

Minutes of the Meeting of Holt Parish Council

20 August 2026

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

In attendance:- , District Councillor D. Clarke.

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

1.	Public Question Time. There were no members of the public present and therefore no questions.	
2.	Apologies. Apologies were received from Parish Councillors Mrs J. Hill and 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 18 June 2026 were submitted for approval. Parish Councillor Mr S. Williams proposed the minutes and these were seconded by Parish Councillor Mr N. Knight. The minutes were approved as a true record of the meeting.	

5.	County and District Councillor Reports for Information. <u>County Councillor report.</u> County Councillor Mrs M. Fordingham had circulated her report prior to the meeting. Parish Council noted the contents. <u>District Council report.</u> District Councillor Mr D. Clarke reported on the following matters of note:- 1. Planning Application M/25/00400/FUL Land At (Os 8144 6324) Holt Heath This application has been refused as it goes against the new SWDP. It is unlikely the application will be resubmitted in the next 3 years. The new National Planning Policy is likely to have an impact on planning in rural areas. There will be a reduction from the current 2 planning committees to 1 and planning is more likely to be decided by officers rather than being referred to committee. 2. Devolution Elections are due to take place next May for the new Shadow Authority. There will be a transition period of 12 months which current District Councillors will be involved in.	
6.	Progress Reports for Information. 1. Ockeridge Litter Lane bin - update. Parish Councillor Mr S. Williams had met with Jim Moule and clarified the location of the litter bin. The bin is now awaiting collection and installation. 2. Parish Council gov. email address. The Clerk confirmed that Parish Councillor Mr J Singh had been forwarded the link to create his new .gov.uk email address. Once this was completed the Clerk agreed to update and circulate the Parish Council contact list. 3. Reporting Parish issues. The Chairman suggested that the Parish website should contain an information page detailing how residents can report highways, footpath, refuse and police issues directly to the relevant body. This was agreed by Parish Council and Parish Councillor Mr S. Williams agreed to create a draft page for discussion at the next meeting.	CL SW
7.	Finance. 1. To note the current bank balances. The Clerk reported that the current account balance is £2348.07 and the deposit account balance is £17979.07. 2. To approve payments and consider payments retrospectively. The following payments were reviewed and approved retrospectively by Parish Council.	

	<table><tr><td>15 June 2026</td><td>Bank transfer</td><td>18.0.2026 9.2</td><td>Glasdon UK Ltd (bill)</td><td>402.47</td></tr><tr><td>04 July 2026</td><td>Bank transfer</td><td></td><td>Top Cut Mowing</td><td>180.00</td></tr><tr><td>04 July 2026</td><td>Bank transfer</td><td></td><td>Worcestershire CALC (training)</td><td>86.40</td></tr><tr><td>15 August 2026</td><td>Bank transfer</td><td></td><td>Mrs C Lightfoot (salary)</td><td>412.80</td></tr><tr><td>15 August 2026</td><td>Bank transfer</td><td></td><td>Mrs C Lightfoot (salary)</td><td>412.80</td></tr><tr><td>15 August 2026</td><td>Bank transfer</td><td></td><td>Mrs C Lightfoot (expenses)</td><td>28.00</td></tr><tr><td>19 August 2026</td><td>Bank transfer</td><td></td><td>Top Cut Mowing (Lengthsman)</td><td>108.00</td></tr><tr><td>19 August 2026</td><td>Bank transfer</td><td></td><td>Top Cut Mowing</td><td>180.00</td></tr><tr><td>19 August 2026</td><td>Bank transfer</td><td></td><td>Worcestershire CALC (subs)</td><td>537.60</td></tr></table>	15 June 2026	Bank transfer	18.0.2026 9.2	Glasdon UK Ltd (bill)	402.47	04 July 2026	Bank transfer		Top Cut Mowing	180.00	04 July 2026	Bank transfer		Worcestershire CALC (training)	86.40	15 August 2026	Bank transfer		Mrs C Lightfoot (salary)	412.80	15 August 2026	Bank transfer		Mrs C Lightfoot (salary)	412.80	15 August 2026	Bank transfer		Mrs C Lightfoot (expenses)	28.00	19 August 2026	Bank transfer		Top Cut Mowing (Lengthsman)	108.00	19 August 2026	Bank transfer		Top Cut Mowing	180.00	19 August 2026	Bank transfer		Worcestershire CALC (subs)	537.60	
15 June 2026	Bank transfer	18.0.2026 9.2	Glasdon UK Ltd (bill)	402.47																																											
04 July 2026	Bank transfer		Top Cut Mowing	180.00																																											
04 July 2026	Bank transfer		Worcestershire CALC (training)	86.40																																											
15 August 2026	Bank transfer		Mrs C Lightfoot (salary)	412.80																																											
15 August 2026	Bank transfer		Mrs C Lightfoot (salary)	412.80																																											
15 August 2026	Bank transfer		Mrs C Lightfoot (expenses)	28.00																																											
19 August 2026	Bank transfer		Top Cut Mowing (Lengthsman)	108.00																																											
19 August 2026	Bank transfer		Top Cut Mowing	180.00																																											
19 August 2026	Bank transfer		Worcestershire CALC (subs)	537.60																																											
	Parish Councillor Mr S. Williams submitted 2 invoices for locks for the new container totalling £137.46 and £12.99. These invoices were approved by Parish Council and signed by 2 members of Parish Council. The Clerk agreed to make the payment by bank transfer. Parish Councillor Mr S. Williams confirmed that all the items belonging to Parish Council that had previously been stored at the Red Lion had now been moved to the container. The Clerk was handed a set of keys for the container 3. To review the current spend against budget. The Accounts spreadsheet was circulated prior to the Meeting and this was noted by Parish Council. 4. Update on audit. The Clerk confirmed that the Certificate of Exemption had been submitted to the External Auditors and the conclusion of the audit had been advertised as appropriate. 5. Update on the bank mandate. The Clerk reported that she is in the process of updating the bank mandate to include Parish Councillor Mr J. Singh.	CL																																													
8.	Planning. 1. Applications pending. <table><tr><th>Application No.</th><th>Location Details</th><th>Decision Status</th></tr><tr><td>M/26/01092/FUL Holt Heath Village Hall, Holt Heath</td><td>Demolition of existing village hall and erection of a new hall (variation of conditions 3 and 8 of planning permission M/24/00870/FUL)</td><td><i>Pending decision</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</td><td><i>Pending decision</i></td></tr></table>	Application No.	Location Details	Decision Status	M/26/01092/FUL Holt Heath Village Hall, Holt Heath	Demolition of existing village hall and erection of a new hall (variation of conditions 3 and 8 of planning permission M/24/00870/FUL)	<i>Pending decision</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	<i>Pending decision</i>																																					
Application No.	Location Details	Decision Status																																													
M/26/01092/FUL Holt Heath Village Hall, Holt Heath	Demolition of existing village hall and erection of a new hall (variation of conditions 3 and 8 of planning permission M/24/00870/FUL)	<i>Pending decision</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	<i>Pending decision</i>																																													

