

UNADOPTED.

A meeting of Holt Parish Council was held at the Village Hall on Thursday, 27<sup>th</sup> July 2017.

**Present:** Cllr. Becky Stevens, Cllr. Andrew Pearce, Cllr. Marsha Nicholson, Cllr. Dee Rickard, Cllr. Bob Mizen, Cllr. Steve Siddall, Cllr. Halma Hughes, Cllr. Philip Game, Cllr. Ian Bolden, Cllr. Andrew Pepler

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

**Apologies:** Cllr. Richard Goodman, PCSO Andrew MacLachlan.

**Open Meeting:** Mr. & Mrs. Paul Hepworth attended the meeting and Mr. Hepworth spoke about injuries his wife sustained recently when she fell on the pavement at the corner of Station Road and The Street. He considered that the accident was caused by a protruding manhole cover and poor pavement surface. He has also contacted Wiltshire Council about the pavement, which has not yet been repaired; he considers it to be a priority.

The Chairman expressed sympathy to Mrs. Hepworth and reiterated that pavements are the responsibility of Wiltshire Council and are not in the Parish Council's remit. The Parish Council is aware of the poor state of the pavements throughout the village and has repeatedly reported issues to WC, who say they have no funding for pavement repairs.

Mr. Hepworth also referred to resurfacing of Ham Green a couple of years ago; he did not consider the work to be necessary and has been informed by Mr. Andy Cadwallader, Wiltshire Council Highways, that the work had been funded by the Parish Council. This was not the case; contractors turned up to do the work without the Parish Council's prior knowledge and at a very inconvenient time as work was about to start replacing the kerbs on Ham Green; the job had to be delayed whilst the resurfacing was carried out. The work to the kerbs on Ham Green was funded by the Parish Council.

Mr. Hepworth also spoke about the following things:

- An overgrown hedge at Station Road which he considers to be encroaching on the pavement. The Parish Council is able to ask a householder to cut back overgrowth; if no action is taken then the matter is referred to Wiltshire Council.
- Holt Mini Bus – he considers the service could be offered to the wider community; the mini bus does not fall within the Parish Council's remit.
- The narrowness of the B3107 at its approach to Bradford-on-Avon; this does not fall within the Parish Council's remit. However, the Parish Council was consulted on the Kingston Farm development but their response was not taken into consideration.

Mr. Hepworth has invited our MP, Michele Donelan, to the September meeting of the Parish Council.

Cllr. Trevor Carbin reported as follows:

- A waste management plan is going out for consultation and changes will be implemented next year.
- Household Recycling Centres – there may be changes from the Autumn of this year when a new contractor – FCC – takes over.

PCSO Andrew MacLachlan has submitted the following report:

Crime statistics 27<sup>th</sup> June – 27<sup>th</sup> July 2017. There have been 33 reported incidents for the Bradford Rural beat of which 2 occurred in Holt. A drone was flown over gardens and the owner of the drone has been given words of advice. A garage has been broken into in Leigh Road and tools stolen; enquiries on ongoing. This compares with 39 reported incidents for the Bradford Rural beat of which 4 were relevant to Holt in the last report.

**Declarations & Interest and Dispensation:** None.

**Minutes of the Meeting held on 22<sup>nd</sup> June 2017:** These minutes were approved and signed.

**Matters Arising:**

- Sign at Summer Lane, Great Chalfield has not yet been replaced. The Clerk to follow up.
- Speed indicator traffic signs – a response is awaited from Melksham without Parish Council. The Clerk to follow up.
- Plant Containers, The Star – these have been removed.
- Holt sign Melksham end of the village has been reinstated.

