

UNADOPTED

A meeting of Holt Parish Council was held at the URC Hall on Thursday 22nd October 2015.

Present: Cllr. Becky Stevens, Cllr. Andrew Pearce, Cllr. Marsha Nicholson, Cllr. Mervyn Osman, Cllr. Richard Goodman, Cllr. David Cullop.

Apologies: Cllr. Bob Mizen, Cllr. Steve Siddall, Cllr. Robin Paice.

In Attendance: Cllr. Trevor Carbin, PCSO Andrew MacLachlan. Katie Fielding, Wiltshire Association of Local Councils (WALC) Philip Game.

Open Meeting: PCSO Andrew MacLachlan presented the following report:

Holt PC Report 22nd October 2015 Wiltshire Police NPT Bradford Rural

Crime statistics 22nd September – 22nd October 2015

There have been 26 reported incidents for the Bradford Rural beat of which 3 occurred in Holt. This compares with 40 reported incidents for the Bradford Rural beat of which 3 relevant to Holt in the last report. These are broken down as follows (previous period in brackets):

Crime	Rural beat	Holt	Comments
Anti Social Behaviour (personal)	1 (6)	0 (2)	
Anti Social Behaviour (Nuisance)	0 (1)	0 (0)	
Burglary	2 (5)	0 (0)	
Sexual Offences	0 (0)	0 (0)	
Drug Offences	0 (0)	0 (0)	
Criminal Damage	2 (2)	1 (0)	18/10 – Hawcroft. 3 long scratches made on a parked car. No witnesses – closed undetected
Theft and Handling	8 (3)	1 (1)	17/10 – Hillview stables – theft of horse blankets and straps. No witnesses – closed undetected.
Violence against the person	1 (7)	0 (1)	
Other	2 (1)	0 (0)	
Concern for Safety	0 (0)	0 (0)	

Domestic related	3 (10)	0 (0)	
Pets/animal related	0 (0)	1 (0)	28/09 – Melksham Rd. RTC. 2 motorbikes crashed. Minor injury.
Suspicious circumstances	1 (2)	0 (0)	
Transport related	6 (3)	0 (0)	

Priorities: The priority for the Rural Beat is tackling Burglaries and Non Dwelling Burglaries (such as sheds and garages) throughout Bradford Town Centre and the villages.

Other incidents of interest: 2 burglaries this period – Dwelling burglary at Iford Manor which was linked to two others at Southwick and Brokerswood and there are suspects which we are currently following up. The other burglary is an attempted non dwelling at Lower Westwood – suspect known and investigations in progress.

Success Stories: A female from Holt has been arrested and charged with supply of a Class A drug and appeared in court in October and was further bailed to appear at crown court in November.

In closing: Please feel free to give out my mobile number to anyone who would like to contact me: PCSO Andrew MacLachlan 0752 897 2236 “Like” our Facebook page – Bradford on Avon NPT. Sign up to Community Messaging at www.wiltsmessaging.co.uk

PCSO MacLachlan explained the new structure of the local Police. Since 14th September they have operated out of Trowbridge, although he and members of his team are still stationed at Bradford-on-Avon. He reminded people that Bradford-on-Avon Police Station has not been open to the public for a long time. He said the changes have made little difference to his job. In future it may be other members of his team who attend the Parish Council meetings.

Mrs. Katie Fielding, Wiltshire Association of Local Councils outlined the work of the Association. They provide an information service to councils across Wiltshire on many subjects and are now able to offer legal advice on some issues. WALC is affiliated to the National Association of Local Councils and a proportion of the annual subscription paid to them goes to NALC. 85% of all councils in the area belong to WALC.

The Chairman thanked Katie for her presentation.

Cllr. Trevor Carbin reported as follows:

- Bradford-on-Avon Community Area Board – the next meeting will be held on 11th November and will be themed ‘Youth Forum’.
- Wiltshire Council is looking to remove the Hopper bus service to the Royal United Hospital, Bath. There is a petition against the cuts at <http://38degrees.org.uk/petitions/ruh-hopper>. People are urged to sign this

petition; it is important to sign this latest petition even if you signed the previous one. The Clerk to highlight this through the website and the Magazine.

- The Hilperton Gap road opened on 21st October.
- Barn to the north of Melksham Road – the owner was requested to provide details of all materials used, position of openings and the siting of the building. These were submitted by way of a non-material amendment and have been approved by Wiltshire Council.

The Chairman and the Clerk attended the recent Governance Review meeting at County Hall; whilst boundary changes to Holt parish were not discussed at that meeting Holt is still on the list of changes being considered and Cllr. Carbin was asked to monitor the situation. Cllr. Andrew Pearce confirmed that all boundary changes are to be considered at the November meeting of Wiltshire Council.

Mr. Philip Game gave a short submission and expressed an interest in becoming a parish councillor.

Declarations of Interest and Dispensation: Cllr. David Cullop declared an interest in flooding issues.

