

UNADOPTED DRAFT MINUTES: The Annual General Meeting of Holt Parish Council was held on Thursday 24th May 2012 at the URC Hall.

Present: Cllr. John Palmer, Cllr. Becky Stevens, Cllr. Jane Grant, Cllr. Barbara Tucker, Cllr. Helen Quilliam, Cllr. Bob Mizen, Cllr. Steve Siddall, Cllr. Basil Ash, Cllr. Andrew Pearce, Cllr. John Fletcher.

Apologies: Cllr. Martin Moyes.

In Attendance: Cllr. Trevor Carbin.

Open Meeting: Concerns were raised that signage for overflow parking for the National Trust is not clear; many people think Lions' Orchard is the car park. Cllr. Becky Stevens confirmed that new signage will be in place by the Jubilee weekend. The Chairman gave assurance that the parking issue will be pursued until there is a satisfactory outcome, as will implementation of double yellow lines in The Midlands on the bend by the Glove Factory Studios. Mr. Gerald Milward-Oliver said he is expecting the new signage to be much more visible than previous signage.

Mrs. Heather Morris said that the Neighbourhood Plan group was encouraged by the good public attendance at the meeting held on 22nd May.

Mrs. Fiona Drysdale queried why the public consultation on the Tannery Development is being held on 28th June, the same day as the next Parish Council meeting, and why it is not being held on a Saturday. Mr. Milward-Oliver said that there is no reason for holding it on the same day as the Parish Council meeting and as it runs from 3.30pm to 9.30pm he did not feel it presented a problem. He will raise it with HVR Ltd. at the next team meeting. All materials displayed at the public consultation will be displayed on the website.

Planning application W/12/00810/FUL – land north west of 200 The Common Beckerley Lane – the applicant, Mr. David Warren, outlined his desire to build a self-build house at the bottom of his garden; access is in place from Beckerley Lane and there is sufficient car parking. The property has been designed with a sympathetic approach to surrounding properties.

Ms Elsa Joyce, 210 The Common, said building on the long gardens belonging to properties on The Common would spoil the area; she feels village life is being eroded by indiscriminate development.

The Chairman said that the Council generally chose not to comment on an application, unless it contravened a point of principle for the community. If the Council considers there is over infilling, then a view may be expressed. The Council will not become involved in issues between neighbours.

Mrs. Fiona Drysdale highlighted a similar application made some years ago; residents got together and objected to the application, which was subsequently refused.

Cllr. Trevor Carbin said that it is advisable for Parish Councils to adopt Wiltshire Council's Code of Conduct; it makes things more straightforward if there is a problem.

Cleveland Bridge – closure is anticipated some time in June. Mr. Alan Creedy, Wiltshire Council, has written a strong letter of objection to B.A.N.E.S. A copy of this letter was passed to the Traffic Committee.

Speed Limits on the B3105 at Staverton and B3107 from Forewoods Common to Holt will be advertised in June.

Holt Manor – no action at County level at present, but Atworth Parish Council is concerned about the situation and has now become involved.

Bin strike – possibly 25th and 26th May.

Election of Officers: The Chairman retained the chair and asked for nominations for chairman. Cllr. Jane Grant proposed Cllr. John Palmer and this was seconded by Cllr. Bob Mizen. There were no other nominations. All present were in favour and Cllr. John Palmer accepted the nomination.

The Chairman asked for nominations for vice-chairman. Cllr. Helen Quilliam proposed Cllr. Becky Stevens and this was seconded by Cllr. Basil Ash. There were no other nominations. All present were in favour and Cllr. Becky Stevens accepted the nomination.

The Chairman asked for nominations for treasurer. Cllr. Becky Stevens proposed Cllr. Martin Moyes, this was seconded by Cllr. Andrew Pearce. There were no other nominations and in the absence of Cllr. Martin Moyes, it was confirmed that he is happy to accept the nomination. All present were in favour.

Committees: All committees, and committee chairmen, remain unchanged.

Minutes of the Meeting held on Thursday 26th April 2012: The minutes of this meeting were approved and signed.

Matters Arising: PC Martin Barrett has been informed of the value this Council places on Police presence at Council meetings. The Clerk to follow this up with PC Barrett as the Police have not attended the last three meetings.

Cllr. Basil Ash expressed concern about the warden service at The Elms. Complete Care Services, the contracted service providers, has been slow in

responding to Cllr. Basil Ash's concerns; all correspondence was passed to Cllr. Trevor Carbin, who will follow up the matter.

Rubbish, adjacent to 19 The Elms – reported to CLARENCE but not yet cleared. The Clerk to follow up.

Open Spaces Society – the Council is now a member of the Society.

Bowls Club Fence – a quotation has been obtained for fencing. Confirmation of when the work will done is awaited.

Second Sports Court – a resolution to the situation is ongoing and Holts Sports and Recreation Association will report to the Council when appropriate.

Metal bench on the small sports court – Cllr. Steve Siddall and Cllr. Bob Mizen removed the bench and secured it in its proper position. Another bench has now been moved to the court. VFC to take action.

