

**HOLT PARISH COUNCIL  
MINUTES OF THE MEETING HELD IN HOLT VILLAGE HALL  
AT 7.30 p.m. ON THURSDAY 20 JUNE 2024 IN HOLT VILLAGE HALL.**

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

**In Attendance:- District Councillor Mr D. Clarke.**

**Absent:- J. Hill, County Councillor S. Richardson-Brown.**

<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 apologies had been received from Parish Councillor Mrs J. Hill. Parish Council approved the reason for absence.</p>	
<b>3.</b>	<p><b><u>Declarations of Interest.</u></b>  <b>a) Register of Interests.</b> There had been no changes to the Register of Interests.  <b>b) Registration of Personal Interests.</b> Parish Councillor Mrs C. Adams registered an interest in planning application M/24/00263/HP Grove Cottage.  <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 Annual and Open Meetings of Holt Parish Council held on 16 May 2024 were reviewed by Parish Council. Parish Councillor Mr S. Williams proposed that the minutes were approved by Parish Council as a true record of the Meetings. This was seconded by Parish Councillor Mr B. Curral and unanimously agreed Parish Council. The Chairman signed the minutes.</p>	
<b>5.</b>	<p><b><u>County and District Councillor reports for information.</u></b>  In the absence of County Councillor Mr S. Richardson-Brown no matters of note had been reported.  In the absence of District Councillor Mr D. Clarke reported the following matters of note:-  a) Food Waste collection. This will be introduced in the next couple of years. Households will be provided with an inside and outside bin which will be collected. The waste will be taken to a digester.</p>	

6.	<p><b><u>Progress reports for information.</u></b></p> <p>a) Wildflower area future plans - update. Coppice Leisure park were very apologetic about damaging wildflower verge and have requested from owner a contribution to the wildflower seed for next year's planting.</p> <p>b) Drainage issues in the Parish - update. In the absence of County Councillor Mr S. Richardson-Brown there were no reports of any progress on this issue.</p> <p>c) Installation of VAS on A4133 – update. Parish Councillor Mr S. Willaims agreed to speak to Tanya Crake at County Highways re an installation date.</p> <p>d) Defibrillator First Aid training - update. It was agreed that this would be discussed at the next meeting of Parish Council with a view to arranging training after the summer period.</p> <p>e) Visit to Social Enterprises, Top Barn Farm - update. Parish Councillor Mr J. Harper agreed to follow up the current position on the proposed visit.</p> <p>f) Village Hall cupboard. The Chairman agreed to contact Malvern Hills re the paperwork in the Village Hall cupboard. Clerk to send around email to see who is available third Thursday in July to undertake this task.</p> <p>g) D-day church service. The Chairman reported on the church service held in Hallow Church to commemorate D-day. He laid a wreath on behalf of Parish Council.</p>	<p>SW</p> <p>JH</p> <p>DP CL</p>												
8.	<p><b><u>Finance.</u></b></p> <p>a) To note the current bank balances. It was reported that the current account bank balance currently stood at £1,156.87 and the deposit account at £14,849.18.</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="252 1021 1453 1111"> <tr> <td>25 May 2024</td> <td>Bank transfer</td> <td>Zurich Insurance</td> <td>363.00</td> </tr> <tr> <td>05 June 2024</td> <td>Bank charges</td> <td></td> <td>8.00</td> </tr> <tr> <td>17 June 2024</td> <td>Bank transfer</td> <td>Top Cut Ltd (May 2024)</td> <td>168.00</td> </tr> </table> <p>c) To review the current spend against budget. This was noted by Parish Council.</p> <p>d) To approve the Annual Accounts and sign the Annual Return. The Clerk reported that the paperwork was with the Internal Auditor Tony Stanley and she had requested an extension from the beginning of July 2024 submission date due to Mr Stanley being away on holiday.</p>	25 May 2024	Bank transfer	Zurich Insurance	363.00	05 June 2024	Bank charges		8.00	17 June 2024	Bank transfer	Top Cut Ltd (May 2024)	168.00	
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9.	<p><b><u>Planning.</u></b></p> <p>a) <b>Applications Pending.</b> To review the recommendations of Parish Council on current applications.</p> <table border="1" data-bbox="252 1507 1453 2022"> <thead> <tr> <th>Application No.</th> <th>Location</th> <th>Details</th> <th>Decision status</th> </tr> </thead> <tbody> <tr> <td><b><u>M/24/00748/HP</u></b></td> <td>Cherry Tree Barn 1 Naunton Farm Barns Holt Heath WR6 6NG</td> <td>Proposed replacement of windows and doors (retrospective)</td> <td>Pending Decision <b>Recommend Approval</b></td> </tr> <tr> <td><b><u>M/24/00681/OL</u></b></td> <td>Land at (OS 8199 6234) Holt Heath</td> <td>The replacement of existing overhead low voltage line with aerial bundled conductor from existing pole 13 to existing pole 17 on land adjoining Top Barn.</td> <td>Pending Decision <b>Recommend Approval</b></td> </tr> </tbody> </table>	Application No.	Location	Details	Decision status	<b><u>M/24/00748/HP</u></b>	Cherry Tree Barn 1 Naunton Farm Barns Holt Heath WR6 6NG	Proposed replacement of windows and doors (retrospective)	Pending Decision <b>Recommend Approval</b>	<b><u>M/24/00681/OL</u></b>	Land at (OS 8199 6234) Holt Heath	The replacement of existing overhead low voltage line with aerial bundled conductor from existing pole 13 to existing pole 17 on land adjoining Top Barn.	Pending Decision <b>Recommend Approval</b>	
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<b><u>M/24/00263/HP</u></b>	Grove Cottage Holt Heath Worcester WR6 6LZ	Proposed single storey extension	Pending Decision <b>Recommend Approval</b>
<b><u>M/23/01293/RM</u></b>	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 <b>Recommend Approval following amendments to application.</b>
<b><u>M/23/01131/FUL</u></b>	Thatch Lodge Hott Heath	Erection of two detached dwellings following the demolition of existing dwelling	Pending Decision <b>Recommend Approval</b>

