

Minutes of the Meeting of Holt Parish Council

16 April 2026

Present :- S Williams (Chairman), B. Curral (Vice Chairman), N. Knight, J. Hill, C. Adams, C. Lightfoot (Clerk).

In attendance:- , District Councillor D. Clarke., David and Sue Kilner.

Absent :- County Councillor Mrs M. Fordingham, J. Harper.

1.	Public Question Time. The Chairman welcomed Parishioners David and Sue Kilner to the meeting. The following questions were raised by Mr and Mrs Kilner. What is the likely impact is likely on this Council from the proposed local government reorganisation? The Chairman stated that we don't know what the impact will be until a decision is made on what format the Unitary Authority will take. We are already in talks with other local Parishes to form a cluster group to give us a joint voice on issues affecting the local area. However, there is no further action that can be taken at present until a decision on the format of the Unitary Authority is made. We are also liaising with Worcestershire CALC to obtain advice. There are no proposed changes to Parish Councils at present. What is the latest on the planning application adjacent to the Millennium Green The Chairman explained that the decision was still pending. District Councillor Mr Dean Clarke explained that Severn Trent had objected to the application as they did not feel that they had been fully consulted. The application is now out of time and will have to be reconsidered under the new SWDP. What is the latest position with regards to the Village Hall? Parish Councillor Mrs C. Adams explained that the working party is still in the process of obtaining the funding for the project as the costs have risen by 25% since the project started. Parish Council have made a financial contribution to the project and the grants that have already been allocated are still valid for the time being. District Councillor Mr Dean Clarke has	
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	committed a contribution from his Divisional Funding and MHDC has some additional funds that could be allocated to assist the project. The Chairman reported that the Village Hall is now unsafe to use. If a polling station is required prior to the completion of the Village Hall project a portacabin in the Red Lion carpark will be used as a temporary polling station. Where is the Village Noticeboard going? The Chairman reported that this has already been moved to the bus lay by on the A443.	
2.	Apologies. Apologies were received from Parish Councillor Mr J. Harper and County Councillor Mrs M. Fordington. These were accepted by Parish Council.	
3.	Declarations of Interest. (a) Register of Interests: Councillors are reminded of the need to complete/update their register of interests. (b) To declare any Personal Interests in items on the agenda and their nature. (c) To declare any Prejudicial Interests in items on the agenda and their nature. (d) Written requests for the Council to grant a dispensation (s33 of The Localism Act 2011) are to be passed to the Clerk at least 4 clear days prior to the meeting. There were no declarations of interest by Councillors for any items on the agenda.	
4.	Minutes. The minutes of the Meeting of Holt Parish Council held on 19 March 2026 were submitted for approval. Parish Councillor Mr B. Curral proposed the minutes and this was seconded by Parish Councillor Mrs J.Hill. The minutes were approved as a true record of the meeting.	