Planning Committee:

- i) **General Report:** Cllr. Jane Grant declared an interest in planning application W/12/00810/FUL, land north west of 200 The Common/Beckerley Lane and did not take part in any discussion.

W/11/03225/FUL, Holt Joinery, The Midlands. This application to demolish the existing building and erect a new dwelling has been refused.

W/11/03226/CAC, Holt Joinery, The Midlands. This application was given consent conditional on prior approval of and contract for construction of replacement structure.

W/12/00862/FUL, Barn at Manor Farm – application to renew extant planning permission W/09/00352/FUL (conversion of barn to form dwelling and ancillary parking) in order to extend time limit for implementation. The Council made no observations on this application.

W/12/00810/FUL, Land north west of 200 The Common/Beckerley Lane – After discussion, it was proposed, seconded and agreed, 7 in favour, 3 abstentions, that this Council should not make comment on the application.

Copse Farm Barns – Cllr. Steve Siddall reported that Wiltshire Council has confirmed that planning applications have not been made for erection of the new barn at the end of Gypsy Lane or extensions to the existing barn. Wiltshire Council to take enforcement action and planning applications must be submitted.

- ii) **Holt Tannery Project:** Minutes of the HVR Ltd. meeting held on 14th May have been circulated. The conflict of interest regarding Mr. Chris Miles, traffic consultant, has been resolved; he is no longer working for Mr. Harris at Holt Manor.

Affordable housing – clarification of the new statistics is awaited.

Planning applications W/12/00547LBC and W/12/00548/FUL, 117 The Midlands – changes have been made to the application and the matter has been raised with HVR Ltd. They intend to try to resolve things with regard to the master plan. The Council's objections to the application still stand, as there should be a strategic approach to development of the site; any isolated application is not appropriate at this time. The Council would ask that it is withdrawn.

Village Facilities Committee:

- i) **General Report:** Pietra – damage to the Narrow Green adjacent to the business has not been repaired, as promised by the proprietor. A letter to be sent to Mr. Faint asking for the work to be done within the next two weeks. If no response received, a further letter to be sent stating that if the work is not completed by the end of June, then this Council will carry out the work and charge Pietra.

Ham Green - erosion is occurring around Ham Green. Quotations to be obtained for kerb stones.

Benches – a full size concrete base is required for the seats when re-sited. Quotes to be obtained.

Posts, Ham Green – to be power washed.

Cherry tree, the Playing Fields - Cllr. John Fletcher to obtain a price for work to the tree.

Repainting of carousel and roundabout nearing completion and four benches to be repainted. Two sponsors of benches to be contacted re positioning of benches and plaques.

Dawes Pond, garden encroaching on Council land – situation to be monitored.

Sign for pavilion – can be done for £50. This to go ahead.

In order to budget and plan more efficiently VFC proposed that a 'wish list' of works needs to be drawn up for future funding by precept or grant.

- ii) **Fly Posting:** Cllr. Bob Mizen reported that with Cllr. Trevor Carbin's help he has finally got a response from Street Scene at Wiltshire Council who have confirmed that both the venue and the organiser of an event are responsible for fly posting. Offenders have to be seen putting up the posters and sufficient evidence presented to Wiltshire Council before action can be taken. However, in the case of persistent offenders, Wiltshire Council will contact the people concerned. Sites identified for notice boards to advertise events in the Village are the old play area, the junction of Station Road/The

Gravel, the junction of The Street/The Midlands and the south side of Ham Green.

Traffic Committee:

- i) **General Report:** Two traffic workshops were held today with HVR Ltd.; one to consider possible solutions to the impact of traffic generated by the Tannery site development and one to consider possible solutions to other Village issues informed by the impact of traffic generated by the Tannery site development. A report will be issued on 1st June and incorporated by HVR Ltd with their master plan on 28th June.

Traffic count – two counts to be held, one prior to the closure of Cleveland Bridge to HGVs and one after the closure. Dates to be decided once the date of closure of the bridge is known. Clickers and high visibility jackets to be supplied by Wiltshire Council.

Unclassified road 6020, Holt Manor Road – a draft letter in response to Wiltshire Council's letter regarding a formal proposal to erect road signage to divert traffic around Holt Manor has been circulated. It was agreed that the letter should be sent.

Staverton Lane – a 40mph speed limit will be imposed on Staverton Lane and revised signage erected. It is considered that the number of proposed signs is excessive – four sets; Wiltshire Council has advised that this could be reduced to three. Legal requirements have to be met, but it was considered that one set of signs at each end of the road would be preferable. Cllr. Becky Stevens to liaise with Cllr. Trevor Carbin and Wiltshire Council to ascertain other options. Proposals are to erect the signs on private property and the landowner has not been consulted.

Parking at Beaven's site – the original plan was for 60 parking spaces; at present there are 54, 7 of which are for Beaven's staff, 17 for the Glove Factory Studios and 30 for the National Trust. Further spaces may become available for the National Trust.