**b) Approvals/Refusals.**

<b><u>M/23/00341/FUL</u></b>	Red Lion Witley Road Holt Heath Worcester WR6 6LX	Erection of 2 dwellings	Application approved.
<b><u>M/23/01757/FUL</u></b>	Elm Cottage Holt Heath WR6 6NG	Erection of 2no Solar trackers in field to the south of the property	Application approved.
<b><u>M/24/00107/HP</u></b> <b><u>M/24/00108/LB</u></b>	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	Application approved.
<b><u>M/24/00275/FUL</u></b>	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.	Application approved.

**c) Other Planning Issues.**

There were no matters to note.

<b>10.</b>	<b><u>Correspondence for information.</u></b>  There was no additional correspondence in relation to that which had been previously circulated.	
<b>11.</b>	<b><u>Clerk's report on urgent decisions since the last meeting.</u></b>  The Clerk reported that there were no matters to note.	
<b>12.</b>	<b><u>Councillor's reports and items for future agendas.</u></b> a) Oak Tree. Oak tree overhanging the pavement on the A443. Clerk to ask Top Cut to cut this back. b) PCC Churchyard. Parish Councillor Mr S. Williams to speak to Kathlantha. £200.00 make them aware that these funds are available and they need to send us an invoice. d) Village Hall. Parish Councillor Mr S. Williams requested that Parish Council make a contribution to the Village Hall with the planning fees. £500.00 was proposed by Parish Councillor Mr S. Williams and seconded by Parish Councillor Mr B. Curral. This was approved by Parish Council. e) Website	<b>CL</b> <b>SW</b> <b>CL</b>

	Parish Councillor Mr S. Williams reported on the legal requirements for the website. We need to ensure that the minutes are published on the website within one month of the meeting but it is highlighted as draft minutes.	
13.	<b><u>Date of Next Meeting.</u></b> The next meeting of the Parish Council will be held on Thursday 15 August 2024.	