

**HOLT PARISH COUNCIL
MINUTES OF THE MEETING HELD IN HOLT VILLAGE HALL
AT 7.30 p.m. ON THURSDAY 21st AUGUST 2025 IN HOLT VILLAGE HALL.**

Present :- S. Williams (Chairman), B. Curral, C. Adams, M. Taylor, J. Harper, County Councillor M Fordington, District Councillor Mr D. Clarke.

Absent:- J. Hill, C. Lightfoot (Clerk).

1.	<p><u>Public Question Time.</u> No members of the public attended this meeting.</p>	
2.	<p><u>To consider apologies and approve reasons for absence.</u> The Chair reported that apologies had been received from J. Hill and C. Lightfoot (Clerk). Parish Council approved the reason for absence.</p>	
3.	<p><u>Declarations of Interest.</u> a) Register of Interests. b) Registration of Personal Interests. Councillor Harper registered a personal interest in planning application M/25/00972/LB M/25/00971/HP. c) Registration of Prejudicial Interests. There was no registration of Prejudicial Interests. d) Written requests for the Council to grant a dispensation. The use of the function room at the rear of the Red Lion for PC meetings has been discussed with MHDC legal and with WCALC, both agreed that they could see no problem with the proposal.</p>	
4.	<p><u>Minutes.</u> The minutes of the Meeting of Holt Parish Council held on 19 June 2025 were reviewed by Parish Council. Parish Councillor Mrs J. Hill proposed that the minutes were approved by Parish Council via a previous email as a true record of the Meeting. This was seconded by Parish Council Vice Chair B. Curral and unanimously agreed by the Parish Council. The Chairman signed the minutes.</p>	
5.	<p><u>County and District Councillor reports for information.</u> Our County Councillor, Mel Fordington, presented her report which detailed the activities of the County Council, particularly in relation to matters related to Highways issues in the area, (also see progress report below). Our District Councillor, Dean Clarke, then gave a report on the current activities of the District Council.</p>	