Co-option of Councillors: It was unanimously agreed that Mr. Philip Game should be co-opted to the Parish Council.

Cllr. Game joined the meeting. Cllr. Game was appointed to Highways and Street scene Committee. Appointment to additional committees to be considered.

Minutes of the Meeting held on 24th September 2015: The minutes of this meeting were approved and signed.

Matters Arising: It is proving difficult to establish who is responsible for the upkeep of the pump. It was proposed, seconded and agreed, all in favour, that the Clerk should pursue this and spend up to £100 seeking the answer.

Flood kit – to be delivered in the near future.

Green Waste bins – Wiltshire Council has explained that the reduction in size of new bins (from 240l to 180l) supplied to West Wiltshire residents brings the area in line with the rest of the County where green waste bins have always been 180l.

Black trug on verge by Manor Farm – this has been removed.

Planning: Music Studio, Forewoods Common – this building was the subject of an enforcement order and should have been demolished by 10th September, 2015. It is still standing and Wiltshire Council is pursuing options to address the matter; prosecution, high court action or direct action to demolish the building and put a charge on the land.

Planning Application 15/09390/TCA – Works to Trees, The Courts – this is being dealt with by the Arboricultural Officer, Mr. David Wyatt, and there will be no additional consultation.

Village Facilities Committee: The Committee has not met and the Chairman of VFC submitted the following report:

- Dawes' Pond – held over until next meeting.
- Trees: Cllr. Steve Siddall has met with Mr. Crispin Keysar to survey our 'stock' of trees – report to follow.
- Pavilion/benches – the person appointed to repaint the pavilion and benches has withdrawn. No charge will be made for work done to date. An alternative person is sought. To be advertised though the website and the Magazine. Clerk to progress.
- Caretaker: Cllr. Mizen to meet with Clerk and Caretaker to outline the new job specification.
- Precept 2016/17 – VFC to meet to set budget proposal for the next financial year.
- Skateboard Park – Cllr. Mizen has met with youth club representatives to discuss the possibility of a skateboard park being erected on the playing fields. There are concerns over aspects of this including safety, insurance, maintenance and replacement. Their outline proposal is to put a temporary (plywood) structure on to concrete corner slabs (no permanent loss of grassed surface), sized approximately 21' x 12' x 5' in the area outside the pavilion. This for an initial five year period. Issues remain unclear as to how funds will be raised, whether a formal club will be formed and the role of the Parish Council. Cllr. Mizen has suggested that they continue to look for a site elsewhere and/or bring a full pull proposal to the Parish Council.

Representatives from Wessex Water and Wiltshire Council to be invited to attend the December meeting to give an update on flood relief work.

Footpath and access path by the Glove Factory Studios in need of attention. Cllr. Richard Goodman offered to tidy it up pro temp. To be discussed at the next VFC meeting.

Highways and Streetscene Committee: No meeting held.

Double Yellow Lines - Mr. Philip Whitehead, Cabinet Minister, is chasing Highways re the delay in installing approved DYLS in the Village. Michele Donelan, MP, is also pursuing the matter with Mrs. Jane Scott, Leader of Wiltshire Council.

Cllr. Steve Siddall has met with Mr. Jack Brain, who has replaced Jennifer Hiscocks as Highways co-ordinator. Awaiting confirmation of progress on outstanding jobs but there are to be no more community days, the steward may visit at our request and jobs should be reported through "My Wiltshire" APP.

Path Improvements Grants (PIGS) – Cllr. Marsha Nicholson reported that matched funding has been secured to install a stile on Footpath 48. The total cost will be £500. The Parish Council has been asked to pay for the materials and volunteers will carry out the installation. A donation of £200 has been offered, so the total cost to the Council will be £50.

Footpath 41 to be reinstated. This footpath runs from the verge opposite the Tollgate towards Bradford-on-Avon. Mr. Paul Millard, Rights of Way Officer, to take this forward. The exact line of the path to be clarified.

Projects for PIGS for the next financial year to be considered.

Clay bank at junction of footpaths 16/25 and footpaths 12, 14, 16, 18 in need of attention. Mr. Paul Millard to be asked to take this forward.

Mr. Kirkham to be asked whether construction work at the Glove Factory Studios has finished or when it is anticipated that it will be finished and the temporary access road taken up and the ground restored. The Clerk to write to Mr. Kirkham.

Finance Committee Report: Cllr. Richard Goodman presented a financial report and the following proposed policy on reserves.

Holt Parish Council

Financial Reserves Policy

Purpose

Holt Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of such reserves, and how they will be used.

Local government legislation requires parishes to have regard to the level of reserves needed for meeting estimated future expenditure, when calculating their budget. However, there is no specified minimum or maximum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer (in our case the Chair of the Finance Committee), to advise the Council about the level of reserves, and to ensure that there are key protocols for their establishment and use.

Types of reserves

Reserves can be categorised as earmarked (held for a specific purpose), or general (held to cushion the impact of uneven cash flows or unexpected events).

