

Minutes Holt Parish Council (PC) Meeting held at the Holt Village Hall on Thursday 24th January 2019.

Present: Cllr. Becky Stevens (Chair) Cllr. Marsha Nicholson, Cllr Dee Rickard, Cllr Bob Mizen, Cllr Andrew Pearce. Cllr Philip Game, Cllr S Siddall, Cllr Meghan Doran, Mr Neil Baker (Clerk)

In Attendance: Cllr. Trevor Carbin from Item 7 onwards.

1. Apologies accepted from: Cllr Richard Goodman, Cllr Alan Hendon

2. Open Meeting:

The Clerk updated Council details of Cllr. Carbin's brief as follows:

Street light outage at The Walk - no useful response yet. (Cllr Mizen reported that the light had since been repaired)

The Historic stone at Staverton Bridge. Highways have refused to restore the stone at this stage despite being told by conservation officers that failure to do so is a criminal offence.

WC is going through the budget setting process - Council Tax increase likely to be 3%

Bath Clean Air Zone - following their consultation they're deferring any decision until March or later.

3. Declarations of Interest: None with the exception that Cllr Nicholson declared a non-pecuniary interest in Planning Application 19/00063/OUT

4. Planning Application 19/00063/OUT (To build a Detached house and Garage in the grounds of 45C Leigh Road, Holt.

Five (5) local residents attended the meeting, one of which informed the council he had submitted detailed comments to the council in an e mail (Council acknowledged receipt). Further questions were put to Council regarding (a) Percentages of Wiltshire Council accepting Parish Council recommendations, (b) Infilling Policy, (c) Planning process and (d) Holt Neighbourhood Plan. Cllr Siddall, as Chair of Parish Council Planning Committee responded on behalf of Council. The Residents accepted the response but no information was available on (a)

5. Minutes of Meeting held on 6th December 2018: With the following amendment "Cllr Nicholson requested clarification on the possible re-naming and remit of the sub committees, the Chair indicated that there had been some prior discussion but that the item was subject to further investigation" It was proposed by Cllr Siddall,

seconded Cllr Pearce that the minutes of 6th be considered as a true record, accepted unanimously.

6. Matters Arising:

- Cllr Stevens advised that a volunteer for the role of Flood Warden remains unfilled. **Cllr Stevens to pursue.** It was noted that the Wiltshire Times had reported the need for a volunteer
- Cllr Stevens reported that the traffic count of the Glove Factory Car Park usage would take place in late March/early April 2019 and that Parish Council suggested questions (reported in December 6th Meeting Minutes) would be covered. The services of Parish Councillors had been offered to assist.
- 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**
- Cllr Mizen reported that he had contacted the Housing Association regarding the grass cutting at Maulton Close. Action required to find a resolution. **Cllr Mizen to pursue**
- Cllr Game reported that the School Travel Plan had been placed before the School Governors at a meeting on 23 January 2019

7. Planning Committee Report:

(a) Cllr Siddall briefed Council on Planning Application 19/00063/OUT and proposed that Council Object on the grounds that this plot is too small for the proposed development with the new property being too close to neighbours and out of character with the locality This proposed development is contrary to Policy H3.1d of the adopted Holt Neighbourhood Plan as follows:

Policy H3.1: This Plan will support new infill housing subject to any such proposals being well designed and meeting all relevant requirements set out in other Policies in this Plan and the Wiltshire Core Strategy, and where such development:

d) is not considered to be backland or unneighbourly development that requires unsuitable access, reduces the privacy of adjoining properties or is inconsistent with the character of the locality.

It was agreed unanimously to object to the application and ask Cllr Carbin to refer to WC planning committee. (Cllr Nicholson withdrew from the vote).

(b) The Planning Terms of Reference were not considered as Cllr Siddall withdrew the proposal in order to further review the document.

(c) The following Planning Applications had been considered by the Planning Committee under delegated authority:

18/11513/TCA No Objection

18/11523/TCA Object (Agenda had listed incorrectly as No Objection) on the basis that this is apparently a healthy young tree which would perhaps benefit from some pruning.

