

A meeting of Holt Parish Council was held on Thursday, 1<sup>st</sup> December 2011 at the URC Hall.

**Present:** Cllr. John Palmer, Cllr. Becky Stevens, Cllr. Jane Grant, Cllr. Barbara Tucker, Cllr. Bob Mizen, Cllr. Steve Siddall, Cllr. Martin Moyes, Cllr. Basil Ash, Cllr. John Fletcher.

**Apologies:** Cllr. Helen Quilliam, Cllr. Andrew Pearce.

**In Attendance:** Cllr. Trevor Carbin, PCSO Vicky Huntley.

**Open Meeting:**

PCSO Vicky Huntley reported on the following issues:

- Three unlocked vehicles have had items stolen from them.
- Two incidents of criminal damage- one minor incident and another of a rock thrown through a car window.
- A bicycle has been stolen from a garden and two bicycles have been found.
- A male has been seen cycling around the Village in the small hours of the morning; he is approaching properties close enough to trigger the alarm.
- Parking in The Midlands – vehicles parking on the bend. Several warning notices have been issued.

Vicky to follow up on the burglary at Ham Close which took place in October.

Vehicles parked on pavements – Vicky advised that anyone observing a vehicle causing an obstruction should call the Police on 101 at the time and ask for the Police to attend.

Cllr. Trevor Carbin reported as follows:

- Changes to speed limits on the B3107 and B3106 will be implemented next year.
- Council Tax – no increase next year.
- Any Questions, 2<sup>nd</sup> December – tickets are still available and proceeds will go towards the school crossing fund.

Thanks were given to Cllr. Carbin for arranging the evening.

Cllr. Basil Ash expressed concern regarding changes to the Warden service provided by Selwood Housing. The Warden at The Elms had her pass key withdrawn recently which caused concern regarding safety issues for residents; it has now been returned to her, but residents are concerned that long serving staff will be required to train new staff and then made redundant. There is unrest amongst staff because they do not know if their jobs are secure. He has spoken to Cllr. Trevor Carbin several times about this situation and does not consider him to be responsible for the situation. He asked that the Parish Council follow this up as he is concerned that he is letting down the people who elected him to the Council. Cllr. Basil Ash then chose to leave the meeting.

The Chairman said there is an issue of security and access which should be addressed. The wider issue regarding employment is an issue for the company employing them and more difficult to address. However, Cllr. Trevor Carbin will investigate and report back to the Council.

**Website Presentation:**

Cllr. John Fletcher introduced Mr. Dave Huggins, who has offered to build a website for the Council free of charge.

Mr. Huggins gave a short presentation of the work he has done to date. It was agreed that the site should be purely for the Parish Council with links to other Village organisations. Cllr. John Fletcher to liaise with Mr. Huggins re content; it should be up and running by the end of December. The site will then be built up bit by bit. Thanks were extended to Mr. Huggins.

**Minutes of the Meeting held on 27<sup>th</sup> October 2011:** The minutes of this meeting were approved and signed.

**Matters Arising:** The Clerk has informed Mr. Roger Coleman, Clerk to Westwood PC, that this Council would wish to attend a meeting regarding the effectiveness of the Bradford-on-Avon Community Area Board for rural areas.

Footpath Survey – a report has been sent to Mr. Paul Millard.

Jubilee woods – Cllr. John Fletcher has placed an article in the magazine. No response received. The Clerk to inform the WI.

It was agreed that the full accounts should be emailed to all councillors prior to each meeting.

Flooding, The Midlands – reported to Wiltshire Highways.