		shelter (workshops and storage; Use Class B8)											
	M/25/00849/CCO Thatch Lodge Holt Heath	Discharge of condition 9 (External materials) of planning permission M/23/01131/FUL	Pending decision										
2. Approvals/ Refusals. <table><tr><th>Application No.</th><th>Location Details</th><th>Decision Status</th></tr><tr><td>M/26/00627/FUL Land at OS 8082 6327 Witley Road Holt Heath</td><td>Erection of 2 live/work units and associated parking</td><td>Application refused</td></tr><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>Application refused <i>This was discussed under Agenda Item 6 – District Councillor Report.</i></td></tr></table> 3. Other planning issues. There were no issues to report.					Application No.	Location Details	Decision Status	M/26/00627/FUL Land at OS 8082 6327 Witley Road Holt Heath	Erection of 2 live/work units and associated parking	Application refused	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	Application refused <i>This was discussed under Agenda Item 6 – District Councillor Report.</i>
Application No.	Location Details	Decision Status											
M/26/00627/FUL Land at OS 8082 6327 Witley Road Holt Heath	Erection of 2 live/work units and associated parking	Application refused											
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	Application refused <i>This was discussed under Agenda Item 6 – District Councillor Report.</i>											
9.	Correspondence for information. 1. E-mail re speeding vehicles. The Clerk read out some emails she had received from some parishioners relating to the issue of speeding in the Holt Fleet area. This was discussed in detail by Parish Council. It was agreed to invite the police to a meeting of Parish Council so the issue of enforcement could be discussed in more detail. Parish Councillor Mr S. Williams raised the issue of the VAS that was due to be positioned on the Shrawley road and agreed to speak to County Councillor Mrs M. Fordingham and County Highways if there are any other locations within the Parish where the sign can be placed.			BC SW									

	2. Parish emergency plan. This issue was raised by The Chairman following correspondence from MHDC. Having reviewed the guidelines it seems that the key points are - Set of contacts. - Evacuation procedure and location. Given the small size of the Parish it was decided it would be more appropriate to discuss this at Parish Cluster level and put together a joint plan. The Clerk agreed to arrange a Cluster Parish Meeting for September/ October and the Chairman agreed to do further research on formulating a Parish emergency plan.	CL BC
10.	Clerk's report on urgent decisions since the last meeting. There were no items to discuss.	
11.	Councillor's reports and items for future agendas. 1. Car show. Parish Councillor Mr S. Williams reported that this will take place on Sunday 23 August 2026 and there should be over 100 vehicles present. 2. Hedge cutting. It was reported that the hedge between Cherry Orchard and Severn Heights required trimming. The Clerk agreed to contact Top Cut to carry out this work. 3. Food Festival. Parish Councillor Mr J. Singh reported that a food festival will take place at the Red Lion on Sunday 13 September 2026. 4. Village Hall. Parish Councillor Mrs C. Adams gave an update on the Village Hall. Contracts are due to be signed next week and demolition should start in the next few weeks. The whole project should take 12-18 months. Questionnaires are due to be circulated around the village asking what the parishioners would like to see the Village Hall used for in the future.	CL
12.	Date for the next Meeting. This is scheduled for Thursday 17 September 2026. Parish Councillor Mrs C. Adams gave her apologies for this meeting.	