

**HOLT PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD IN HOLT VILLAGE HALL
AT 7.30 p.m. ON THURSDAY 21 MAY 2026 IN HOLT VILLAGE HALL.**

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

In Attendance:- District Councillor Mr D. Clarke

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

1.	<u>Election of Chairman and the signing of Declaration of Chairman's Office.</u> The Clerk requested nominations for the role of Chair of Holt Parish Council. Parish Councillor Mrs C. Adams proposed Parish Councillor Mr B. Curral for the role of Chairman. This was seconded by Parish Councillor Mrs J. Hill and unanimously agreed by Parish Council. The Chairman's Declaration of Office was signed by Parish Councillor Mr B. Curral and counter signed by the Clerk in her role as Proper Officer of the Council.	
2.	<u>To consider apologies and to approve reasons for absence.</u> The Clerk reported that apologies had been received from Parish Councillor Mr J. Harper.	
3.	<u>Election of the Vice Chairman.</u> The Chairman asked for nominations for the role of Vice Chairman of Holt Parish Council. It was decided that this would be postponed until the June meeting of Parish Council.	CL
4.	<u>Declarations of Interest.</u> a) Register of Interests. There were no updates to the Register of Interests. b) Registration of Personal Interests. There was no registration of Personal Interests. c) Registration of Prejudicial Interests. There was no registration of Prejudicial Interests. d) Written requests for the Council to grant a dispensation. There had been no written requests for dispensation.	
6.	<u>To note the Standing Orders.</u> This documentation had been circulated prior to the Meeting.	
7.	<u>To note the Code of Conduct.</u> 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.	
8.	<u>To review the Council's Financial Regulations, Risk Assessment, GDPR policy and Insurance Requirements.</u> 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 2026/27 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 2026 under the same terms. Parish Councillor Mr S. Williams asked the Clerk to check re the insurance of the new storage container.	CL

	Parish Council agreed to accept the GDPR policy and the Clerk was asked that this is included in the policies to be reviewed annually.																									
9.	<u>Minutes.</u> The minutes of the Meeting of Holt Parish Council held on 16 April 2026 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 Meeting. This was seconded by Parish Councillor Mr N. Knight and unanimously agreed Parish Council. The Chairman signed the Minutes.																									
10.	<u>To consider matters arising from previous Parish Council Meeting.</u> a) Funding for new VAS – current report. Parish Councillor Mr S. Williams that a VAS was available from County Highways but it was not possible to locate it at the present time on the B 4196 as there is insufficient distance between the junction and end of the 30mph zone. County Highways are currently investigating whether the 30mph zone can be extended to accommodate the VAS. The Clerk reported that funding has not yet been received from County Councillor Mrs M. Fordingham for the VAS. b) Co-option to fill current vacancy on Parish Council – progress report. The Clerk reported that the vacancy on Parish Council had now been advertised to be filled by co-option and she had received one expression of interest. The closing date is Friday 12 June 2026 with a view to co-option taking place at the meeting of Parish Council due to be held on Thursday 18 June 2026. c) Installation of new litter bin on Ockeridge Lane – progress report. The Clerk reported that she had received a quote of £120.00 from Jim Moule to install the litter bin on Ockeridge Lane. This was approved by Parish Council and the Clerk was asked to purchase a litter bin in the same style as the ones currently used within the Parish. d) Storage container on Millennium Green – progress report. Parish Councillor Mr S. Williams reported that this was due to be delivered at the beginning of next week. e) Renewal of Lengthsman Scheme – progress report. The Clerk reported that the Agreements had been signed with WCC and the new Lengthsman. Top Cut Ltd, to renew the Lengthsman Scheme for 2026/27. The Clerk had received a number of requests for grass cutting along verges in the Parish and these would be passed onto Top Cut to see if they could be covered under the Lengthsman Scheme.	CL CL CL																								
11.	<u>Finance.</u> a) To note the current bank balances. It was reported that the current account bank balance currently stood at £1 240.48 and the deposit account at £19 775.58. 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. <table><tr><td>26 April 2026</td><td>Bank transfer</td><td>ALS Handyman (container sleepers)</td><td>130.80</td></tr><tr><td>26 April 2026</td><td>Bank transfer</td><td>J Bewley (bus shelter painting)</td><td>255.00</td></tr><tr><td>04 May 2026</td><td>Bank transfer</td><td>Mrs C Lightfoot (expenses)</td><td>26.92</td></tr><tr><td>04 May 2026</td><td>Bank transfer</td><td>Mrs C Lightfoot (salary)</td><td>412.80</td></tr><tr><td>10-May-26</td><td>Bank transfer</td><td>Friends of St Martin Church Holt</td><td>150.00</td></tr><tr><td>13-May-26</td><td>Bank transfer</td><td>Mrs C Lightfoot (salary)</td><td>412.80</td></tr></table> c) To note the status of the audit. The Clerk reported that all the audit paperwork was still with the internal auditor and she would chase this.	26 April 2026	Bank transfer	ALS Handyman (container sleepers)	130.80	26 April 2026	Bank transfer	J Bewley (bus shelter painting)	255.00	04 May 2026	Bank transfer	Mrs C Lightfoot (expenses)	26.92	04 May 2026	Bank transfer	Mrs C Lightfoot (salary)	412.80	10-May-26	Bank transfer	Friends of St Martin Church Holt	150.00	13-May-26	Bank transfer	Mrs C Lightfoot (salary)	412.80	CL
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13.	<u>Date of Next Meeting.</u> The next meeting of the Parish Council will be held on Thursday 18 June 2026.																									