Cllr Siddall added that there appears to be some inconsistency with Wiltshire Councils decisions concerning a lot of trees in the Conservation area, some of which have TPO's. As a result he would discuss this with Cllr Carbin. **Cllr Siddall to pursue.**

Council were also advised that Application 18/11218/FUL, The Coach House, 386A Ham Green BA14 6PZ Amendment to planning permission 16/03908/FUL to allow for amendments to approved extension, had been refused by Wiltshire Council following a report from the Conservation Officer

Cllr Siddall reported that Planning Approval for the Tannery development was expected soon, and subject to approval would likely realise an estimated CIL of £104,000 for the Parish Council. 35% would be payable this Financial year and the balance in the subsequent Financial Year. Meetings with the Developer would take place as soon as possible

8. Village Facilities Committee:

Cllr Mizen briefed the Council as follows:

- (a)** Redlynch had submitted a quotation of £1988 to apply the same surface as the playground to the Slope (owned by Parish Council) at the Glove Factory. Cllr Mizen described what the work entails stating it would improve the appearance of the area, matching what work had been done previously to the play area by the same company. Council had previously approved £800 for the work and it was proposed a further £1188 be approved to undertake this work. Cllr Nicholson seconded the proposal and with 1 against and 1 abstention the proposal was carried. **In view of the cost and at the request of the Clerk (RFO), Cllr Mizen to provide a record for the minutes detailing the reasons for not applying a tendering process.** It was noted that the indentations to the playground had not yet been repaired
- (b)** Council had received a request from HSRC for a further contribution to the painting of the small sports court. It was proposed by Cllr Game and seconded by Cllr Rickard that a further contribution of £150 be made on the basis that this amounted to 50% of estimated cost as ascertained by Cllr Mizen. **Cllr Mizen to discuss with HSRC**

 - Fitting of LED Bulbs in the Pavilion would take place; any costs in excess of £100 would be brought to Council for approval. Work will commence on alterations to meters.
 - Hedge cutting will take place in January/February 2019.
 - Cllr Mizen provided the PC with a breakdown of current costs and balances outstanding.

- There is some damage to some existing lights at Dawes Pond. **Cllr Siddall will investigate cost of replacement.** There is no electrical safety issue
- Damage to Ham Green arising from contractors work and vehicles driving over the verges is evident. **Cllr Mizen, Cllr Siddall and The Clerk to meet to agree content of correspondence to those believed responsible for the damage.**

9. Highways and Streetscene Committee Report:

Cllr Game briefed Council as follows:

- The revisions to previous plans for the mini roundabout and village gateways were submitted to WC Highways for re-costing on 16 Dec, with the intent to bid for matched-funding from BCATG in FY19-20. No forecast date for completion of the costing has been received.
1. Tannery Development Highways Issues. As soon as planning approval is granted, we will be seeking a meeting with the developers to discuss/resolve the following:
 - a. Development of a Construction Traffic Management Plan.
 - b. S247 meeting to finalise design for the (West) Midlands junction and to determine a programme for the works.
 - c. Design and construction of the new shelter opposite the shop following its funding (£10K) under s106.

10. Finance Report

No report was presented but Cllr Nicholson briefed Council on a meeting to discuss the way forward for recording Council Accounts. Currently EXCEL is used but action continues to ascertain whether an accounting package is needed. The Clerk has arranged for Cllr Goodman to receive a presentation from the authors of SCRIBE accounting package. This will take place during February or early March. Development of a more effective EXCEL spreadsheet may be required but this will necessitate the purchase of Microsoft 365 as the current EXCEL starter pack software does not provide full functionality. However, it is essential that **Council determines exactly what financial reports are required and at what frequency.**

11 GDPR

A requirement remains for the Clerk to have a Data privacy Notice, **Cllr Pearce to action**, there is an assumed consent from Contractors through the nature of genuine business dealings.

12 Village Inspection/Parish Steward Tasking

Cllr Game conducted the January inspection. The condition of some pavements is of concern and re-engagement with Wiltshire Council is required. **Highways and Streetscene committee to action**

The Clerk reported that the dates for Parish Steward covering the period January-April has been received and all councillors informed.

14. Correspondence.

The Clerk reported the following correspondence:

- Details of our contract with Scottish Power for supply of Electricity are still awaited. **Clerk to pursue**
- Savings on a change of Water Supplier are minimal and Council agreed to take no further action.

15. Accounts

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

C N Baker	Clerk Wages (Net)	£381.40
HMRC	Tax Wages	£95.40
Redlynch	Playground resurfacing	£9828.00
S Siddall	Purchase of Plants	£140.88
J Beale	Internet security	£99.99
GeoXphere	Mapping service	£42.00
R Prior	Caretaking and maintenance	£793.25
	TOTAL	£11,380.92

15. Police Crime Reports

The Clerk advised Council that the reports received from Wiltshire Police had no record of recorded crimes in Holt since the last meeting

16. Items of report for future Agenda

None

The next meeting of Holt Parish Council is Thursday 28th February 2019 at 7.30pm at the Village Hall.