

## ADOPTED

Minutes Holt Parish Council (PC) Meeting held at the Holt Village Hall on Thursday 25<sup>th</sup> October 2018.

**Present:** Cllr. Becky Stevens (Chair) Cllr. Marsha Nicholson, Cllr. Richard Goodman, Cllr Dee Rickard, Cllr Bob Mizen, Cllr Andrew Pearce. Cllr Philip Game, Cllr S Siddall, Cllr Alan Hendon, Mr Neil Baker (Clerk)

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

**1. Apologies:** None

**2. Open Meeting:** Cllr. Trevor Carbin reported as follows:

- The consultation period in the process to declare clean air zones in Bath has commenced.
- Wiltshire Council has agreed the draft Boundary review with no change to the number of Councillors of 98 and area boards.

**3. Declarations of Interest:** None

**4. Minutes of the Meeting held on 27th September 2018:** It was proposed by Cllr Mizen, seconded Cllr Pearce that the minutes be considered as a true record and therefore accepted unanimously. (Cllr Siddall did not vote as he had not attended the meeting)

**5. Matters Arising:**

- To date no one had been identified as an attendee for the Flood Operational Working Group **Cllr Stevens to pursue**
- The Clerk advised that correspondence had been received in July 2018 confirming that the original planning application in 2009 for Star Ground stipulates that the properties must remain as affordable housing
- No response had been received regarding the traffic count in the Glove Factory. **Cllr Stevens to action**

**6. Planning Committee Report:**

Cllr Siddall briefed the PC on the following:

- The final Junction plans had been circulated prior to the meeting and they had been agreed by Wiltshire Council Highways. The Planning Officer advised that they are at the final stages of the viability assessment but there is no timescale for completion.

- He had attended a recent workshop on local housing provision where Wiltshire Council made it known they were keen for villages to take forward development. Any action would be held in abeyance until the Tannery Development was carried forward.
- No significant planning applications had been made
- No more news concerning Copse Farm. Wiltshire Council had visited some time ago and found nothing untoward concerning unauthorised building. However, both Cllr Siddall and Cllr Nicholson had noted that a significant amounts of stones had been deposited on the property suggesting something was being planned.
- A short discussion took place on the merits of informing all councillors of proposed actions/decisions on planning applications. It was accepted this would be impracticable and mean all councillors would be on the planning committee. Furthermore the current Terms of Reference gives the Planning Committee delegated authority to make a range of decisions.

## **7. Village Facilities Committee:**

- Work on the slope at the Glove Factory would be delayed until Spring 2019, as it is now too late to re-seed with grass and expect it to grow. In addition having agreed to proceed with new play surfaces (which will be done in November) the VFC felt that this might damage any new work to the GF slope (diggers etc.). Although we do have an agreed price from Nick Kirkham for the majority of the work (£585.00 plus VAT). What we are still lacking is the additional cost of edging stones.
- The tree work at Dawes Pond is complete.
- Cllr Mizen briefed on the quotes of providing new surfaces in the play area which ranged from circa (i) £16000 down to (ii) £7314 plus VAT. A third quote of £7187 plus VAT had been received but quoted for an area of 73 square metres as opposed to 77 for quote (ii). The latter 2 were like for like quotes on a black surface to be provided. Following further work by the VFC a surface described as Tiger Mulch had been identified as a better surface. This is the reason for it not being the lowest quote. Furthermore the work would carry a 5 year guarantee and if accepted work would be undertaken as soon as possible and take approximately 1 week to complete. It was proposed by Cllr Mizen (on behalf of VFC) to accept Quote (ii) from Redlynch at a total cost of £8084, seconded by Cllr Nicholson, approved by majority vote (1 cllr against) Cllr Mizen also stated that there would be a need to provide an area for the contractor to offload the scalplings for groundworks and the only suitable location would be the Village Hall car Park. **Cllr Mizen would approach the Village Hall Committee on this matter**
- The marking of the Tennis Courts would be delayed until Spring

- Maintenance to the exterior of the Pavilion had been costed at £635 which is affordable within the current budget. The work required was explained to the PC and would be carried out by the caretaker. Cllr Mizen (on behalf of VFC) proposed this work be undertaken, seconded Cllr Rickard and approved unanimously.
- Repainting of the Bench outside the Pavilion has been quoted as £150 and would also be undertaken by the caretaker. A question was asked concerning the cost but it was explained that the quote represented 10 hours work which was widely accepted as fair and reasonable. Cllr Mizen (on behalf of VFC) proposed this work be undertaken, seconded Cllr Hendon and approved unanimously.
- The hedge cutting is delayed as the farmer who previously carried this out cannot do it. **Cllr Mizen to pursue an alternative** for work to be undertaken in January.
- Cllr Mizen provided the PC with a breakdown of current costs and it was requested that further breakdowns show balances remaining in addition to spend totals.
- The PC is seeking approval from WC Trees Officer to conduct work on the Horse Chestnut at Ham Green

## **8. Highways and Streetscene Committee Report:**

Cllr Game briefed the meeting as follows:

- The detailed results of the recent metro count is awaited
- No progress made on the School Travel Plan. **Cllr Rickard to pursue**
- The report from Miles White Transport had been received detailing costs amounting to £42K for works to the Midlands Junction proposed by H&SS Committee. The cost had been factored into the Finance Committee forward expenditure plan and works details will discussed at the next H&SS Committee meeting.
- White lining had been undertaken by WC Highways at the roundabout by Ham Green.

