

**HOLT PARISH COUNCIL
MINUTES OF THE MEETING HELD IN HOLT VILLAGE HALL
AT 7.30 p.m. ON THURSDAY 18 APRIL 2024 IN HOLT VILLAGE HALL.**

Present :- D. Pugh (Chairman), S. Williams, C. Adams, J. Hill, M. Taylor, J. Harper, C. Lightfoot (Clerk).

In Attendance:- B. Curral

Absent:- County Councillor S. Richardson-Brown, District Councillor Mr D. Clarke.

1.	<p><u>Public Question Time.</u> There were no members of the public present and therefore no questions.</p>	
2.	<p><u>To consider apologies and approve reasons for absence.</u> The Clerk reported that apologies had been received from District Councillor Mr D. Clarke. Parish Council approved the reason for absence.</p>	
3.	<p><u>Declarations of Interest.</u> a) Register of Interests. There had been no changes to the Register of Interests. b) Registration of Personal Interests. Parish Councillor Mrs C. Adams registered an interest in planning application M/24/00263/HP Grove Cottage. c) Registration of Prejudicial Interests. There was no registration of Prejudicial Interests. d) Written requests for the Council to grant a dispensation. There had been no written requests for dispensation.</p>	
4.	<p><u>Minutes.</u> The minutes of the Meeting of Holt Parish Council held on 21 March 2024 were reviewed by Parish Council. Parish Councillor Mrs J. Hill proposed that the minutes were approved by Parish Council as a true record of the Meeting. This was seconded by Parish Councillor Mrs M. Taylor and unanimously agreed Parish Council. The Chairman signed the minutes.</p>	
5.	<p><u>County and District Councillor reports for information.</u> In the absence of County Councillor Mr S. Richardson-Brown no matters of note had been reported. Parish Councillor Mr S. Williams reported about the flooding by Red Lion Cottages. Highways reported there is a blockage and they will replace the pipe and monitor the situation once this is done. The Chairman reported that there were no storm drains in this location and it was a soakaway which was causing the problem. Mr P. Winney has sent an email to Parish Council and would like it officially logged that the drainage outside Red Lion Cottages should be addressed. Parish Council agreed that pressure should be put on the County Councillor Mr S. Richardson-Brown to address the situation. Parish Councillor Mrs J. Hill reported that the drains by the shop and post office need clearing. The Clerk was asked to log this. In the absence of District Councillor Mr D. Clarke no matters of note had been reported.</p>	<p>CL</p> <p>CL</p>
6.	<p><u>Co-option to fill current vacancy on Parish Council.</u> The Chairman welcomed Mr B. Curral to Parish Council. Mr Curral signed the Declaration of Office. The Clerk passed the Registration of Interests to Mr Curral. The Chairman asked Mr Curral to take note of the Code of Conduct and Standing of Orders.</p>	CL

