

A meeting of Holt Parish Council was held on Thursday, 27<sup>th</sup> March 2014 at the URC Hall.

**Present:** Cllr. Becky Stevens, Cllr. Andrew Pearce, Cllr. Jane Grant, Cllr. Marsha Nicholson, Cllr. Rebekah Harrison, Cllr. Steve Siddall, Cllr. Tom Stimpson, Cllr. Robin Paice.

**Apologies:** Cllr. Richard Goodman, Cllr. Dave Cullop, Cllr. Bob Mizen.

**In Attendance:** Cllr. Trevor Carbin.

The Chairman opened the meeting by asking those present to stand to observe a period of silence for Jane Anderson, a former councillor, who died last week.

**Open Meeting:** Cllr. Trevor Carbin reported that all mini recycling sites across the county are to be removed.

**Chairman's Report:** I present my second annual Chairman's report of Holt Parish Council following an election year in which we continued to respond to the many challenges presented to us.

At our March 2013 meeting Councillor Basil Ash offered his resignation from the Council, which was received with regret. I would like to take this opportunity to thank Basil for all his hard work during his time as a Councillor. After a six year term, the Parish Council was due to go to the Polls .Five Councillors decided not to stand for re-election and unfortunately insufficient candidates came forward to ensure a vote. This left the Council short of a full complement but after advertising the vacant positions in the village magazine and a bit of coercion, Robin Paice, Richard Goodman, Tom Stimpson, Rebekah Harrison, Marsha Nicolson and David Cullop were co-opted onto the Council. I would like to take this opportunity to thank those who decided not to stand for re-election for their hard work and commitment to this Council and to our new Councillors for their contribution to the continuing work of this Council. I know it is not always easy as a new Councillor to get to grips with due process and the history behind some of the decision making. However, I hope you are all enjoying your time on the Council.

During the last twelve months we have continued open dialogue with Holt Tannery Ltd over the proposed development of the tannery site. The committee continues to include non Council members to ensure independence and openness. A planning application by Holt Tannery Ltd to Wiltshire Council is anticipated in July of this year. Three planning applications were submitted by the owner of the Glove Factory Studios, to include a flood prevention plan, car park in the field west of the Glove Factory and extension to the existing buildings within the site. Due to the nature of the applications and to ensure that this Council's decision was based on village opinion, an extraordinary meeting was held in July 2013 which was well attended with standing room only left in the hall. After listening to the concerns raised it was agreed that the application for the car park in the field west of the Glove Factory should be referred to the planning officer of Wiltshire Council. All three applications

were approved by Wiltshire Council in October with some recommendations made by this

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Council being included as part of the approval. The Kingston farm development recently received planning permission and we will be monitoring the impact this has on Holt during and after construction.

We continue to monitor all planning applications within the Parish and where appropriate ask our Wiltshire Councillor Trevor Carbin to refer them to the planning officer. We also continue to monitor building works within our Parish to ensure they comply with approved planning permission. Where we have had reason for concern we have referred the matter to Wiltshire Council's enforcement department. We are now an authorised user of the Ordnance Survey national mapping data which will allow us to produce detailed maps of the Parish.

The Village Facilities Committee(VFC) has once again worked hard on the up keep of the village. Donations have been received during the year for the restoration of the War Memorial and grant applications to the War Memorial Trust and Bradford Area Board were successful. The total cost of the restoration has been raised and the work will be completed in time for the WW1 Commemoration, which is currently being organised with other interested parties in the village. The posts around Ham Green are to be restored from a contribution of the profits from the auction of promises and work on the restoration of the benches in the village continues. Concerns raised by individuals, including an increase in dog fouling were followed up and general maintenance of the play equipment in the children's play area continued. The monthly village inspection reports have been completed by Councillors which highlight where work needs carrying out and the annual footpath walks were also completed with the report being submitted to Wiltshire Council. A subcommittee was created to review the condition of the trees on Parish Council land and recommend the work required to ensure that the trees are not only in a safe and healthy condition but that any replanting takes place to ensure that there are trees in the village for future generations. This work continues. Work on the pond has had to be delayed due to technical difficulties but we hope to create a more sustainable pond for the future which will make maintenance easier and create a more enjoyable environment for villagers and visitors alike.