**Planning:**

**i) General Report**

Record of Planning Committee e-meeting decisions for the month of november 2011

| <u>Applications</u> | By | For | Planning Cttee Decision | Clerk Action |
|---------------------|----|-----|-------------------------|--------------|
|                     |    |     |                         |              |

|  |  |   |   |  |
|--|--|---|---|--|
| W/11/02868/TCA<br>Parish: Holt<br>Ward: Holt And<br>Staverton<br>27.10.11<br>Tree(s) in Conservation<br>Area<br>Case Officer: Mr Chris<br>Kirk | Mr<br>Christop<br>Andher Hall<br>363 The<br>Walk<br>Holt<br>Wiltshire<br>BA14<br>6RR | Pollard Ash Tree (Fig A) at<br>approx 8-10ft  | Not<br>significa<br>nt                                |  |
| W/11/02800/FUL<br>Parish: Holt<br>Ward: Holt And<br>Staverton<br>01.11.11<br>Full Plan<br>Gaston Farm Gaston<br>Holt Wiltshire BA14<br>6QA     | E-tricity<br>Limited   | Installation of a ground<br>mounted Solar PV array                                  | Refer to<br>PC –<br>recomme<br>nd “No<br>comment<br>” |  |
| <b><u>DECISIONS</u></b>  |  |   |   |  |
| W/11/02506/FUL<br><b>Site Address:</b><br>21 Hawcroft Holt<br>Wiltshire BA14 6RN   | Mr And<br>Mrs<br>Mackenz<br>ie-Hunt  | First floor bedroom<br>extension  |   | Full Plan<br><b>Decision:</b>  |
| W/11/02620/TCA<br><b>Site Address:</b><br>97A The Street Holt<br>Wiltshire BA14 6QH  | Mr Tim<br>Watson   | Crown reduce Cherry Tree<br>(T5) and Ash Tree (T6) by<br>30% and thin by 10%        |   | <b>No Tree Preservation<br/>order to be made</b>                             |
| W/11/02621/TCA<br><b>Site Address:</b><br>98 The Street Holt<br>Wiltshire BA14 6QH   | Mr Tim<br>Watson   | Fell Holly Tree (T1) and<br>Yew Tree (T2), crown thin<br>Apple Tree (T3) by 15% and |   | <b>No Tree Preservation<br/>order to be made<br/>Decision<br/>31/10/2011</b> |

|   |                             |  |  |  |
|---|-----------------------------|--|--|--|
| W/11/02475/FUL<br><b>Site Address:</b><br>11 Crandon Lea Holt<br>Wiltshire BA14 6QX | Mrs Kate<br>Buckrell        | Demolition of existing<br>conservatory and addition of<br>single storey and two storey |  | Full Plan<br><b>Decision:</b><br><b>Permission</b><br>07/11/2011 |
| W/11/02686/TCA<br><b>Site Address:</b><br>349 The Street Holt<br>Wiltshire BA14 6QH | Mr<br>Rodderic<br>k Jezzard | Fell Norway Spruce (T1) to<br>ground level   |  | <b>No Tree Preservation<br/>order to be made</b>                 |
| <b>Application No:</b><br><b>Site Address:</b>                                      | Mr<br>Moody                 | Agricultural storage building<br>to replace existing                                   |  | Agricultural Determination<br><b>Details approved</b>            |

The Planning Committee is concerned about the permitted development of the derelict farm building opposite Thurles. It was agreed that the development should be challenged.

Planning Application W/11/02800/FUL, Solar Panels, Gaston Farm. As a near neighbour, Cllr. John Palmer declared an interest in this proposed development but felt himself free to express a view as this proposal effects the Village as a whole. It was proposed, seconded and agreed, two abstentions, one of which was Cllr. John Palmer, that as this site is on the edge of the Village conservation area this Council should request that a condition be placed requiring the planting of suitable shrubs or trees to screen the site, particularly from the north and west.

- ii) **Holt Tannery Project:** A flyer went out with the Magazine informing People of the exhibition at the Village Hall on 8<sup>th</sup> December and the opportunity to have a tour of Beaven's site on 10<sup>th</sup> December. Cllr. Steve Siddall will have sight of material for the exhibition tomorrow; it will be too big to email to councillors and it was agreed that Cllr. Steve Siddall should respond on the Council's behalf.

