

Minutes Holt Parish Council (PC) Meeting held at the Holt Village Hall on Thursday 6<sup>th</sup> December 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:**

A short presentation on “Dementia friends” was given by Libby Miles (Client Services Manager, Wiltshire Heights care Home) which concentrated on Dementia Recognition and ways of supporting those suffering from the diagnosis.

PCSO Andrew MacLachlan reported that the levels of reported crime are at the same level as this time last year, notwithstanding there had been a reported burglary during November in Star Ground. In total, during November there had been 26 reported crimes for the beat area (includes Bradford- on-Avon, Melksham).

Meghan Doran made a short presentation outlining why she would like to become a Councillor.

Cllr. Trevor Carbin reported as follows:

- The consultation period to declare clean air zones in Bath has closed and a decision on the way ahead is expected in January 2019.
- He had received correspondence detailing the reasons behind the planning decision of granting approval with conditions for the works at 392a Ham Green and will report back when he has had time to read them.

**3. Declarations of Interest:** None

**4. Co-Option of Councillor.** Meghan Doran was unanimously co-opted as Councillor.

**5. Minutes of Meetings held on 26<sup>th</sup> October 2018 and 15<sup>th</sup> November 2018:** It was proposed by Cllr Goodman, seconded Cllr Pearce that the minutes of 15<sup>th</sup> be considered as a true record and with 1 abstention (Councillor not present at meeting) were accepted unanimously. Proposed by Cllr Goodman, seconded Cllr Pearce the minutes of 26<sup>th</sup> were accepted unanimously.

**6. Matters Arising:**

- Cllr Stevens had spoken with a resident regarding the role of Flood Warden and attendee for the Flood Operational Working Group but unfortunately the role remains unfilled. **Cllr Stevens to pursue**
- Nick Kirkham has confirmed that he is arranging a traffic count of the Glove Factory Car Park usage and put forward the suggested questions to Cllr Stevens. They are (i) Reason for visit (ii) Distance travelled (iii) Mode of Travel (iv) Frequency of visits. Council suggested that the count should take place over 2 days each quarter to include a Wednesday and both selected days should be consistent over the quarters. (For operational and associated matters, it was reported that the best contact within the Glove Factory is Mr Tom Marshall). **Cllr Stevens to reply**
- Planning Terms of Reference will be presented at the January meeting for approval. **Cllr Siddall/Clerk to action**
- Clerk to forward a copy of The New Councillors Guide to Cllr Doran. **Clerk to action**
- The Clerk confirmed that the annual return to the Charity Commission had been submitted.
- The Clerk will be attending a new Clerk's course on 13<sup>th</sup> December at WC Offices in Devizes
- Clerk to maintain a watching brief on availability of new councillors' courses organised by WALC. Latest information suggests that this will be sometime in the new year **Clerk to action**

## **7. Planning Committee Report:**

Cllr Siddall updated Councillors on the current applications under review by the Committee.

After a brief discussion on WC decision to approve 392a Ham Green alterations it was suggested that the process had procedurally inaccuracies and it was agreed that Cllr Siddall will draft a reply to WC. **(Post meeting note: Cllr Carbin had since confirmed that there are no procedurally inaccuracies and that decisions by WC had been made correctly in accordance with current procedures)**

Cllr Siddall reported that, subject to the apparent imminent granting of planning approval, work on the Tannery development could start in late Spring 2019 when approximately 6 months preparation work will take place prior to building of houses and Car Park over a 15-month period.

## **8. Village Facilities Committee:**

Cllr Mizen briefed the Council on the subjects discussed at the 3<sup>rd</sup> December meeting of the Group.

- Work on the new surfaces in the play area had been completed, one area of indentation to be remedied by the contractor.
- A new contractor has been identified to undertake the hedge cutting and it is hoped to conduct the work in January 2019.
- Cllr Mizen provided the PC with a breakdown of current costs and balances outstanding.
- Cllr Siddall is in negotiation with the electrician concerning safety checks.

Cllr Stevens asked that the Housing Association be approached re grass cutting at Moulton Close. **Cllr Mizen to action**

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

Cllr Game briefed the meeting as follows:

- Results from the recent metro count have been received and Cllr Game will prepare an article for The Holt Magazine and Website, and provide the Clerk with a short statement for “Spotted” **Cllr Game to action**
- A draft School Travel Plan is in circulation but not yet sighted. **Cllr Rickard to pursue**

Cllr Game also updated the Council on the current position on items within the Projects Portfolio. On Village Gateways it was agreed that the best position for the one on the Melksham side would be by the welcome to Holt sign.

### **10. Finance Report**

Nothing to report.

### **11. Finance Committee**

Deleted from the Agenda

### **12 GDPR**

Cllr Pearce has spoken to several small organisations and confirmed that a Data Protection Officer is not required by Holt Parish Council. There is minimal effect of GDPR on the PC. We do need a Privacy Policy to cover matters relating to Staff/Public/Contractors/Residents. A draft privacy policy was laid before Council and acceptance proposed by Cllr Nicholson and seconded by Cllr Pearce and carried unanimously. **Clerk to publish on Website**

In addition, there is a requirement for the Clerk to have a Data privacy Notice, there is an assumed consent from Contractors through the nature of genuine business dealings.

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

Cllr Siddall conducted the November inspection. Action needs to be taken to clear some of the leaves lying on the Greens for which the PC has responsibility. **Action will be taken by the Facilities Action Group**

The Clerk reported that as, yet we do not know of the 2019 dates for Parish Steward visits.

#### **14. Correspondence.**

The Clerk reported the following correspondence:

- Extra Energy our electricity supplier has ceased trading and OFGEN has appointed Scottish Power to take over responsibility for supply. The contract will be for 3 years with a net cost increase in the region of £35 per year (based on current consumption). Council agreed that Clerk can continue discussions over new contract and bring these to a conclusion.
- Correspondence has also been received regarding water supply and Council agreed that the Clerk should investigate alternative suppliers to ascertain whether any saving can be made. **Clerk to action**

#### **15. Accounts**

The following invoices were approved for payment Proposed Cllr Siddall Seconded Cllr Mizen and approved unanimously

C N Baker	Clerk Wages (Net)	£296.10
HMRC	Tax Wages	£74.00
G Aland	Grass cutting	£246.00
Water2 Business	Water Supply	£103.19
Acer tree Surgeons	Tree Works	£248.00
WALC	Training Couse Clerk	£78.00
	<b>TOTAL</b>	<b>£1045.29</b>

The Council also approved a payment of £178.80 for 2 year's Domain cost. Cheque Number and Payee details will be provided at the next meeting.

#### **16. Website**

Nothing to report

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

See comments under Open Meeting.

#### **18 Any Other Business**

Cllr Rickard supported by 2 other Councillors asked what criteria existed for presentations to occur as it was unusual for it to happen. Cllr Stevens noted the question and wished everyone a Merry Christmas.

**The next meeting of Holt Parish Council is Thursday 24<sup>th</sup> January 2019 will be held at 7.30pm at the Village Hall.**