

UNADOPTED.

A meeting of Holt Parish Council was held at the United Reform Church Hall on Thursday, 26<sup>th</sup> October 2017.

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

**In Attendance:** -

**Apologies:** Cllr. Dee Rickard, Cllr. Trevor Carbin.

**Open Meeting:**

2 members of the public in attendance wishing to observe.

**Declarations & Interest and Dispensation:**

None

**Minutes of the Meeting held on 28<sup>th</sup> September 2017:** These minutes were approved and signed.

**Matters Arising:**

- Substantive Highway Scheme. No response as yet from Cllr. Carbin. Clerk to follow up.
- Beckerley Lane - site meeting with Wiltshire Council. No information from Cllr. Carbin. Clerk to follow up.
- Sign at Summer Lane, Great Chalfield has not yet been replaced. The Clerk to follow up by writing to Andy Cadwallader's boss to advise that we have been chasing this for more than 12 months.
- Speed indicator traffic signs – Steeple Ashton may be able to assist with this. Clerk to follow up.
- GFS parking – there is anecdotal evidence that this has taken place – Clerk to follow up with Nick Kirkham.
- Overhanging hedges. Legal advice has been sought from Katie Fielding. As yet no clear legal advice, Katie Fielding continues to look into this.
- MP Michelle Donalan to visit future meeting. As yet no response received from her office.

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

- Large horse chestnut tree – request removal due to disease. Decision to be made by Wiltshire Council Arborist – approved. To be replaced by similar tree. Advice is being sought by owner from Kew, Wisley and Wiltshire Council regarding a suitable replacement.
- Damaged Willow tree by the pond. Approval for emergency works has been given.
- Fence, 360 The Walk. Still in place. Clerk has referred this to enforcement.
- Copse Farm – convert barn to house. A request for further information on approval has not been forthcoming. Meeting agreed that Cllr. Siddall should email Cllr. Carbin to request that he considers this.
- There has been a request to increase the size of the Bio Gas Plant at Trowbridge. A “no comment” response was made. Cllr Siddall advised that he had emailed parishioners’ at Ladydown Farm to advise as this was closer to them, but had received no response.

Forewoods Common. An application has been resubmitted. The Council has commented as follows:

"We are concerned that the proposed building has been moved to a more prominent position on the site. We are also of the view that the proposed materials and construction are not in keeping with the location in the Green Belt. Should this be approved, we would like to see a planting scheme to screen the building."

- Cllr. Nicholson asked why this was initially turned down, response that it was green belt and access issues.
- Tannery. At recent consultation 120 people attended. A list of points raised has been collected but as yet not analysed. The main issues raised were traffic and parking. Funding and a builder are now in place, refurbishment of the older building will be undertaken after the new build homes. Cllr. Stevens confirmed that this would be voted on by full council once the plans were available.

### **Village Facilities Committee:**

- New fence around play area estimate received for £9700.00.
- Landscaping of slope to glove factory – February is the earliest this could begin
- Painting of main gates – to be undertaken in spring time.
- Cllr. Mizen suggested that the 3 items above are the subject of a site meeting by Councillors to discuss proposals. All happy with this and suggestion made that other quotes are obtained for works. Cllr. Goodman advised that funds may need to be set aside at the Precept meeting for these works. Cllr. Game

asked how this work would sit aside other projects in the parish. It was agreed that Cllr. Mizen would arrange the meeting.

- Contact sign - £120. Proposed Cllr. Mizen, seconded Cllr. Pearce, all in favour.
- Pond power pump. This work is nearly completed. Connection planned for this weekend.
- Playing Fields hedge – Mr. Keith Tucker has been asked to cut the hedge in the Autumn. Cllr. Stevens will follow this up.
- Trees. It was agreed that the offer of free pruning for apple trees in the playing field orchards would be taken up and a quote obtained for undertaking a tree survey. Cllr. Siddall will follow this up.
- Emergency work had been agreed at £340 for the Willow tree by the pond. Further work need to be undertaken on the tree, different options were discussed. Proposal to undertake work to cutting back and sympathetic shaping at a cost of £1150 including the cost of the emergency work, funded with £500 contingency and remaining from General Reserve. Proposed Cllr. Mizen, seconded Cllr. Hughes, all in favour.
- Benches to be re-sited– agreed that these will looked at during site meeting minuted above.
- Metal benches. The previous maintenance programme has stopped as there was no-one available to undertake the work. Discussion regarding the funding that had been moved to General Reserve as unspent. There is now someone able to undertake the work. Cllr. Pepler and Cllr. Goodman would look at this together.
- Cllr Mizen had approached the Football Club to advise that if they were seeking funding to upgrade the changing rooms the approval of the Parish Council would be needed.
- Flag pole on the green needs cleaning.
- Cattle polluting the brook. This situation continues. Proposal that a letter be written to advise that we are disappointed that the situation continues and feel there is no alternative but to report this to the Environment Agency, a 2-week period of grace to be offered. Proposed Cllr. Siddall, seconded Cllr. Goodman, all in favour. Cllr. Siddall to draft letter and circulate.
- Football Club. In the past when matches were being played a section of the road had been coned off. Should this practice be resumed? It was agreed that Cllr. Mizen would speak to the police.
- Pond. Ongoing work required to maintain the pond. Caretaker has agreed to undertake this, to come back to meeting with a full proposal.