Raising funds to improve the condition of the Pavilion continued and the doors and windows were recently replaced, which has improved the look of the building. Work on improving the facilities inside, including replacement of the sanitary ware is under way. The hard work of the Village Facilities Committee goes unnoticed until the annual Best Kept Village competition comes around and once again we did very well coming second in the large village category.

The Traffic Committee was renamed to fall in line with Wiltshire Council and is now called the Highways and Streetscene Committee. Footpaths now come under this committee's remit. Traffic has continued to be an issue, with the Midlands and parking continuing to raise serious concerns with the residents. The bollards

continue to be in situ on the corner by the Glove Factory and are adhered to for the majority of the time. Off street parking is still available on the Tannery site for visitors to the Courts and the Glove Factory and the owner of the Glove Factory erected signs to ensure visitors to

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the village are aware of this additional parking. Double Yellow Lines for the Midlands and on the Corner of Beckerley Lane and the Common are going through due process with Wiltshire Council and we hope that these will be completed as soon as possible. Very recently three traffic counts have been completed for Holt and we are in the process of analysing this data. A comprehensive traffic plan was completed for the village by an independent committee and this will form part of the Neighbourhood Plan which is currently being composed by a committee of individuals independent of this Council with two Councillors in support. On completion the Neighbourhood Plan will be presented by the Parish Council to the village for adoption by ballot which will give us a stronger voice in the planning process. We are hopeful that the Plan will be completed during 2014. I would like to take this opportunity to thank everyone who has and is continuing to give up their spare time to compose a comprehensive plan. I know that a lot of hard work has gone into understanding the framework for the plan and analysing all the information to ensure that it is a fair representation of the views of the village.

Villagers were asked if there were any footpaths in the Parish not currently included on the definitive map. From the feedback received two footpaths had been walked over many years by a number of residents and the process to include these on the definitive map was submitted to Wiltshire Council. The application for these two footpaths are due to be heard at a public hearing in the village at the end of July this year. Maintenance of highways and streetscene were contracted out to Balfour Beatty by Wiltshire Council during the year which experienced some teething problems. We were assigned a streetscene co-ordinator within Wiltshire Council, Jennie Hiscocks, who advises Balfour Beatty of any work that we have requested.

Flooding has been a major issue this winter especially around the Midlands. We are currently in the process of meeting with all the riparian owners of Holt Brook to ensure that any maintenance needed to reduce the flood risk is carried out. Technical expertise is being received from Steve Scothern, Wiltshire Councils land drainage engineer.

Holt Manor submitted a formal proposal to erect signs to Great Chalfield on Leigh Road and make alterations to Summer Lane. An objection to these proposals were submitted to Wiltshire Council through the Bradford Area Board and the plans were subsequently refused. Our concerns regarding the erection of bollards along the UC6020 were considered by Wiltshire Council at length and we have recently been informed that their removal will not be enforced at this time.

At the beginning of this term of office, concerns were raised by this Council about the support we received from Wiltshire Council and the role of the Bradford Area Board. An invitation was extended to Jane Scott, leader of Wiltshire Council, to attend the

open part of a Parish Council meeting where these concerns could be aired. Jane Scott accepted the invitation and attended our June meeting where considerable time was spent discussing our concerns. Following the meeting we did experience a considerable improvement in Wiltshire Council's response time to correspondence. The message regarding the Bradford Area Board was that it is the responsibility of

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each Parish Council to maximise the benefit of more localised decision making and this is something we will continue to review.

The country's financial position has continued to have an impact on us, including a reduction in the precept from Wiltshire Council for the current financial year and for 2014/15. The grant we received from Wiltshire Council in the current financial year to compensate for the reduction was not forthcoming for 2014/15 and to ensure that this Council maintains the current level of services it was agreed to increase our precept by 3% which equates to 91 pence a year per household. This Council is of the firm view that if an increase had not been agreed then services would have been severely affected with the impact being clearly visible. Another impact of the financial pressures on all levels of government is the proposed cut to youth services in the county. This may well have a huge impact on Holt's youth club and the Broughton Gifford & Holt Youthwork Project is currently compiling a response to Wiltshire Council's consultation on the future of youth funding and how this service should be delivered. Jane Grant and myself are Trustees of this group and will keep this Council and the village up to date on developments.

