

**HOLT PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD IN HOLT VILLAGE HALL
AT 7.30 p.m. ON THURSDAY 16 MAY 2024 IN HOLT VILLAGE HALL.**

Present :- D. Pugh (Chairman), J. Hill, S. Williams, J. Harper, B. Currell, C. Lightfoot (Clerk).

In Attendance:- District Councillor Mr D. Clarke

Absent:- M. Taylor, C. Adams, County Councillor Mr S. Richardson-Brown

1.	<p><u>Election of Chairman and the signing of Declaration of Chairman's Office.</u></p> <p>The Clerk requested nominations for the role of Chair of Holt Parish Council. Parish Councillor Mr J. Harper proposed Parish Councillor Mr D. Pugh for the role of Chairman. This was seconded by Parish Councillor Mr S. Williams and unanimously agreed by Parish Council. Parish Councillor Mr D. Pugh thanked Parish Council and took the Chair. The Chairman's Declaration of Office was signed by Parish Councillor Mr D. Pugh and counter signed by the Clerk in her role as Proper Officer of the Council.</p>	
2.	<p><u>To consider apologies and to approve reasons for absence.</u></p> <p>The Clerk reported that apologies had been received from Parish Councillors Mrs C. Adams and Mrs M. Taylor. Parish Council approved the reasons for absence.</p>	
3.	<p><u>Election of the Vice Chairman.</u></p> <p>The Chairman asked for nominations for the role of Vice Chairman of Holt Parish Council. Parish Councillor Mrs J. Hill proposed Parish Councillor Mr S. Williams and this was seconded by Parish Councillor Mr J. Harper and unanimously agreed by Parish Council.</p>	
4.	<p><u>Declarations of Interest.</u></p> <p>a) Register of Interests. The Clerk thanked Parish Councillor Mr B. Currell for submitting his Register of Interests which she had passed onto Malvern Hills. There were no further updates to the Register of Interests.</p> <p>b) Registration of Personal Interests. There was no registration of Personal Interests.</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>	
6.	<p><u>To note the Standing Orders.</u></p> <p>This documentation had been circulated prior to the Meeting. The Chairman summarised the main points and encouraged Parish Councillors to review the document.</p>	
7.	<p><u>To note the Code of Conduct.</u></p> <p>This documentation had been circulated prior to the Meeting. The Clerk explained that by signing the Declaration of Interest Parish Councillors were agreeing to comply with the Code of Conduct. All Parish Councillors confirmed they had read the Code of Conduct.</p>	
8.	<p><u>To review the Council's Financial Regulations, Risk Assessment and Insurance Requirements.</u></p> <p>The Financial Regulations had been circulated prior to the Meeting. The Clerk reported that these had been reviewed and there were no amendments. The Risk Assessment for 2024/25 was summarised by the Chairman for the benefit of Parish Council and signed.</p>	

The Clerk reported that the premium for the Parish Council insurance renewal with Zurich was £363.00 which was the same price as had been paid for the 2023 policy. Parish Council agreed to the renewal at this price commencing on 1 June 2024 and the Clerk was asked to complete the necessary paperwork.

CL

9. Minutes.

The minutes of the Meeting of Holt Parish Council held on 18 April 2024 were reviewed by Parish Council. Parish Councillor Mr S. Willaims proposed that the minutes were approved by Parish Council as a true record of the Meeting. This was seconded by Parish Councillor Mrs J. Hill and unanimously agreed Parish Council. The Chairman signed the Minutes.

10. To consider matters arising from previous Parish Council Meeting.

- a) Drainage issues – current progress.
Parish Councillor Mr S. Williams reported that he had contacted County Councillor Mr S. Richardson-Brown on this issue as he had been unable to locate any plans showing the drainage system in the vicinity of Red Lion cottages. There still appeared to be some confusion whether drainage in this location was via pipework or soakaways. Parish Councillor Mr S. Williams had suggested that County needed to liaise directly with the residents of Red Lion cottages to resolve the issue but to date no action had been taken. The Chairman reported that he had written an article for the Parish Magazine highlighting the concerns of parishioners regarding the drainage issues and flash flooding that is experienced in the Parish.
The Clerk reported that she had requested that the drains opposite Holt Shop and Post Office were cleared but as they are only on a 2 yearly cycle for maintenance it is unclear when this work will be carried out.
- b) Wildflower area – current progress.
The Clerk reported that she had spoken to Mr Tim Brookes about the wildflower area and he had suggested due to the excessive rain that had occurred it was now too late to reseed the site. The best course of action would be to see what flowers have self-seeded this year with a view to rotavating and reseeding the site over the winter. He also suggested that Parish Council investigate the possibility of obtaining sponsorship for the site from local businesses to cover the costs of seed and maintenance going forward. Parish Council agreed to look into this.
The Chairman reported that he had spoken to Coppice Leisure about the advertising signs that have been placed around the Parish and he had been assured these would be removed immediately following the open weekend. Concerns were however, expressed that the wildflower area had been strimmed to accommodate the sign. The Chairman agreed to raise this issue with Coppice Leisure.
- c) Social Enterprise Trust Visit – Top Barn Farm.
Parish Councillor Mr J. Harper reported that he is still in the process of finalising this event but it is likely to take place on a midweek evening over the summer.

DP

11. Finance.

- a) To note the current bank balances.
It was reported that the current account bank balance currently stood at £1,527.87 and the deposit account at £14,787.81. This was following the receipt of the first part of the precept.
- 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.

14 April 2024	Bank transfer	28.4.2024 8b	Elan City VAS	1000.00
15 April 2024	Bank transfer	28.4.2024 8b	Elan City VAS	1000.00
16 April 2024	Bank transfer	28.4.2024 8b	Elan City VAS	807.99
17-Apr-24	Bank transfer	28.4.2024 8b	Mrs C Lightfoot Clerks salary	400.00
6-May-24	Bank charges			8.00
11-May-24	Bank transfer		Holt Millenium Green (tree maintenance)	500.00
12-May-24	Bank transfer		Worcestershire Calc (Annual subs)	476.55
13-May-24	Bank transfer		Mrs C Lightfoot Clerks salary	400.00
14-May-24	Bank transfer		Top Cut Ltd (April 2024)	168.00

- c) To note the status of the audit.
The Clerk reported that all the audit paperwork had now been completed and she would be contacting Mr Tony Stanley in relation to the internal audit.

12.	<u>Councillor's reports and items for future agendas.</u> <ul style="list-style-type: none">• The Chairman reported that a church service to commemorate the anniversary of the D-Day landings is due to be held at 5.30pm on Thursday 6 June 2024 in Hallow Church.	
13.	<u>Date of Next Meeting.</u> <p>The next meeting of the Parish Council will be held on Thursday 20 June 2024. Parish Councillor Mrs J. Hill gave her apologies for this meeting.</p>	