**Village Facilities Committee:** Minutes of a recent meeting have been circulated to Councillors.

i) **General Report:**

- Arrangements will be made for new chains and locks at the Playing Fields.
- Restored bench in situ – this has been installed by Cllrs. Fletcher and Siddall. This has incurred a small cost.

- Wooden Shelter – ridge tiles replaced.
- Five volunteers have come forward to carry out work at Dawes Pond, and this will be done next week.
- The Brook, water flow – discussions ongoing with riparian owners.
- Fencing around play equipment – Mr. Andy Slade and Cllr. Bob Mizen will try to repair the fencing.
- Hedge overgrowth at Hawcroft end of The Midlands. The hedge has been cut back to a height of six feet. The Clerk to ascertain ownership of the hedge and ask Highways to write to them requesting that the hedge is further cut back.
- Resited play equipment needs to be repainted and a quotation of £450 has been received. This could be done in March.
- Metal benches – it will cost £90 to repaint each bench and it was suggested that two benches should be repainted.
- Periodic Safety Inspection, Pavilion – Steve Zatchij has quoted £100 and this quote has been accepted.

Cllr. Martin Moyes, as Treasurer, confirmed that funds are available within the VFC budget for the above work. A vote was taken and all were in favour of the work being carried out.

Cllr. John Fletcher to seek sponsorship for work to the benches through the magazine.

Tree Warden Scheme/Tree Warden – this is a voluntary position and the tree warden is required to promote and maintain trees within the Parish, particularly those on public land. If there is a parish tree warden, then there is an opportunity to obtain grants for the maintenance of trees. Cllr. John Fletcher offered to fulfil this role.

- ii) **Children’s Play Area & Annual Safety Inspection:** Digley Associates, in association with our insurers, Came & Company, offer a competitive rate for the annual safety inspection of children’s play equipment. Three schemes are available – Scheme 1 - £35, Scheme 2 - £40 and Scheme 3 - £45. Other companies have given quotes ranging from £150 to £250. It was proposed, seconded and agreed that Digley Associates Scheme 3 should be accepted.
- iii) **Pavilion Store/Garage:** Mrs. Meg Slade has brought it to the attention of the Council that in previous years it has always been HSRC who clear the sports equipment store; she has asked that other users of the store take their turn. Cllr. Bob Mizen to assess the situation and report back to the Council. The Clerk to inform Mrs. Slade.

#### **Traffic Committee:**

- i) **General Report:**
  - Tollgate Roundabout – Cllr. Becky Stevens to contact Mr. Mark Stansby regarding action on signage.

- The Midlands – no further contact from Mr. Gerald Milward-Oliver regarding the provision of 60 parking spaces on Beaven's site. Cllr. Steve Siddall advised that there is a secondary arrangement between Messrs Kirkham and Colle which will resolve the parking problems for those working at the Glove Factory Studios. However, visitors to the Glove Factory Studios are now causing parking problems in the The Midlands. It was agreed that Cllr. Becky Stevens should speak to Mr. Nick Kirkham and ask him to place cones in The Midlands each day.
- C roads 30 mph speed limit - report to next meeting
- School Crossing – this was raised at the Bradford-on-Avon Community Area Board meeting last week. A response now received and it is likely that the crossing will not be hampered by planning permission for development at the School. A Public consultation should take place in the near future and Cllr. Martin Moyes urged councillors to respond to the consultation by writing to Wiltshire Council; this will make a significant difference to the outcome of provision of a crossing. The Clerk to flag this up through the Magazine. It is hoped the crossing should be in place by Spring 2012.

- ii) **Holt Manor:** Mr. Andy Cadwallader has not yet responded to the Chairman's letter to him dated 26<sup>th</sup> October. He has informed the Clerk that land registry records are not sufficiently clear for legal action to be taken regarding posts on the verges, although he is commissioning a survey to ascertain the true line of the road. A request to close the road to Holt Manor to traffic has not been received by Wiltshire Council to date.