## **Village Inspection Report:**

Observations from Cllr. Pepler:

- Leaves on the Green, compressed. This need clearing mechanically. Clerk to contact Wiltshire Council in first instance to help with this. Clerk to contact National Trust if Wiltshire Council are not forthcoming. This work needs to be undertaken before Remembrance Sunday. Cllr Pearce and Clerk to take the matter of the compressed leaves up with the Parish Steward.
- Weeds on path by green, Cllr Mizen will take this up with the caretaker.
- Corner of Leigh Road – branches fallen
- Old Bye Law poster by pavilion. Cllr Siddal will have copies made so that legal advice can be taken.
- Pavilion very tidy.
- Grass in front of Selwood Housing needs cutting. Agreed this is a matter between residents and landlord.
- Recreation Ground, brambles need cutting back, this is a task for caretaker.
- Tree nearest pavilion has very low branches which need pruning. Cllr. Siddall advised that Cllr Bowden has joined the tree committee and that they would be following this up.
- Leaves under bench in the alcove, The Midlands. Task for Parish Steward.
- Cllr Mizen confirmed that grass on the green would be cut prior to Remembrance Sunday.
- Overall Cllr. Pepler found the village clean and tidy.

## **Parish Steward Task List:**

- Requests for work to the Clerk or Cllr. Pearce.
- Clerk will ask Parish Steward for a schedule of dates.
- Holt sign at Staverton Lane still needs hedge cutting back.

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

- Cllr. Hughes has circulated a list of pavements to all Councillors. As yet only 4 out of 11 have been completed. Request from Cllr. Hughes that remaining reports are sent to him as soon as possible.
- Social Media – how do we get our message across? After discussion agreed this as an agenda item for the next meeting.
- Playing field footpath. This will be looked at again depending on the outcome of work on changes to the B3107.
- A visit has now been arranged with Dave Thomas, engineer from Wiltshire Council.

- Overgrown hedge at top of Station Road. The owner believes that they are cut back sufficiently, however he will check the boundaries to ensure this is the case.
- LED lighting to be considered for Zebra crossing.
- Bus Shelters, clear styles and costings at next meeting.
- Junction at Beckerley Lane, site meeting to be arranged by Cllr. Carbin.
- Zebra crossing, painting of road surface being considered by Cllr. Carbin.
- Council Meeting minutes should be telling an ongoing story. Cllr. Stevens advised that the minutes are already fleshed out more than need to be legally, as they only need to record decisions.
- Cllr. Nicholson asked if other bus shelter companies could be looked at as a website link had only been sent out for one company. Cllr. Stevens asked that the scope of the search be broadened.

### **Neighbourhood Plan:**

- Cllr. Goodman advised nothing to report.
- Cllr Pearce advised as a point of information that he had been approached by Titchfield parish in Hampshire about using ours as a model. This is the third Parish council using it.
- Cllr Nicholson thanked Cllr. Goodman and Cllr. Hughes for the information on the Neighbourhood Plan that she has now been able to add to the website.

### **Footpath Survey Reports:**

- All now completed.
- Cllr Nicholson advised that a planning inspectorate hearing would be held to reopen Footpath 31, now Footpath 73, in the next 11 months. We will be notified of the date and the meeting will be informal without legal representation.
- Footpath 34. Barbed wire on stile. Still there last week being followed up by Cllr. Nicholson and the Clerk.
- Footpath 8. Wobbly stile.
- Footpath 61. Work undertaken with Broughton Gifford. Really helpful, footpath to be cleared. Broughton Gifford eager to work with us on other footpath issues.

### **Review of Standing Orders/ Distribution of Agenda and Minutes**

- Raised by Cllr Hughes - that a time limit is set for individuals to speak during the open part of the meeting.
- This was discussed by all councillors
- Proposal: Standing orders to set a maximum time of 10 minutes for any individual to speak at open part of the meeting. Proposed Cllr. Hughes,

- seconded Cllr Siddall, vote split 5 for and 5 against. Chair has casting vote – proposal falls.
- Cllr. Stevens asked if council members would be happy to receive their advance agenda and minutes by email in future instead of hand delivered printed copies. All councillors agreed.

### **Correspondence:**

- Correspondence received by Clerk regarding opening Holt Railway Station, Clerk to respond to advise that this is in Neighbourhood plan and to send copy.
- Email forwarded to Cllr. Hughes regarding yellow lines at Beckerley Lane. Cllr. Hughes to reply advising that this is an ongoing matter.

**Accounts for Payment:** Proposed: Cllr. Goodman, seconded: Cllr. Siddall, unanimously agreed.

Gary Aland – ground maintenance	£410.00
R Prior – caretaking	£198.75
Grist Environmental September	£ 19.56
Crispin Keyzor – Tree Surgeon	£340.00
United Reform Church – room hire	£ 15.00
Holt Village Hall – room hire	£80.00
Leafield Environmental - rubbish bin	£168.00
Holt Lunch Club	£2500.00

(£1000 from Holt Parish Council remainder from Grant Funding paid to Holt Parish Council)

Clerk – M Hill

Remuneration £355.71

Ink cartridge £ 25.99

£381.70

**Website:**

- Contact Cllr. Nicholson or Clerk with any content.
- Cllr. Siddall advised that he post information on Tannery Meeting and tree works.

**Any Other Business:**

- Cllr. Siddall advised that there was a further planning application for Bradfield Road amongst other works being undertaken locally. He would submit a piece to the magazine about this.
- Cllr. Goodman advised that he had been undertaking a piece of work reviewing Section 137 funding. Agreed this would be an agenda item for the next meeting to discuss the approach that the Parish Council would like to take on this matter.
- Cllr. Hughes had been approached by a family whose child had tripped and fallen into the brook and been stung badly by nettles. He had directed them to Cllr. Carbin as this is a WC matter. The meeting agreed that this was the correct approach.
- Cllr Stevens advised there was a card to sign for Jennie, previous Clerk, by Councillors.
- The wreath will be laid on Remembrance Sunday by Cllr. Pepler this year. Councillors to give £2 to Clerk to cover cost.