Double yellow lines, The Midlands – ongoing. The Chairman stressed that this is a safety issue and the importance of the work being done quickly. In the meantime, Mr. Nick Kirkham, Glove Factory Studios, to be asked to arrange for traffic cones to place on the road daily.

Raised kerbs, The Midlands – this does not qualify under the Path Improvement Grant Scheme. The Traffic Committee to approach the Community Area Traffic Group again for funding.

Pedestrian crossing – now operating. The delay was caused by the electricity supply.

Temporary speed devices, which flash up vehicle speed, to be requested from Bradford-on-Avon Board.

Footpaths & Greens: The Traffic Committee has drafted and circulated an article for the Magazine regarding Village Greens. It was agreed that this should be submitted to the Magazine.

Adoption of new footpaths and Village Greens – article for the Magazine. The Traffic Committee recommended that this should not be done at the moment as they are concerned that there are too many articles relating to Parish Council issues at present and also because they consider it preferable to wait until feedback from the public has been examined when a more comprehensive article could be written, rather than simply a thank you for feedback.

A response to Wiltshire Council regarding Footpaths 8 and 16 has not yet been done. The Clerk to liaise with Cllr. Martin Moyes and also check deadline for a response with Mrs. Janice Green, Wiltshire Council. Assuming that time permits, The Traffic Committee will present a draft response for adoption at the June meeting. Otherwise the response will be given in advance of that meeting.

New Pavilion Project Committee Report: Nothing to report.

Bradford-on-Avon Community Area Board: Nothing to report.

Neighbourhood Plan and Localism Bill: Cllr. Jane Grant reported that new regulations regarding the Localism Bill will be published in July.

The Chairman asked Cllr. Jane Grant to consider the letter from Mr. Ian Gibbons regarding the new standards framework and make recommendations to the Council.

Cllr. Andrew Pearce noted that in order to do a neighbourhood plan the approval of Wiltshire Council is required and a member of Wiltshire Council

should be a member of the steering group. Cllr. Jane Grant said a letter has been sent to Mr. Alistair Cunningham stating that Holt wishes to do a neighbourhood plan. A response is awaited.

Standing Orders – Adoption of NALC Revised Standing Orders 2011:

Cllr. Jane Grant has circulated a draft of revised standing orders for consideration. Adoption to be deferred until August/September once Wiltshire Council standards framework has been considered.

Footpath Survey: Circulated. Cllr. Basil Ash is not able to take part and explained his position.

Correspondence: Wiltshire Association of Local Councils has sent a letter of explanation for the increase in the annual subscription.

The Audit Commission are proposing to appoint Grant Thornton UK LLP to audit annual returns of all small bodies in Wiltshire from 2012. The audit will be done within the same arrangement.

Caretaker's Report: Cllr. Barbara Tucker carried out the inspection and presented the report. Garry to be asked to carry out work highlighted in the report. Also to be asked to clear the leaves from under the bench in The Midlands, opposite the entrance to The Elms, strim between the sports court and the Bowls Club hedge, remove the pile of sticks from the top end of the Playing Fields. The Village Hall Committee to be asked to clear the verge adjacent to the Village Hall Car Park.

Accounts:

i) **For Audit:** The accounts prepared for audit by Mrs. Anne Crawford, internal auditor, were presented. It was proposed, seconded and agreed that these should be adopted. A copy of the accounts is attached to these minutes.

ii) **For Payment:** The following accounts were approved for payment:

EON	£ 17.98
Mrs. A. Crawford/Internal Audit	£120.00
WALC/Annual Sub	£553.31 (VAT £92.22)
Open Spaces Society	£52.00
Holt & Broughton Gifford Youth Club	£250.00
BWBSL/Water	£349.30
G. Aland/Ground Maintenance	£392.07
G.Aland/Caretaking	£250.04
JM Beale	£501.57
Remuneration:	£344.62
Fixed Expenses	£ 34.26
Photocopying/Stationery	£ 36.66 (VAT £7.33)
Postage	£ 11.04
Telephone Call & Line	

Rental	£ 15.00
Printer	£ 59.99 (VAT £11.99)

An excessive water bill has been received from BWBSL. No explanation can be found for the use of 91 cubic meters of water. Courtstall estimate that they used 2 cubic metres of water to wash the sports court. VFC to read the meter on a weekly basis for the time being. The Clerk to approach the water company again to ask if they can check the supply and the meter.

Any Other Business: Mrs. Marsha Nicholson has chosen to resign her position as Parish Council reporter for the Magazine. A letter of thanks to be sent to Marsha thanking her for her excellent reporting of Council meetings over the past eight years. The letter also to be published in the magazine.

Cllr. Bob Mizen asked that a large aerial photograph of Holt be obtained to be displayed at Council meetings. The Clerk to follow up.

Wiltshire Concrete lorries are speeding through the Village every twenty minutes during the day. The Clerk to write to the Company asking that their drivers observe the speed limit.

Cllr. Jane Grant requested items for discussion for the next WALC meeting on 11th June. Advice on Neighbourhood Planning and the legal roles and responsibilities of Parish Council vis a vis the next tier of government and fly posting policies.