**Planning:** Cllr. Steve Siddall presented the following report:

- Glove Factory Studios – the retrospective application for the car park extension had been approved. None of the conditions requested by the Parish Council were included in the permission. The Planning Officer dismissed our concerns about the car park already being at capacity without Phase 2 extension of the Studios having been built by saying that would be dealt with when planning application was made for the Phase 2 build. He missed the fact that his department had already approved Phase 2.
- GFS parking survey – the Clerk to ask Mr. Nick Kirkham if this will be done in conjunction with the Parish Council; preferably not during school holidays or on a Wednesday, when the Courts Gardens are closed.
- Fence, 360 The Walk – this has gone to appeal.
- Fence, 89 The Street – has not yet been removed. The Clerk has followed up with Planning Enforcement.
- Planning Application 16/089713/PNCOU, Barn, Beckerley Lane – Cllr. Siddall has circulated a draft letter and it was agreed that the letter should be sent to Wiltshire Council.

- Annexe, 98 The Street – Cllr. Siddall has circulated a draft letter and it was agreed that this should be sent to Wiltshire Council.

### **Village Facilities Committee:**

- The grass cutting specification has been revised, as cutting was being done more frequently than the budget allows.
- Playing Fields hedge – Mr. Keith Tucker has kindly offered to cut the hedge in the Autumn. In the meantime the Parish Steward has cut back brambles, etc.
- Netball Club, charge for use of pavilion – Cllr. Bob Mizen has met with members of the Club and ascertained that they only want access to the pavilion for use of the toilets. A formal charge for use will not be made.
- Pavilion – Mr. Bob Prior has been asked to spend half an hour each week cleaning the pavilion as the footballers leave it in a poor state.
- Holt Brook – cattle upstream of the village are wading in the brook and thus causing contamination to the water which is fed into Dawes' Pond; this contravenes Environment Agency rules. Cllr. Steve Siddall to draft a letter to the landowners and circulate to councillors for approval.
- Play Area Weekly Safety Inspections – full records have been passed to the Clerk. There are no records for May 2017. The report to be made more comprehensive.
- Swing seat – replaced.
- Scrambling net – replacement 'cups' are no longer available, but Cllr Bob Mizen is able to make a permanent repair using another method.
- Dawes' Pond – Cllr. Steve Siddall has done a thorough risk assessment of the Pond and recommended it to the Council as a policy. It was agreed that this policy should be accepted. He also recommended that a sign warning of the dangers of the pond be erected.
- The electric supply to Dawes' Pond is in hand.
- Landscaping of the triangle of land by the pedestrian entrance to the GFS car park is ongoing.
- Pump track – information has been circulated to councillors and it was agreed that Cllr. Bob Mizen should take this forward.
- Dangerous wall 374, The Street – Wiltshire Council has inspected the wall and does not consider it to be in a dangerous condition at this time.

Standing orders were suspended to allow the following matters to be voted on:

- Sign, Dawes' Pond – a vote was taken and it was unanimously agreed that an aluminium sign measuring 60cm by 40cm, with wording as presented at the meeting, should be purchased at a cost of £116.00 plus VAT, plus the cost of posts.  
Cllr. Bob Mizen to consider the colour of the sign and make a choice, subject to cost.
- Defibrillator – a vote was taken and it was unanimously agreed that Cllr. Halma Hughes could spend up to £160 on replacement batteries.

Standing orders were reinstated:

- Football – the newly formed Holt Football Club played on the pitch this evening, despite being told to await further instruction; the pitch was probably unplayable as the goal mouths are being reseeded. Cllr. Bob Mizen to speak to the footballers.
- Football charges – Bradford-on-Avon Youth Team. It was proposed, seconded and agreed, all in favour, that the team should be charged £400.00 for the coming season.
- Bowls Club entrance – a new padlock has been put on the post. Cllr. Mizen outlined the need to keep access to public land locked; if travellers move in it is much easier to get them evicted if locks are in place.
- Replacement Oak Bench – Mr. Crispen Keysar has asked if he may submit a pro forma invoice for £500.00; the total cost of the bench will be £1020.00. It was proposed, seconded and agreed, with one abstention, that this is acceptable with the condition that the bench is finished within six months of the date of the invoice.
- Playing Fields – it was agreed that signs giving the Parish Council website address should be erected so people know who to contact in case of a problem. VFC to follow up.