The Chairman has met with Mr. Harris and thanked him for removing some of the signage to Great Chalfield Manor and he has now agreed to remove the signage at Summer Lane. The signs will be re-erected in the Spring. Posts on verges – no progress. Closure of the road – nothing to date.

Footpaths 8 & 16 - a meeting between Mr. Harris, the footpath warden and Cllr. John Palmer, has resulted in Mr. Harris offering to put in a kissing gate at the northern end of Footpath 16, near to Jacob's Ladder. He will not provide dog friendly access to Footpath 8 as he intends to rear animals on the land and does not wish to have dogs running free on the land.

It was agreed that the Chairman should respond to Mr. Harris accepting his offer to install a kissing gate at the northern end of Footpath 16 and undertaking not to challenge the re-routing of footpath 16, at least until such time when the current arrangement of footpaths changes.

The Ramblers Association has suggested that Jacob's Ladder should become a listed structure. It was proposed, seconded and agreed, all in favour, that Jacob's Ladder should become a listed structure. Mr. Harris to be informed of the decision.

- iii) **Action Plan for HGV Weight Limit:** It is likely that the Hilperton Gap road will be built in 2014. Cllr. Steve Siddall proposed that this Council comes up with a specific action plan so if and when the Hilperton Gap road is built, there is a weight limit on the B3107 through Holt. All present were in favour of Cllr. Steve Siddall's proposal and details of such a plan will be discussed under the Neighbourhood Plan.

**New Pavilion Project Committee Report:** Cllr. Barbara Tucker reported that there are problems with the planning application for the new pavilion; in August the Pavilion Committee wrote to the Planning Department asking their position if they chose to make changes to the planning application, this has been followed up by three emails, but a response has not been received. Cllr. Steve Siddall to follow up on the Council's behalf.

**Bradford-on-Avon Community Area Board:** Cllr. Martin Moyes reported as follows:

- Youth Club Grant – a full grant of £2267 has been given for funding for a second youth leader for next year.
- Planning – Cllr. Martin Moyes suggested that the unsatisfactory situation between the Council and the Planning Department could be addressed through the Area Board.
- The Chairman clarified that he chose not to attend the recent Area Board meeting in Holt because he considered it better for Village issues to be presented by other members of the community.

**War Memorial – Insurance:** Two valuations for insurance of the War Memorial have been received, one of £25,000 and one of £30,000. The Insurance premium would be approximately £113. James Long, Monumental Masons, considered that should the bronze plaque be stolen it would be advisable to replace it with granite, the cost of which would be £1000/£1500. The Clerk to ascertain if it is possible to insure the bronze plaque only before a decision is made.

**Precept:** Cllr. Martin Moyes presented the attached precept as discussed at the Extraordinary meeting held on 17th November. As the youth club trustees presently have more than adequate reserves to cover expenditure next year, it was agreed that the Council's donation to them should be reduced to £250. The donation cannot be withdrawn as the grant application to the Area Board was based on partnership funding from this Parish Council. £386 will be moved to reserves.

It was proposed, seconded and agreed, all in favour, that a precept of £16899 should be set, representing a standstill on the current year.

Cllr. Martin Moyes left the meeting.

**Website:** Cllr. John Fletcher to liaise with the Clerk to get minutes for the last twelve months in PDF format. The website will be running before Christmas.

**Neighbourhood Plan:** Cllr. Becky Stevens reported that the Localism Act received Royal Assent on 25<sup>th</sup> November. Holt has already made a start compiling a Village Plan. A Neighbourhood Plan, if carried out correctly, would have legal weight behind it and Wiltshire Council would have to abide by what is in the Plan. It will be necessary to hold a referendum. Cllr. Becky Stevens suggested we should go back to those who completed the original questionnaire to ask if they would be happy to kick start the Neighbourhood Plan again. Funding is available and Wiltshire Council is obliged to give technical advice on how to put the Plan together. The Chairman then asked that the Localism Act should be discussed before further discussion regarding the Neighbourhood Plan and the HGV weight limit.