6.	<p>Progress reports for information.</p> <p>a) Footpath clearance – progress report. The Parish Clerk has reported that there has been no further progress on this. The Chair raised this, along with the issues related to the mini roundabout and the highways sign frames left in the village following recent roadworks, with our County Councillor, Mel Fordington, she confirmed that she would raise these issues with WCC Highways and that she hoped to arrange a meeting with them in the village to review these problems. The Chair then updated the Council on an on-line seminar he attended, run by the West Mercia PCC, Mr John Campion. It was interesting to note that there was a split between the issues that are of concern to rural areas from those in towns and cities. In the towns and cities, the reckless riding of bicycles on pavements was seen as a key safety concern, whereas it was the lack of, or poor state of the pavements that was the main concern for rural areas, however both the rural communities and the towns and cities expressed a serious concern over speeding drivers.</p> <p>b) Village sign and gate cleaning – progress report. Has been completed and invoice paid.</p> <p>c) Co-option of vacancy on Parish Council – update. The parish Clerk plans to readvertise at the start of September which a view to co-opting at the November meeting. Please speak to anyone you know who may be interested.</p> <p>d) Refurbishment of telephone box and painting of barriers by Woodbury Park – progress report. Completed and invoice paid. Martin has given us a quote for painting the bus shelter but is not comfortable with stripping and revarnishing it. The Parish Clerk will investigate the possibility of an alternate contact for this. In terms of the phone box, we now need to get the electrics checked as it should be watertight now. The Chair will contact the electrician we have used previously to determine if he is willing to quote for a re-wire of the defib.</p> <p>e) Litter pick – update. Councillor Taylor has supplied the draft design and Parish Clerk have sent it to Citysigns for final costings have been received and circulated for approval and to be made.</p> <p>f) Parish Council email address – update. The Parish Clerk will sit down with Councillor Taylor and sort this as it needs to be done for next financial year.</p> <p>g) The Parish Council then went on to discuss the briefing given by MHDC to Town & Parish councils in relation to the possible impact of the formation of the unitary authorities that are being formed as a result of the latest government legislation, this included the results of the survey that has been undertaken to gauge the opinion of the choices of both members of the public and Town & Parish Councils. A total of 4249 people participated in the survey, 4009 of which were residents, 48% were in favour of the 2 unitary authority proposal with only 29% being in favour of a single unitary authority, it was interesting to note that 19% of the those who took part were against any re-organisation taking place. The Parish Council believe that this reinforces its position of supporting the two-authority proposal, as we believe that the needs of the rural communities would be better served by the creation of a South Worcestershire unitary authority which would better understand what is required. There is also some concern as to the future role of Parish Councils based upon the responses from the Local Government Association Q&As.</p> <p>h) With the closer of the village hall and the plans for demolition we as a parish council will need to make a decision as to the re-siting of the parish notice board, which is owned by the parish council, there were a number suggested locations, the first is to simply move it to the left hand side of its current position, the second is to relocate the notice to somewhere else in the village, it was decided to discuss with the Village Hall Trust the reasons for moving the sign at the next Village Hall meeting, if the sign is to be moved the cost of relocating the notice board will need to be established.</p>	<p>MF</p> <p>All</p> <p>CL</p> <p>SW</p> <p>CL</p> <p>CL & MT</p> <p>SW & CL</p>
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7.	<u>Finance.</u>	<p>a) To note the current bank balances. b) To consider payments retrospectively. c) To review the current spend against budget. d) To review the Clerk's salary.</p> <p>The Financial records submitted were reviewed and noted. Audit has been complete and has been submitted to External Auditor. Gift purchased and delivered for Tony for doing internal audit (formed part of the Clerk's expenses cheque). Confirmation has been received that the audit has now been received by the external auditor. The Parish Council have noted that latest report from CALC related to the salary increases payable to council salaried staff, are recommending a pay increase of 3.2%, in light of the excellent work that our Parish Clerk, Caroline Lighfoot, undertakes on behalf of Holt Parish Council, it was proposed by the Chair that her salary be increased by this amount and it was unanimously agreed by the members of the council.</p>	SW/CL