PC Pelling has attended meetings over the year, and when he was unavailable PCSO MacLachlan has done so on his behalf. We receive a monthly comprehensive report on the crime statistics and welcome the opportunity to raise questions or concerns to Wiltshire Police at our meeting. I would like to thank both PC Pelling and PCSO MacLachlan for the continued support over the last twelve months. Caroline Metz our Good Neighbour co-ordinator has reported to the Council of her progress over the last twelve months and has our full support in this important work. Gary Aland has once again worked hard over the year as our contractor grass cutter and village caretaker and I would like to thank him for his hard work. Trevor Carbin has attended every one of our meetings, offering his full support in planning issues and as our representative on the Bradford area board. His continued support is very much appreciated. Thank you.

I would like to take this opportunity to thank our clerk Jennie Beale for another year of hard work. With a large number of new Councillors and high profile cases, the amount of administration has been particularly high. Jennie's background knowledge not only about the village but about the role of a Parish Council clerk and procedure has proved invaluable. I would also like to thank my fellow Councillors for all your hard work over the last twelve months, and in particular my Vice Chair and Bradford Area Board representative Andrew Pearce, Chair of the VFC Bob Mizen, Steve Siddall, planning and Richard Goodman, Finance. Also thanks to Jane Grant for her work during the year with WALC and to Tom Stimpson for maintenance of the web site.

Being a member of this Council has taught me that the wheels of democracy can turn slowly but with perseverance and determination a lot can be achieved.

**Declarations of Interests and Dispensation:** Cllr. Becky Stevens declared an interest in Footpath 31, Cllr. Jane Grant declared an interest in works to alleviate

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flooding at the Glove Factory Studios and Cllr. Tom Stimpson declared an interest in the website.

**Minutes of the Meeting Held on Thursday 27<sup>th</sup> February 2014:** The minutes of this meeting were approved and signed.

**Matters Arising:** Hedge at Holt Manor – Mr. Andy Cadwallader to write to Mr. Harris.

Wiltshire Council has been informed that this Council does not wish to make any observations on the planning application for a solar farm at Hilperton Marsh.

Wiltshire Council has been asked to consider formulating a policy on the development of solar panel sites.

Footpath 31 – Cllr. Andrew Pearce took the chair and Cllr. Becky Stevens did not take part in any discussion.

Mr. & Mrs. N. Oakley and Mr. & Mrs. R. Arkell have been asked for their agreement that the part of FP 31 which is on their land, but outside their garden fences, and runs from Leigh Road between their properties and 21A Leigh Road to the field, can become part of a definitive path. The Arkells have agreed subject to the following conditions: that no public right of way to either end of this section be through their front, side or rear garden and that the extinguishment of the part of the spur shown on Wiltshire Council's Definitive Map as running through their garden successfully takes place. Mr. & Mrs. Oakley are not willing to give their consent until the part of Footpath 31 which crosses their garden is extinguished and all three landowners involved, themselves, Mr. & Mrs. R. Arkell and Mr. Keith Tucker, give written consent for a Right of Way footpath to cross their land.

Councillors considered the response to be at odds with what Mr. & Mrs. Oakley said at the January Council meeting. Subsequently, the matter will not be discussed further until the next meeting of the Council when Councillors have had the opportunity to consider whether the decision made in January should be revoked, as standing orders state that a decision cannot be rescinded within six months, unless four or more councillors make a written request to the Clerk.

The Clerk to circulate Mr. & Mrs. Arkell's letter to councillors; Mr. & Mrs., Oakley's letter has already been circulated. The Clerk to acknowledge the responses from the Oakleys and the Arkells

A letter has been sent to Mrs. Helen Rabaiotti thanking her for the excellent service she provided during her time as postmistress.

The Postbox on The Common has now been sealed as it is effectively in the Rabaiotti's front garden. Royal Mail are looking for a suitable site for a post box at the Melksham end of the Village. The Clerk to write to Royal Mail.

