

Minutes of the Holt Parish Council (PC) Meeting held at the Holt Village Hall on Thursday 28th February 2019.

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

In Attendance: Cllr. Trevor Carbin.

1. Apologies accepted from: Cllr Richard Goodman, Cllr Becky Stevens, and Cllr Dee Rickard

2. Open Meeting:

Cllr Carbin advised that Wiltshire Council had set the 2019/2020 Council Tax at a 3% increase.

Bath Clean Air Zone charges look likely to exclude cars but include lorries and buses

Cllr Siddall (on behalf of the Planning Committee) asked Cllr Carbin to investigate the reasons for the change in format of the planning lists as the new system is not conducive to researching planning applications and determinations.

3. Declarations of Interest: None

4. Minutes of Meeting held on 24th January 2018: Proposed as a true record by Cllr Mizen and seconded by Cllr Game, accepted unanimously with exception of Cllr Hendon who abstained as he was not present at the January meeting.

5. Matters Arising:

- A volunteer for the role of Flood Warden remains unfilled. **Cllr Stevens to pursue.**
- Clerk to maintain a watching brief on availability of new councillors' courses organised by WALC. **Clerk to action**
- A reply had been received from Mr J Moody of Gaston Farm concerning the damage to Ham Green. The Clerk gave a very short brief of its contents. The letter will be circulated to Councillors for consideration as to what further action will be taken. **Highways to lead on further action**
- A reply from Kelly Communications concerning damage caused has not yet been received and **Clerk is to hasten**
- The Clerk advised that the long running saga concerning the electric supply to the Pavilion had been resolved with Scottish Power (SP) being the new supplier. The first Direct Debit will be taken in March. The Clerk to provide a meter reading to SP after which no further action is required.

6. Planning Committee Report:

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

19/00497/TCA - Reduce conifer Hedge at 60 Ham Green – No Objection.

19/01047/TCA – Remove 5 Red Cedar trees at Avon View House – No Objection.

19/00440/FUL – New 2 storey extension at Manor Farm – No comment

Cllr Siddall had looked again at the instructions from Wiltshire Council (WC) concerning trees in a Conservation area, some of which have TPO's. In future on this type of planning application direct contact will be made with Beverley Griffin, assistant to the Arboricultural Officer at WC when necessary. Discussions with Cllr Carbin as referred to in January minutes no longer required.

7. Village Facilities Committee:

Cllr Mizen briefed the Council as follows:

- a. The grass cutting at Selwood Housing/Maulton Close is still to be resolved as the surveyor with whom we need to discuss the matter is currently not available
- b. The lighting has been installed at Dawes Pond by the Glove Factory
- c. Repainting of the small tennis court has been completed and HSRC have offered a donation of £350 towards the cost. **Clerk to write to HSRC**
- d. The Glove factory slope has been completed. We had agreed that a price of £70 per square meter got us a good job with the surface under the play equipment, that the standard of work was very good and that the original contractor needed to come back to repair damage to the first work. Therefore it seemed logical to use the same company again.
- e. The Electrician has been given the go ahead to do work in pavilion for £220.00 (£200 voted at an earlier meeting but extra work asked for).
- f. Hedge done and contractor booked again for next year.
- g. Work is progressing to adopt the recommendations of the Independent Play Area Safety Inspection report. Particular attention is being paid to the Roundabout, The Double Swing and Multi Unit. There is currently no safety issues that prevent their use, the work recommended being of a maintenance nature.

8. Highways and Streetscene Committee Report:

Cllr Game briefed Council as follows:

- At their meeting on February 18th BCATG had accepted in principal the proposals re gates and roundabout for matched funding.
- Cllr Game (on behalf of the Highways/Streetscene Committee) proposed that Council allocate £4506 from the Village Development Fund for the mini roundabout and village gateways project and this was seconded by Cllr Mizen and carried unanimously. This amount excludes work on the proposed cobbled area at the mini roundabout and if further monies are required a further proposal will be made in addition to seeking additional matched funding from BCATG.
- Staverton Bridge marker stone will be moved when work is undertaken on the bridge as heavy lifting equipment will be available.
- Flood gates still not funded completely, awaiting Fire Brigade.
- Cllr Game (on behalf of the Highways and Streetscene Committee) proposed that a pavement (footway) survey be conducted to inform a bid to Parish Council for funding to undertake repairs. Seconded Cllr Hendon and carried unanimously. It was established at BCATG that special funding is available for pavement repairs but bids must be submitted by May 2019.
- The traffic survey cameras that were observed in Holt during February were not commissioned by Wiltshire Council and their purpose remains under investigation
- Signage at West of England Water Softeners, 258 The Common had been the subject of correspondence received from a local resident, the issue being the number of signs and Street Scene aesthetics. **The Clerk is instructed to write to the company seeking a consolidation of signs.**

9. Finance Report

No report was presented and an outstanding action:

To determine what financial reports and frequency are required by Council. **Action Finance Committee**

The meeting between Cllr Goodman, Clerk and Scribe Accounting to validate the appropriateness of a software accounting package will be arranged prior to the March meeting of Council.

10 GDPR

The Clerk has now been issued with a Data privacy Notice.

11 Village Inspection/Parish Stewards Tasking

Cllr Hendon conducted the February inspection and report circulated to all councillors.

12. Correspondence.

The Clerk reported the following correspondence:

- Paperwork has been received to enter The Best Kept Village Competition and the **Clerk to complete application form**
- Problems exist with the Parish Council Facebook page. Investigations into reasons continue and in meantime Cllr Siddall will circulate the Social Media Policy for further consideration. **Cllr Siddall to action**
- A request had been received from a previous Clerk to purchase the Parish Council's old laptop computer. A figure had been suggested but Council believed that a nominal sum would be appropriate and figures of £5 and £10 were put forward. Cllr Siddall offered to take action to purge the machine of all Council business.

13. Accounts

The following invoices were approved for payment. Proposed by Cllr Pearce
Seconded Cllr Hendon and approved unanimously

C N Baker	Clerk Wages (Net)	£296.10
HMRC	Tax Wages	£74.00
PKF Littlejohn	Audit fees	£240.00
SLCC	Membership fees	£106.00
WALC	Course fees	£120.00
N W Adams	Playground inspection fee	£137.82
Avon Road Mark	Sports Court Lining	£834.00
Holt Village Hall	Hire costs	£90.00
	TOTAL	£1897.92

14. 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

15. Items of report for future Agenda

The website to be included as an agenda item

The next meeting, which will be the Annual Meeting of Holt Parish Council, is Thursday 28th March 2019 at 7.30pm at the Village Hall.