7.	<p><u>Progress reports for information.</u></p> <p>a) Village VAS – progress report on the installation of the VAS on A4133. The Clerk reported that the VAS had been delivered and was being kept at Droitwich Town Council at the present time. It was on the works list of County Highways and Tanya Crake would liaise directly with Droitwich Town Council with regards to collecting the VAS and installing it on the A4133.</p> <p>b) Hedging – update on hedging issues on A4133. The Clerk reported that she had drafted a letter to be sent to residents of Woodbury Park highlighting the issue of the overgrown hedging bordering their properties and the A4133 and requesting that it be cut back. As it is currently bird nesting season no action can be taken on this until the summer.</p> <p>c) Cleaning of road signs and village gates – update. The Clerk reported that she had instructed Simon Fletcher of Fletcher Access to carry out this work and he was currently awaiting a date from Highways.</p> <p>d) Parking issues on The Heath - update. Parish Councillor Mr S. Williams reported that this issue had been highlighted on the Millennium Green Facebook page.</p> <p>e) Criminal damage reporting to the Safer Neighbourhood Team – progress report. It was reported that the gates to the small play area on the Millennium Green have been damaged. The incidents have been reported on 111 and to the PCSO. To date no reply has been received from the PCSO. There have also been some incidents of shed break ins and suspicious behaviour. Again, these have been reported to the PCSO. The Chairman reported he is writing an article for the Parish Magazine reminding residents to be vigilant.</p> <p>f) Millennium Green – tree survey and bulb planting – progress report. Parish Councillor Mrs J. Hill reported that tree work had been carried out on the Green – dead trees removed, undergrowth cleared, and lower branches removed. The work had made a significant difference. Further work still needed to be carried out to address the potholes on the driveway and bulb planting. The work so far had cost £800.00. Following a discussion Parish Council agreed to contribute £500.00 to the works on the Millennium Green. This was proposed by Parish Councillor Mrs S. Williams, seconded by Parish Councillor Mr J. Harper and agreed unanimously by Parish Council. The Clerk was asked to make the bank transfer.</p> <p>g) Wildflower maintenance and planting – progress report. The Clerk reported that she had a conversation with Tim Brookes with regards to the wildflower area. Due to the excessive rain it was felt that the best approach this year would be to clear and rake the area and see what flowers have self-seeded from previous years. Plans can then be put in place to rotavate and reseed the area over the winter period. It was suggested that Broomfields could be approached to see if they would be interested in sponsoring this project. The Clerk was asked to speak to Tim Brookes to see whether Christian would be available to clear and rake the area.</p> <p>h) Defibrillator First Aid Training – update. Parish Councillor Mr J. Harper was asked to investigate the possibility of organising some defibrillator training.</p>	<p>CL</p> <p>CL</p> <p>CL</p> <p>DP</p> <p>ALL CL</p> <p>CL</p> <p>CL</p>																																
8.	<p><u>Finance.</u></p> <p>a) To note the current bank balances. It was reported that the current account bank balance currently stood at £1,964.41 and the deposit account at £10,718.03.</p> <p>b) To consider payments retrospectively. The following payments were approved by two members of Parish Council and made by bank transfer. These were agreed retrospectively by Parish Council.</p> <table border="1" data-bbox="341 1606 1347 1806"> <tr> <td>21-Mar-24</td> <td>Bank transfer</td> <td>Mrs C Lightfoot (Clerks salary)</td> <td>400.00</td> </tr> <tr> <td>21-Mar-24</td> <td>Bank transfer</td> <td>Mrs C Lightfoot (Clerks expenses)</td> <td>63.98</td> </tr> <tr> <td>05 April 2024</td> <td>Bank charges</td> <td></td> <td>8.00</td> </tr> <tr> <td>13 April 2024</td> <td>Bank transfer</td> <td>Top Cut Ltd (March 2024)</td> <td>168.00</td> </tr> <tr> <td>14 April 2024</td> <td>Bank transfer</td> <td>Elan City VAS</td> <td>1000.00</td> </tr> <tr> <td>15 April 2024</td> <td>Bank transfer</td> <td>Elan City VAS</td> <td>1000.00</td> </tr> <tr> <td>16 April 2024</td> <td>Bank transfer</td> <td>Elan City VAS</td> <td>807.99</td> </tr> <tr> <td>17-Apr-24</td> <td>Bank transfer</td> <td>Mrs C Lightfoot Clerks salary</td> <td>400.00</td> </tr> </table> <p>c) To approve the Annual Accounts and sign the Annual Return. The Clerk presented the Annual Accounting Statements. The Chairman read through the Annual Governance Statement and this was agreed by Parish Council and signed by the Chairman as a true record. Parish Council approved the Annual Accounting Statements and this was signed by The Chairman as a true record. The Clerk agreed to pass the completed paperwork to the Internal Auditor before advertising the findings of the audit and submitting the Certificate of Exemption to the External Auditors.</p>	21-Mar-24	Bank transfer	Mrs C Lightfoot (Clerks salary)	400.00	21-Mar-24	Bank transfer	Mrs C Lightfoot (Clerks expenses)	63.98	05 April 2024	Bank charges		8.00	13 April 2024	Bank transfer	Top Cut Ltd (March 2024)	168.00	14 April 2024	Bank transfer	Elan City VAS	1000.00	15 April 2024	Bank transfer	Elan City VAS	1000.00	16 April 2024	Bank transfer	Elan City VAS	807.99	17-Apr-24	Bank transfer	Mrs C Lightfoot Clerks salary	400.00	<p>CL</p>
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9.

Planning.a) **Applications Pending.**

To review the recommendations of Parish Council on current applications.