**Localism Bill:** Cllr. Jane Grant said that the community infrastructure levy is significant as it is expected to contribute towards the area or part of the area being affected by the development, and contains provision for the money to be passed to another body, such as a parish council, from the charging authority. It replaces section 106 money.

For the Tannery Project Open Day Cllr. Jane Grant proposes to:

- Set out the bare bones of the provisions of the Localism Act, and link them to Holt's involvement.
- Emphasis will be placed on the Neighbourhood Plan and what it is.
- People to be asked how they would like to become involved, if at all:
  - Respond to a survey
  - Be part of an occasional focus group
  - Be part of the steering group to prepare the Plan
- Ask if people have any questions about the Localism Act and offer to seek the answers.
- Officers manning the stand to write down questions and contact details.

The open day lasts from 3pm until 9pm and Cllr. Jane Grant will email councillors to arrange a rota to man the stand.

The Chairman said that as there is a group that worked on the Village Plan the Council must be careful not to start again. He suggested that Cllr. Becky Stevens and Cllr. Jane Grant meet to agree a way forward with the existing group. Those involved with the Village Plan should be included in the Open Day on 8<sup>th</sup> December. Cllr. Steve Siddall to liaise with Cllr. Becky Stevens and Cllr. Jane Grant to ensure that an HGV weight limit on the B3107 is included in the presentation and the Plan.

Final decisions regarding the Neighbourhood Plan to be deferred until the January meeting.

**Establishment of Community Orchard:** Cllr. Steve Siddall placed an article in the Magazine asking people to come forward to put together a scheme. Mrs. Marsha



Nicholson is the only volunteer. Cllrs. Siddall and Fletcher, together with Marsha Nicholson to put together a scheme and report to the next meeting.

**Correspondence:** Mrs. Val Baker of Bradley Lane has requested a street light in Bradley Lane. The Clerk to advise her that it is not in this Council's remit to provide street lighting.

Dog Control Order – Wiltshire Council seeks to put in place a Dog Control order in May 2012. Council's are invited to designate areas which they wish to be included in the Order. A response is required by 13th January. Cllr. Bob Mizen to ask for an extension and bring recommendations to the next meeting.

**Caretaker's Report:** Cllr. Helen Quilliam carried out the Village Inspection. The report is not available because of technical problems. Held over to the next meeting.

**Accounts:** The following accounts were approved for payment:

|  |                     |
|--|---------------------|
| St. Katharine's Church/Donation                | £ 200.00            |
| EON  | £ 160.90            |
| Wessex Water                                   | £ 76.59             |
| Garry Aland/Caretaking                         | £ 180.95            |
| Garry Aland/Ground Maintenance                 | £ 119.31            |
| Holt URC/Hire of Hall                          | £110.00             |
| Paul Bloomfield/Wooden Shelter/<br>Ridge Tiles | £185.00             |
| JM Beale                                       | £ 470.50            |
| Remuneration                                   | £344.62             |
| Fixed Expenses                                 | £ 34.26             |
| External Hard Drive                            | £ 51.50             |
| Stationery                                     | £ 19.60 (VAT £3.92) |
| Telephone Calls<br>& Line Rental               | £ 15.00             |
| Postage  | £ 5.52              |

**Pavilion Account**

|                                  |         |
|----------------------------------|---------|
| URC/Hire of Hall Christmas Fayre | £ 25.00 |
|----------------------------------|---------|

**Any Other Business:** Garry Aland to be asked to clear leaves from the pavement opposite the Ham Tree.

Cllr. Jane Grant will attend the Executive Committee Meeting of WALC next week. Mr. Brad Fleet, Director of Development Service Neighbourhood and Planning, Wiltshire Council will attend. Questions for Mr. Fleet to Cllr. Jane Grant.