	4. Divisional funding project - update. The Chairman reported that County Councillor Mrs M. Fordingham’s divisional grant funding could only be allocated to Highways projects and therefore could not be used to repair/replace the village noticeboards at Holt Church. 5. Flooding on Shrawley road – update. The Chairman reported that the ditches in question do contain some debris (car parts following an accident). The first step is to remove these tipping (MHDC are responsible for this) before Highways can tackle the issue of flooding. The issue has been reported to MHDC. 6. Storage container on Millennium Green – update. The Chairman reported that the container needs to be ordered as a delivery date of 18 May 2026 has been agreed with the Millennium Green Trustees. This was unanimously agreed by Parish Council and the Clerk was asked to place the order. 7. Village Hall rebuild project - update. This was discussed under Agenda item 1 Public Question Time. 8. Parish Cluster Meeting - update. The Chairman reported on the last Parish Cluster Meeting which had taken place at the end of March. This had been attended by Chris Wayman of Worcestershire CALC who had shared his experiences of transfers to other unitary authorities around the country. There were no further planned Parish Cluster Meetings until a decision on the Unitary Authority had been made. 9. Parish Council vacancy- update. The Clerk reported that the Notice of Vacancy had been published and would run until 24 April 2026 and if an election is not called the vacancy will be advertised to be filled by co-option.	CL <
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	4. Update on bank mandate. The Clerk reported that all members of Parish Council were now correctly listed on the bank statement and could approve payments. 5. To approve the Annual Return and Statement of Accounts for the financial year ending 31 March 2026. Parish Council reviewed and approved the Annual Return. The Clerk reported that the Accounts were currently with her neighbour, Mr Andrew Fisher, who had agreed to undertake the Internal Audit.																			
8.	Planning. 1. Applications pending. <table border="1"> <thead> <tr> <th>Application No.</th><th>Location Details</th><th>Decision Status</th></tr> </thead> <tbody> <tr> <td>M/25/00400/FUL Land At (Os 8144 6324) Holt Heath</td><td>Erection of 33no. dwellings, including 13no. affordable dwellings, new access off B4196, new landscaping and associated works</td><td>Pending Decision <i>This was discussed under Agenda Item 1 – Public Question Time.</i></td></tr> <tr> <td>M/26/00252/FUL Ball Mill Bungalow Main Road Hallow WR2 6LS</td><td>Proposed removal of storage containers, extensions of existing building, relocation of existing building and construction of 2 no. building 1 no. storage shelter (workshops and storage; Use Class B8)</td><td><i>Following a discussion Parish Council agreed to recommend approval of this application.</i></td></tr> </tbody> </table> 2. Approvals/ Refusals. <table border="1"> <thead> <tr> <th>Application No.</th><th>Location Details</th><th>Decision Status</th></tr> </thead> <tbody> <tr> <td>M/26/00259/AGR Castle Farm, Holt Heath, WR6 6NJ</td><td>Proposed agricultural buildings</td><td>Approved</td></tr> <tr> <td>M/26/00276/HP Silverwood, Ockeridge</td><td>Erection of outbuilding for the use as a hobby room (retrospective)</td><td>Approved</td></tr> </tbody> </table>	Application No.	Location Details	Decision Status	M/25/00400/FUL 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 <i>This was discussed under Agenda Item 1 – Public Question Time.</i>	M/26/00252/FUL Ball Mill Bungalow Main Road Hallow WR2 6LS	Proposed removal of storage containers, extensions of existing building, relocation of existing building and construction of 2 no. building 1 no. storage shelter (workshops and storage; Use Class B8)	<i>Following a discussion Parish Council agreed to recommend approval of this application.</i>	Application No.	Location Details	Decision Status	M/26/00259/AGR Castle Farm, Holt Heath, WR6 6NJ	Proposed agricultural buildings	Approved	M/26/00276/HP Silverwood, Ockeridge	Erection of outbuilding for the use as a hobby room (retrospective)	Approved	
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9.	Correspondence for information. 1. Coppice Leisure Park – request to sponsor wildflower area for 2026. The Clerk reported that she had received an email from Lee Vickers at Coppice Leisure Park offering to sponsor the wildflower area for 2026. The Clerk agreed to contact Parish Councillor Mr J. Harper to establish the costs associated with the wildflower area for 2026 and respond to the Coppice Leisure Park as appropriate. 2. Citizens Advice – request for donation. Parish Council discussed the request for a donation to support the work of the Citizen’s Advice Bureau and whilst they appreciated the valuable work the organisation carries out they felt that funds would be better directed to local charities. 3. Friends of Holt Church. The Clerk read out an email from the Friends of Holt Church asking for approval from Parish Council to install an information board outside Holt Church and print information leaflets for Church visitors. As the Church stands on the Severn Way it was felt that this would raise the profile of the church and make people aware of its historical significance. Parish Council wholeheartedly agreed with the project and following a discussion	CL									

	agreed to make a donation of £150 to the project. The Clerk was asked to contact the Friends of Holt Church to make them aware of Parish Council's support.	
10.	Clerk's report on urgent decisions since the last meeting. 1. Clerk's contract. The Chairman reported that Parish Council had been advised that the Clerk should have a formal contract of employment. This was currently being agreed between the Chairman and the Clerk and payroll would be instructed once the contract had been formalised. 2. Insurance renewal. The Clerk reported that the insurance renewal as at the same premium as the previous year. Following approval by Parish Council this had been renewed by the Clerk. 3. Lengthsman. The Clerk reported that she was currently in the process of registering Top Cut as the new Parish Lengthsman and completing the relevant paperwork. A card and gift and been given to Mr Rob Harrison in recognition for his previous years in the role of Parish Lengthsman.	CL SW CL
11.	Councillor's reports and items for future agendas. 1. GDPR policy. The Chairman reported that following the introduction of the new website and email addresses the Clerk and the Chairman had reviewed Parish Council's GDPR procedures and concluded that Parish Council should have an up to date GDPR policy. The Clerk stated that this new policy alongside all other Parish Council policies would be reviewed at the Annual Meeting of Holt Parish Council on 21 May 2026.	CL
12.	Date for the next Meeting. This is scheduled for Thursday 21 May 2026 and will be the Open and Annual Meeting.	