WALC – Cllr. Jane Grant reported on the recent meeting of WALC Executive Committee:

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- The new way of delivering training for Councillors is popular; a local council organises those who wish to attend and a venue and Katie Fielding delivers the training.
- WALC website is to be professionally brought up to date.
- Information about legislation on recording of meetings is to come from WALC in the next newsletter.
- There is an amount of money collected under Section 106 Agreements or Community Infrastructure Levy that remains unspent by Wiltshire Council. WALC to follow up.

Wiltshire Waste Rubbish Bins – these have now been delivered and will be emptied on demand. The Clerk to clarify the definition of contaminated waste.

VFC to consider installing another dog litter bin on Wiltshire Highways land near Dawes' Pond.

**Planning Committee Report:** The Planning Committee minutes have been circulated and a copy is attached to the master copy of these minutes.

Planning Application W13/01/1395/FUL – Land adjacent to Forewoods Common. An enforcement order is in place. The Council to review in August to ensure the order has been adhered to.

Wiltshire Core Strategy – Cllr. Steve Siddall said it is likely that village boundaries will be reviewed. The Planning Committee to take the matter up with the Neighbourhood Plan Group.

**Village Facility Committee Report:** In the absence of Cllr. Mizen Cllr. Marsha Nicholson reported as follows:

- Quotes have been obtained for a self-closing gate for the old children's play area, the cheapest of which was £450. VFC has a residual budget of £225 for 2013/14 and asked if funds could be taken from reserves for the gate. To be discussed at the next meeting.
- Dawes' Pond – significant problems have arisen with proposed works to the Pond. The person who was going to carry out the work is no longer able to do so. Another quote has been obtained for works to the pond and installation of a liner; it is three times more than the previous quote. Grant funding is now being considered.

- Cllr. Steve Siddall asked for volunteers to do a Pond clean up this weekend. He will email a date and time – turn up if you can.
- Metal Benches – restoration work ongoing.
- Cllr. Steve Siddall has met with Mr. Andy Cadwallader, WC, who has agreed to install some wooden posts on the Narrow Green to deter parking. He has also advised re kerbing on the Garage side of Ham Green.
- Works to trees – Mr. Crispin Keysar has been asked to carry out the work.

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- Oak benches – VFC suggest that one bench should be placed in the orchard area and another in the corner near Ground Corner/The Street. Suggestions please for discussion at the next meeting.
- Pavilion cleaning – quotes cannot be obtained until all internal work is done. VFC does not have the funds to pay for regular cleaning. Funds to be taken from the Pavilion account for a deep clean once work is complete.
- War Memorial – restoration work is complete and new gravel will be laid.
- Posts & Chains on Ham Green, will be painted after Easter.
- WW1 commemorations – Cllr. Bob Mizen taking forward.
- Oak tree, the Orchard – the tree which was planted by Mr. & Mrs. Frank Anderson has been removed. Mr. Anderson to be offered a fruit tree with a plaque to commemorate his wife, Jane.
- Damage to stone pillar by entrance to Bowls Club – Mr. Peter Scheuber has submitted proposals to rectify the damage. His proposal to be considered by VFC and recommendations brought to the next meeting. The Clerk to inform Mr. Scheuber.

### **Highways & Streetscene Committee Report:**

- Metro count – more detailed figures are awaited.
- Flooding - Cllr. Steve Siddall and Cllr. Andrew Pearce have met with Mr. Steve Scothern, Land Drainage Office, WC. Mr. Scothern said there is no issue with the pipes under the Pond area. All proposed flood alleviation work at the Glove Factory Studios has been approved, but the scheme will only work when all the work has been completed.
- Mr. Scothern is happy to attend a meeting with interested parties and this will be arranged once new proposals from the Glove Factory Studios are available.
- Footpaths 12/14/16/25 – deferred until siting of flood works decided.
- 198/199 The Common - Cllr. Steve Siddall has met with interested parties, hopefully to their satisfaction.
- Footpath Survey – Mr. Paul Millard, WC, has requested that the Council arranges for overgrowth around stiles, as identified in the survey, to be cut back. This was agreed. Footpath report to Cllr. Becky Stevens, who will

allocate footpaths to Councillors. In future Councillors to be asked to be equipped to cut back overgrowth when carrying out the FP survey.