Application No.	Location	Details	Decision status
<u>M/24/00275/FUL</u>	University of Worcester Lakeside Campus Top Barn Business Centre Worcester Road Holt Heath WR6 6NH	Full planning permission for the erection of two poles and one mast for CCTV cameras at the University of Worcester, Lakeside Campus.	Pending Decision Recommend Approval
<u>M/24/00239/FUL</u>	Former Ball Mill Quarry, Main Road, Hallow, WR2 6LU	Part retrospective application for agricultural and educational facility buildings providing storage, animal housing and teaching spaces. (Variation of condition 2 Ref: 21/02004/FUL)	Pending Decision Recommend Approval
<u>M/24/00263/HP</u>	Grove Cottage Holt Heath Worcester WR6 6LZ	Proposed single storey extension	Pending Decision Recommend Approval
<u>M/24/00107/HP</u> <u>M/24/00108/LB</u>	Holt Brook Barn 3 Naunton Farm Barns Holt Heath WR6 6NG	Conversion of roof space to home office, w.c. and shower and installation of 2 no. conservation style roof lights	Pending Decision Recommend Approval
<u>M/23/00341/FUL</u>	Red Lion Witley Road Holt Heath Worcester WR6 6LX	Erection of 2 dwellings	Pending Decision due to submission of amended plans Recommend Approval
<u>M23/01293/RM</u>	Cherry Tree Cottage Holt Heath WR6 6NB	Reserved Matters following outline approval ref. M/22/01604/OUT for one dwelling for appearance. Landscaping. Layout and scale	Pending Decision Recommend Approval following amendments to application.
<u>M/23/01131/FUL</u>	Thatch Lodge Holt Heath	Erection of two detached dwellings following the demolition of existing dwelling	Pending Decision Recommend Approval
<u>M/23/01757/FUL</u>	Elm Cottage Holt Heath WR6 6NG	Erection of 2no Solar trackers in field to the south of the property	Pending Decision Recommend Approval

	<p>b) Approvals/Refusals.</p> <table border="1"> <tr> <td><u>M/24/0081/HP</u></td> <td>12 Cherry Orchard Holt Heath WR6 6ND</td> <td>Demolish existing single story extension and replace with new tow and single storey side and rear extension, along with partial demolition and rebuilding of existing garage to accommodate new oil tank.</td> <td>Application approved.</td> </tr> <tr> <td><u>M/23/01713/OUT</u></td> <td>Cornerways, School Lane, Holt Heath, WR6 6NF.</td> <td>Demolition of existing bungalow to be replaced with 3 no. dwellings (all matters reserved).</td> <td>Application refused.</td> </tr> <tr> <td><u>M/23/01710/HP</u></td> <td>Elm Hurst Farm, Witley Road, Holt Heath, WR6 6LX</td> <td>Erection of 2 storey side extension to the south elevation following demolition of existing southern wing.</td> <td>Application approved.</td> </tr> </table> <p>c) Other Planning Issues. There were no matters to note.</p>	<u>M/24/0081/HP</u>	12 Cherry Orchard Holt Heath WR6 6ND	Demolish existing single story extension and replace with new tow and single storey side and rear extension, along with partial demolition and rebuilding of existing garage to accommodate new oil tank.	Application approved.	<u>M/23/01713/OUT</u>	Cornerways, School Lane, Holt Heath, WR6 6NF.	Demolition of existing bungalow to be replaced with 3 no. dwellings (all matters reserved).	Application refused.	<u>M/23/01710/HP</u>	Elm Hurst Farm, Witley Road, Holt Heath, WR6 6LX	Erection of 2 storey side extension to the south elevation following demolition of existing southern wing.	Application approved.	
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10.	<p><u>Correspondence for information.</u></p> <p>a) Invitation to visit Social Enterprise Trusts Projects Top Barn Farm. Parish Councillor Mr J. Harper asked the Clerk to forward an email he had sent to all members of Parish Council with regards to a visit that was planned to the Social Enterprise Trust projects at Top Barn on 8 May 2024 at 1.00pm. All Parish Councillors were asked to respond with their availability.</p>	CL												
11.	<p><u>Clerk's report on urgent decisions since the last meeting.</u></p> <p>The Clerk reported that there were no matters to note.</p>													
12.	<p><u>Councillor's reports and items for future agendas.</u></p> <p>a) Holt Village Hall. It was reported that the bat survey is booked for the beginning of May.</p> <p>b) Summer Fayre. This has been organised for Saturday 29 June 2024.</p>													
13.	<p><u>Date of Next Meeting.</u></p> <p>The next meeting of the Parish Council will be held on Thursday 16 May 2024. This will be the Annual and Open Meetings of the Parish Council.</p>													