Meeting.</li> <li>• Worcestershire County Council - renewal of Lengthsman Scheme. The Clerk reported that she had received correspondence from WCC that the Lengthsman Scheme would be renewed with a budget of £2070.00. This was approved by Parish Council and the Clerk was asked to complete the necessary paperwork.</li> <li>• Local Council Review Magazine. This was circulated amongst members of Parish Council.</li> </ul>	CL  CL
10.	<p><b>CLERK’S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING</b></p> <p>The Clerk reported that there were no matters to report.</p>	
12.	<b>COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS</b>	

	<ul style="list-style-type: none"> <li>• <b>Community News.</b> Parish Councillor Mrs G. Wotton reported that a celebration for the Queen's 90<sup>th</sup> birthday would take place at 2.30 pm on 26 June 2016 in Holt Village Hall.</li> <li>• <b>Mr Humphrey Douglas.</b> The Clerk reported the sad news that Mr Humphrey Douglas had passed away. Parish Council expressed their condolences to his family. The Clerk further reported that Mr Michael Tew had agreed to continue in the role of Parish Footpaths Officer until a replacement could be found.</li> <li>• <b>Hedging by Woodbury Park.</b> It was reported that the hedging by the pedestrian entrance to Woodbury Park had collapsed. The Clerk was asked to contact County Highways on this issue.</li> <li>• <b>Highways issues.</b> It was reported that the Keep Left sign had been damaged. The Clerk was asked to report this to County Highways.</li> </ul>	<p>CL</p> <p>CL</p>
13.	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next Meeting of Parish Council was confirmed as 19 May 2016 (Annual and Open Meeting).</p>	