## **9. Finance Report**

Cllr Goodman had circulated a funding paper to Councillors prior to the meeting with the purpose of providing advance information in readiness for the precept Meeting in November. Cllr Stevens asked if there were any questions but detailed discussions would not take place until November. Cllr Hendon asked over what period would the proposed project spending take place, and it was stated that without any additional funding, approximately 20 years.

- At the request of the PC, the Clerk undertook to source details of replacing the current laptop which was considered to be in excess of 5 years old. After

a short discussion it was proposed to source a new laptop from West Wilts Micros at a cost of £429 (which was a mid-price), Lenovo V110-15AST and included 5 year labour Warranty, Delivery and Setup. An annual fee of £35 to renew Internet Security would be payable. Action to purchase this proposed by Cllr Mizen, Seconded Cllr Hendon and approved unanimously.

- The Clerk had made representations to hold a Petty Cash account of £100 to cover miscellaneous expenses and avoid having to use personal funds. The figure was based on what is currently approved to spend without full council approval. A short discussion ensued and despite some initial misgivings a proposal by Cllr Mizen and seconded Cllr Pearce to approve the Clerks request was carried unanimously.

## **10. Flood Issues**

The village temporary flood relief store has been replenished.

A volunteer is still being sought to act as a Flood warden from the village. **Cllr Stevens to action**

## **11 GDPR**

Cllr Pearce apologised for not presenting the policy paper but this is due to computer problems which he hope to resolve in the near future. He is currently working on a privacy paper and determining who needs to have a copy which will include Employees (Clerk), Contractors and Councillors. The Council only hold personal details of the Clerk and overall it seems that GDPR has minimal effect on the PC. However **Cllr Pearce to consult with Hilperton Parish Clerk** to see how the have approached this subject. Once the Policy/Privacy paper has been developed and approved it will be placed on the Parish website

## **12 Village Inspection/Parish Steward Tasking**

Cllr Rickard had conducted the recent inspection and had highlighted the Graffiti in the Ham Green Shelter. This had been an issue for a number of years as it had been caused by felt tip pen and could not be removed. However Cllr Mizen informed the meeting that the caretaker has been briefed to ensure the area is as tidy as possible in readiness for Remembrance Day.

**Clerk to advise date of next parish Steward visit.** Village inspection report: Cllr Siddall (November) and Cllr Stevens (December). Details to be copied to full council

## **13. Correspondence.**

The Clerk reported the following correspondence:

- The proposal to make Widbrook Woods a Community Asset had been refused by Wiltshire Council
- Cllr Hendon would be attending a new Councillor training event on Saturday 27<sup>th</sup> October at Semington and the Clerk would be attending a new Clerk

training event in December. Cllr Goodman advised that in the absence of a training budget the costs would come from the General reserves.

Cllr Rickard pointed out that she had not attended a new Councillor event and would be keen to do so in the future. **Clerk to ascertain when training course would be held.**

#### **14. Accounts**

The following invoices were approved for payment Proposed Cllr Goodman Seconded Cllr Rickard and approved unanimously

C N Baker	Clerk Wages(Net)	£296.10
HMRC	Tax Wages	£74.00
G Aland	Grass cutting	£282.00
C N Baker	Purchase of Back up Hard Disk and Expenses July-Oct	£103.12
Came and Co	Annual Insurance premium	£1219.99
Holt Village Hall	Hire of Hall July and September	£60.00
Acer tree Surgeons	Tree Works	£540.00
WALC	Training New Councillor	£42.00
West Wilts Micros	Purchase New Laptop	£429.00
C N Baker	Petty Cash	£100.00
	<b>TOTAL</b>	<b>£3146.21</b>

#### **15 Website**

None

#### **16 Footpaths**

The footpath survey has been completed and details sent to Wiltshire Council. Cllr Stevens thanked all Councillors for their contribution.

#### **17. Police Crime Reports**

Through the Police Community reporting process from Wiltshire Police the Clerk stated that no reports of crime had been received since the last meeting.

#### **18. Terms of Reference**

Cllr Siddall had circulated the Planning Terms of Reference prior to the meeting and after a short discussion it was proposed by Cllr Goodman, seconded Cllr Hendon that they be approved, carried by majority with 1 abstention.

All Committees Terms of Reference to be placed on the website – **Clerk to action**

## **19. Policies**

The Clerk had circulated the current complaints policy to Councillors for review prior to the meeting and no proposed changes had been put forward. Cllr Stevens proposed they be accepted, seconded Cllr Pearce and approved unanimously. **Clerk to tidy up layout and publish on website.**

## **20. Any Other Business**

WW1 Commemoration event had sold 76 of 80 tickets available. **Clerk to obtain wreath for laying, Cllr Mizen to lay wreath.**

Cllr Stevens asked if Charity Commission return had been made. **Clerk** reported that date for completion is January 2019 but **would action prior to next meeting**

Cllr Stevens asked Cllr Hendon to advise what Committees he would wish to serve on.

The meeting closed at 2100 hrs

**The next meeting of Holt Parish Council is Thursday 15<sup>th</sup> November 2018 to set the 2019/2020 Precept will be held at 7.30pm at the Village Hall.**

**The next meeting of Full Council will be held on Thursday 6<sup>th</sup> December 2018 at 7.30pm at the Village Hall**