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8.	<u>Planning.</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Application No.</th> <th style="width: 20%;">Location</th> <th style="width: 30%;">Details</th> <th style="width: 30%;">Decision status</th> </tr> </thead> <tbody> <tr> <td><u>M/25/00590/FUL</u> <u>M/25/00591/LBC</u></td> <td>Naunton Farm Holt Heath Worcester WR6 6NG</td> <td>Extensions and alterations to create a flat at second floor level for holiday let use.</td> <td style="text-align: center;">Pending Decision</td> </tr> <tr> <td><u>M/25/01079/HP</u></td> <td>5 Cherry Orchard Holt Heath Worcester WR6 6ND</td> <td>Single storey extensions to front, side and rear</td> <td style="text-align: center;">Pending Decision</td> </tr> <tr> <td><u>M/25/00973/CLE</u></td> <td>Annexe At Naunton Farm Holt Heath Worcester WR6 6NG</td> <td>Certificate of Lawfulness for the existing use of annexe within building as an independent residential dwelling</td> <td style="text-align: center;">Pending Decision</td> </tr> <tr> <td><u>M/25/00972/LB</u> <u>M/25/00971/HP</u></td> <td>Garden Cottage Holt Heath Worcester WR6 6NJ</td> <td>Single storey rear extension and extension to orangery (Retrospective)</td> <td style="text-align: center;">Pending Decision</td> </tr> <tr> <td><u>M/25/01179/CCO</u></td> <td>Thatch Lodge Holt Heath</td> <td>Discharge of Conditions 3 (Biodiversity Enhancement Scheme) 7 (Tree Preservation) & 12 (CEMP) of planning permission 23/01131/FUL</td> <td style="text-align: center;">Pending Decision</td> </tr> </tbody> </table>	Application No.	Location	Details	Decision status	<u>M/25/00590/FUL</u> <u>M/25/00591/LBC</u>	Naunton Farm Holt Heath Worcester WR6 6NG	Extensions and alterations to create a flat at second floor level for holiday let use.	Pending Decision	<u>M/25/01079/HP</u>	5 Cherry Orchard Holt Heath Worcester WR6 6ND	Single storey extensions to front, side and rear	Pending Decision	<u>M/25/00973/CLE</u>	Annexe At Naunton Farm Holt Heath Worcester WR6 6NG	Certificate of Lawfulness for the existing use of annexe within building as an independent residential dwelling	Pending Decision	<u>M/25/00972/LB</u> <u>M/25/00971/HP</u>	Garden Cottage Holt Heath Worcester WR6 6NJ	Single storey rear extension and extension to orangery (Retrospective)	Pending Decision	<u>M/25/01179/CCO</u>	Thatch Lodge Holt Heath	Discharge of Conditions 3 (Biodiversity Enhancement Scheme) 7 (Tree Preservation) & 12 (CEMP) of planning permission 23/01131/FUL	Pending Decision	
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	<u>M/25/00400/FUL</u>	Land At (Os 8144 6324) Holt Heath	Erection of 33no. dwellings, including 13no. affordable dwellings, new access off B4196, new landscaping and associated works	Pending Decision		
<p>The Parish Council has recommended approval of all of the above apart from Land to OS 8144 6324, whilst the developer and MHDC planning have been supplied with a summary of our objections, the developer has yet to submit any revised plans to the planning officer at MHDC for consideration.</p> <p>a) Approvals/Refusals.</p> <p>b) Other Planning Issues.</p>						
9.	<p><u>Correspondence for information.</u> The following were all circulated prior to the Meeting – if anyone has any views/comments they would like to include please let the Parish Clerk know. For the CALC one, everyone can fill in (I have submitted my response as Clerk) and the others it is one response on behalf of PC. I have also filled in the Police Commissioner one on behalf of Parish Council.</p> <p>a) CALC – survey on Local Government reorganisation. b) Draft Worcestershire Local Nature Plan Recovery Strategy consultation. c) Review of Worcestershire County Councils Rights of Way Improvement Plan.</p>					
10.	<p><u>Clerk's report on urgent decisions since the last meeting.</u></p> <p>a) Retrospective payment for Village Hall hire. This has been paid. b) New venue for meetings of Holt Parish Council due to closure of Village Hall. The Chair has arranged for the use of the Red Lion function room for all meetings until the end of 2025 c) Footpath issues. Broken signpost and rusted gate hinge on Millennium Green footpaths have been reported on the Worcestershire Hub. d) Hedge and tree cutting within the village. Top Cut have been instructed to cut back trees in bus lay bye. Lengthsman has been instructed to do trees round the pedestrian entrance to the Millennium Green and trees at junction (taking off lower branches). Councillor Adams requested that we add cutting of the lower branches of the trees on the left-hand side (when approaching from the village hall) of the junction of the A4133 Holt Fleet Road and the A443 to the request to Top Cut, as these are starting to block the view of traffic turning at the junction.</p>					CL
11.	<p><u>Councillor's reports and items for future agendas.</u> Village Hall update: This will be the last Parish Council meeting in the current village hall as a decision has been taken by the Village Hall Trust to start the demolition work to make way for the new village hall. Funding is on track to complete the first two phases of what is likely to be a three-phase project, documentation recently received from the Official Custodian for Charities confirm that the lands and the hall are vested with them. It was agreed to publish the date of the Village Hall Trust AGM on the PC website as a "latest news item". The budget for the parish will need to be discussed at the October meeting of the Council.</p>					MT/SW
12.	<p><u>Date of Next Meeting.</u> The next meeting of the Parish Council will be held on Thursday 18th September 2025. The meeting will be held in the rear function room of the Red Lion following the closer of the village hall</p>					