Earmarked Reserves (or Specific Reserves) – are held for specific projects or purposes, or to meet known or predicted liabilities. Specific Reserves are often used to “smooth” the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year (e.g. Dawes Pond).

General Reserves – is a sum of money that is not earmarked for specific purposes, but rather set aside to deal with unexpected events or emergencies, and to provide a working capital cushion to deal with uneven cash flows. The level of this working balance needs to be regularly reviewed using a risk-based assessment.

Adequacy and Use of Reserves

Earmarked reserves, which are set aside for special projects, should be realistic and approved by the council. When approving specific reserves, the Council should consider:

- The reason for/purpose of the reserve (e.g. refurbishment of the war memorial)
- How and when the reserve can be used
- Procedures for the reserve's management and control
- A process and timescales for review of the reserve to ensure continuing relevance and adequacy.

Village Development Fund

The Council has carried forward for many years, a sum of money, resulting from under expenditure on projects in the distant past. The Council will potentially receive income in the future from infrastructure developments in the parish. Together these will form the Village Development Fund. The Village Development Fund will be:

- Used to fund significant projects of a capital nature in the parish.
- Managed by the Finance Committee, who will make recommendations to, and receive ideas from the Council as a whole.

For the avoidance of doubt, the Village Development Fund is an earmarked reserve, and will not be used to subsidise the annual precept.

General reserves will usually lie within the range of three to twelve months of gross expenditure. Whenever the year-end general reserve is significantly outside these limits an explanation should be provided, (for example, budgeted expenditure planned for one year may have been delayed to the next).

In assessing the adequacy of general reserves, account should be taken of the strategic, operational and financial risks facing the Council. The financial risks should be assessed in the context of the Council's overall approach to risk management, its medium term financial strategy, and the budget

for a particular year. Account should be taken of the key financial assumptions underpinning the budget, alongside a consideration of the Parish Council's financial management arrangements.

The Chair of the Finance Committee will report on the robustness of, and plans (if any) to utilise or build up the Council's reserves. Drawing on the general reserves to balance the annual budget may be viewed as a legitimate short-term option. However, if reserves are to be deployed to finance recurrent expenditure this should be made explicit.

The Chair of the Finance Committee is also required to report on the specific reserves of the Parish Council, outlining the purpose for which each is held, establishing an appropriate level of reserve and highlighting any proposed changes during the forthcoming year.

Governance

This policy is approved by, and should be regularly monitored by the Parish Council. The Parish Council must approve any changes to this policy.

It was proposed, seconded and agreed, all in favour, that this policy should be adopted. Grant money raised some years ago for maintenance work to the spa pump to be earmarked for that purpose if it is shown that the Parish Council is responsible for the up keep.

Concern was expressed that invoices are not signed off prior to payment – a procedure to be considered at the Precept Meeting in November.

The Chairman thanked Cllr. Goodman for his report.

Website: Nothing to report. Item to be removed from agenda.

Bradford-on-Avon Community Area Board: The next meeting will be held on 11th November.

Holt Tannery Limited Liaison Committee Report: A meeting was arranged and then postponed to allow the architect more time to finalise the proposal. Cllr Siddall to pursue for new date.

Dawes' Pond – New Liner and Other Works: Carried over to the next meeting.

Cockhill Solar Farm: A copy of the signed agreement is awaited. Payment is expected by the end of this week.

Bowls' Club Rent: Cllrs. Stevens, Goodman and Osman have met with Mr. Rodney Moody, trustee of the Bowls Club, to discuss the lease. After discussion, it was agreed that this should be carried over to the December meeting.

Caretaker's Job Description: Carried over.

Correspondence: Things Solicitors, have asked if the exhibition regarding a proposed residential development at Manor Farm to be held on Monday 26th October can be advertised on the website. This was agreed, with the proviso that the Parish Council make it clear that they do not have a formal view on this proposal.

Village Inspection Report: Cllr. Richard Goodman reported that the Village is looking good. There are two bags of hedge clippings inside the Playing Field gates. Garry is still in the process of cutting the hedge.

Accounts for Payment: The following accounts were approved for payment: Cllr Nicholson abstained.

Wiltshire Waste	£ 4.80 (VAT .80)
G.Aland/Caretaking	£197.38
G.Aland/Ground Maintenance	£416.00
Clerk	£442.61 (VAT £5.63)
Remuneration	£355.71
Fixed Expenses	£ 34.62
Stationery	£ 33.78
Telephone	£ 18.50

Any Other Business: Wiltshire Council Housing Policy Survey – Cllr. Andrew Pearce has asked for Holt to be involved. Cllr. Pearce to progress.

Remembrance Day Service, 8th November – Cllr. Philip Game to lay the Parish Council wreath.

Wiltshire Association of Local Councils – at a meeting on 4th November Assets and Community Value will be discussed. Cllrs. Stevens, Pearce and Goodman may attend.