

**HOLT PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD IN HOLT VILLAGE HALL  
AT 7.30 p.m. ON THURSDAY 15 MAY 2025 IN HOLT VILLAGE HALL.**

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

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

**Absent:- County Councillor M. Fordingham**

<b>1.</b>	<p><b><u>Election of Chairman and the signing of Declaration of Chairman's Office.</u></b></p> <p>The Clerk requested nominations for the role of Chair of Holt Parish Council. Parish Councillor Mrs C. Adams proposed Parish Councillor Mr S, Williams for the role of Chairman. This was seconded by Parish Councillor Mrs J. Hill and unanimously agreed by Parish Council. Parish Councillor Mr S. Williams thanked Parish Council and took the Chair. The Chairman's Declaration of Office was signed by Parish Councillor Mr S. Williams and counter signed by the Clerk in her role as Proper Officer of the Council.</p>
<b>2.</b>	<p><b><u>To consider apologies and to approve reasons for absence.</u></b></p> <p>The Clerk reported that apologies had been received from County Councillor M. Fordington as she had a training course.</p>
<b>3.</b>	<p><b><u>Election of the Vice Chairman.</u></b></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 B. Curral and this was seconded by Parish Councillor Mr J. Harper and unanimously agreed by Parish Council.</p>
<b>4.</b>	<p><b><u>Declarations of Interest.</u></b></p> <p><b>a) Register of Interests.</b> There were no updates to the Register of Interests.</p> <p><b>b) Registration of Personal Interests.</b> There was no registration of Personal Interests.</p> <p><b>c) Registration of Prejudicial Interests.</b> There was no registration of Prejudicial Interests.</p> <p><b>d) Written requests for the Council to grant a dispensation.</b> There had been no written requests for dispensation.</p>
<b>6.</b>	<p><b><u>To note the Standing Orders.</u></b> This documentation had been circulated prior to the Meeting.</p>
<b>7.</b>	<p><b><u>To note the Code of Conduct.</u></b> This documentation had been circulated prior to the Meeting. The Clerk highlighted the importance of the Code of Conduct and all Parish Councillors confirmed they had read the Code of Conduct.</p>
<b>8.</b>	<p><b><u>To review the Council's Financial Regulations, Risk Assessment and Insurance Requirements.</u></b></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 2025/26 was summarised by the Chairman for the benefit of Parish Council and signed. The Clerk reported that the premium for the Parish Council insurance renewal had remained the same and consequently the insurance had been scheduled for renewal on 1 June 2025 under the same terms.</p>

**9. Minutes.**  
 The minutes of the Meeting of Holt Parish Council held on 24 April 2025 were reviewed by Parish Council. Parish Councillor Mrs C. Adams 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.

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

- a) Cultivation of wildflower area – current progress.  
 Parish Councillor Mr J. Harper reported wildflower area has been seeded. The Clerk had circulated the design of the Coppice Leisure Park sign and Parish Council agreed that 2 signs should be placed on the wildflower area. The Clerk was asked to confirm the size of the signs and liaison with the Coppice Leisure Park with regard to the sponsorship money and placement of the signs.
- b) Co-option of vacancy on Parish Council – current progress.  
 The Clerk reported that whilst there had been one expression of interest in the role she had not received a completed application. A parishioner who was present for the Parish Council Open Meeting also expressed an interest and the Clerk said she would email further information about the role.
- c) Village Maintenance – current progress.  
 The Clerk reported that she had requested that Top Cut complete the tree and hedge cutting required around the Parish post bird nesting season.  
 Rob Harrison has agreed to stay on as Lengthsman for a further 12 months and the Clerk has requested that he attend to the weeds in the Woodbury Park cut through.  
 The painting of the Woodbury Park railings and the refurbishment of the telephone box is scheduled to take place in June. Parish Councillor Mrs J. Hill asked if the bus shelter could be included in this schedule of works and the Clerk agreed to arrange this.  
 The cleaning of the village gates and street furniture is scheduled for the end of May.
- d) Litter picking banner – current progress.  
 The Clerk reported that she had obtained a quote of £160,00 (plus VAT) to produce a banner advertising village litter picks. This was approved by Parish Council. Parish Councillor Mrs M. Taylor agreed to design the banner and send sample to the Clerk to pass onto City signs.

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**11. Finance.**

- a) To note the current bank balances.  
 It was reported that the current account bank balance currently stood at £621.58 and the deposit account at £21 732.86. 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.

25 April 2025	Bank transfer	15.5.2025 11b	Worcestershire CALC (Annual subs)	502.31
05 May 2025	Bank transfer	15.5.2025 11b	Zurich insurance	363.00
06 May 2025	Bank charges			8.00
13-May-25	Bank transfer	15.5.2025 11b	Top Cut Ltd	168.00
14-May-25	Bank transfer	15.5.2025 11b	Mrs C Lightfoot (Clerks salary)	400.00

- 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.  
 The Clerk further noted that if was a requirement of the audit going forward that the email address for Parish Council should be changed to .gov.uk of .org. Parish Councillor Mrs M. Taylor said she would liaise with the Clerk to relation to transferring the email address over.

**13. Date of Next Meeting.**  
 The next meeting of the Parish Council will be held on Thursday 19 June 2025.