- Kissing gate at junction of Footpaths 7 and 16 is in need of repair and this has been reported to WC.

**Bradford-on-Avon Community Area Board:** Cllr. Andrew Pearce reported on the meeting held at the URC hall on 12<sup>th</sup> March.

The issue of the bollards on the Highways verge at Holt Manor was reported on as follows: 'It has been decided that no further legal action will be taken by Wiltshire Council. One contributor felt that the views of Holt Parish Council and the Bradford-on-Avon Area Board had been ignored by Wiltshire Council'.

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Cllr. Steve Siddall expressed dissatisfaction about the way in which Wiltshire Council handled this matter. Mrs. Jane Scott recently attended a Council meeting and expressly stated that the purpose of the Area Boards is that decisions can be made at a local level; in this instance the matter was discussed at an Area Board meeting, but a decision was made by Wiltshire Council without the matter being referred back to the Area Board. It was proposed, seconded and agreed, all in favour, that a letter should be sent to Mrs. Scott asking why the matter was not referred back to the Area Board. Cllr. Steve Siddall to draft a letter.

After discussion, Cllr. Steve Siddall proposed that the Council should report the decision made by Wiltshire Council regarding the bollards at Holt Manor in the Magazine. There was no seconder for this proposal.

Holt & Broughton Gifford Youth Club gave a very good presentation in support of the work of the Youth Service.

**Holt Tannery Limited Liaison Committee Report:** Nothing to report.

**Pavilion Refurbishment Committee Report:** Refurbishment is ongoing and the sanitary ware will be replaced shortly.

**Neighbourhood Plan:** Cllr. Andrew Pearce reported that progress is being made and the draft Plan will be circulated to all households in the Village once approved by Wiltshire Council Planning Department.

**Website:** Cllr. Tom Stimpson reported that he has obtained a quote to build a website, but did not take part in any discussion. A Website Committee meeting to be held in the near future.

Cllr. Stimpson was asked to ensure that minutes are uploaded to the website as soon as available.

**Youth Services Consultation:** Cllr. Jane Grant reported on the consultation; funding will be reduced by £190,000 for the next financial year. It was proposed, seconded and agreed, all in favour, that this Council should support Holt and Broughton Gifford Youth Club and write to Wiltshire Council. A letter to be sent to WC informing them of this Council's support for the Youth Club. Cllr. Jane Grant to draft letter and a response must be made by 14<sup>th</sup> April.

**Core Skills Councillor Training:** WALC is fully booked for councillor training sessions at the moment, but a training session will be arranged with Staverton Parish Council as soon as possible.

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**Correspondence:** Wiltshire Council and Public Health England has launched a joint campaign on how to prevent being bitten by ticks and how to remove them safely. Further information on ticks can be found on

[http://www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1317138918846](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1317138918846) and further information on Lyme Disease on <http://www.nhs.uk/Conditions/Lyme-disease/Pages/Introduction.aspx>

A seminar on preparing for entry to the Best Village Competition and Planning will be held at Worton Village Hall on 31<sup>st</sup> March.

**Village Inspection Report:** Cllr. Andrew Pearce carried out the Village Inspection Report. All looking good. The Byelaws sign on the Playing Fields gates needs replacing. VFC to consider. There are several potholes throughout the Village. Cllr. Pearce to give details to the Clerk. There is an app which can be downloaded from Wiltshire Council's website to facilitate the reporting of potholes. Photographs taken and sent to them will show the severity of a pothole and the urgency with which repair should be carried out.

**Accounts for Payment and Audit of Accounts:** The following accounts were approved for payment:

Harrison/Union Flag	£124.74 (VAT £20.79)
G.Aland/Ground Maintenance	
G. Aland/Caretaking	
J M Beale	£435.65
Remuneration	£ 348.06
Fixed Expenses	£ 34.62
Stationery	£ 37.97 (VAT £7.58)
Telephone/Line	
Rental & Calls	£ 15.00

We are required to have an internal auditor and Mrs. Anne Bass has agreed to act for us again this year.

**Any Other Business:** As a matter of courtesy, Holt Village Hall Trustees have asked for use of the Playing Fields for the Music Festival on 7<sup>th</sup> June.