**Village Inspection Report:** The next inspection will be carried out by Cllr. Becky Stevens in August. Cllr. Halma Hughes to do the September inspection.

**Parish Steward Task List:** Requests for work to the Clerk. Overgrowth opposite entrance to Ground Corner- the Clerk to follow up.

**Highways & Streetscene Committee Report:** The minutes of a recent meeting have been circulated.

- The Committee to consider parking problems in the village prior to contacting Mr. Dave Thomas, Wiltshire Council.
- A review of pavements to be done. Cllr. Halma Hughes asked that councillors inspect the pavements in their area and report to him. A map of pavements and the problems will then be submitted to Wiltshire Council with a request for maintenance work to be done.

**Neighbourhood Plan:** Cllr. Ian Bolden attended a meeting of the NP Committee where a plan of action was agreed.

Cllr. Bolden asked for the Council's agreement for a register of assets of community value to be drawn up. A public consultation to be held before the register is adopted. Properties listed on a community register cannot be sold for six months from the date of going onto the open market. This is to allow the community the opportunity to raise funds to purchase the property at open market value. It would be registered with WC and give certain advantages in planning in protecting the assets. The Council was in agreement that this should be pursued.

Cllr. Ian Bolden to meet with the manager of Heaven Scent, Station Road, to discuss the heavy traffic accessing their site at the old coal yard.

**Appointment of Flood Warden:** After discussion it was agreed that a warden is not required. There is a flood emergency kit outside the shop for use by members of the public. This facility to be highlighted through the website and the magazine.

**Community Tree Planting Project to Commemorate the End of WW1:** It was suggested that one of the orchard trees could bear a commemorative plaque; Cllr. Steve Siddall to talk to the Orchard Committee.

**Appointment of Clerk:** Interviews have been held and the job has been offered to a lady who lives outside the Village; she has yet to accept the job.

**Correspondence:** A request has been received from the Luncheon Club for a donation towards a new cooker for the Village Hall. A grant of £1,500.00 towards the cost has been received from Bradford-on-Avon Area Board. The Clerk to ascertain if the Village Hall is contributing towards the cost and ask for some indication of the amount they hope to receive from the Parish Council.

**Accounts for Payment:** It was proposed, seconded and agreed, Cllr. Mizen abstained, that the following accounts should be approved for payment:

Wiltshire Publications Ltd/Clerk Advertisement	£ 83.52 (VAT £13.92)
Holt Village Hall/Hire Charges	£ 90.00
Water2business	£ 32.62
Garry Aland/Ground Maintenance	£385.00
R. Prior/Caretaking	£217.50
R. Mizen/Padlock& Key	£ 19.07 (VAT £3.10)
JM Beale	£411.88
Remuneration	£355.71
Fixed Expenses	£ 34.62
Telephone	£ 18.50
Postage	£ 3.05

**Website:** Cllr. Marsha Nicholson reported that a response from Mr. David Huggins is awaited; he has agreed to make a copy of the website so she and Cllr. Siddall can work on the site.

Cllr. Nicholson to make a tab for flood issues. She also requested that Cllr. Richard Goodman provides information re the Neighbourhood Plan for the website.

- **Any Other Business:** Cllr. Andrew Pearce reported that at a recent BCATG meeting Mr. Andy Cadwallader said that all roads in the area are inspected annually and all repairs carried out. This was strongly disputed.
- Cllr. Steve Siddall – queried the amount of time members of the public can speak during the open meeting – the standing orders state that ‘members of the public may not normally participate for more than thirty minutes’.
- Cllr. Halma Hughes confirmed that he will check the defibrillators each week.
- Cllr. Dee Rickard asked about rules pertaining to cutting back overgrown hedges; overgrowth on public property should be cut back by Wiltshire Council.

The Chairman closed the meeting by thanking the Clerk, who is resigning at the end of August, for her work for the Council over the past twenty six years.