

Minutes of the Holt Parish Council (PC) Meeting held at the Holt Village Hall on Thursday 28<sup>th</sup> March 2019.

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

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

**1. Apologies accepted from:** Cllr Alan Hendon

**2. Open Meeting:**

Cllr Carbin advised that the Tannery development had received planning approval.

Of those councils that had commented, there were more in favour of the new format of the weekly list of planning applications and decisions.

Work on the flood gates on the B3106 is going ahead with some funding from the Environment Agency.

No changes to Holt Council boundaries was planned although the name may change.

An event on the Recreation Field is planned for 9 April 2019 under the auspices of Bradford on Avon Youth provision. Council noted that no approach has been made to use this facility. Fortunately, Ros Griffith (Community Area Manager) was going to be in the village on 29<sup>th</sup> March and Cllr Carbin, Cllr Mizen and possibly Cllr Rickard would meet with her to explain the procedure/protocol for using the facility. Cllr Mizen would also issue an invitation to Ros Griffith to attend the next Council Meeting.

Bath Clean Air Zone charges look likely to exclude cars but include lorries and buses. Cllr Doran asked if a clean air zone was planned for Trowbridge but, yet nothing is planned.

**3. Declarations of Interest:** None

**4. Minutes of Meeting held on 24<sup>th</sup> January 2018:** Proposed as a true record by Cllr Pearce and seconded by Cllr Game, accepted unanimously with exception of Cllrs Hendon, Stevens and Rickard who abstained as they were not present at the February meeting.

It was commented by Cllr Nicholson that there were differences between the published minutes for January 2019 meeting and those approved at the last meeting in February. POST MEETING NOTE: The Clerk undertook a comparison exercise and there appeared to be no differences.

It was also requested that Cllrs be e- mailed a copy of the Minutes to be approved when the Agenda is issued. **Clerk to Action**

## 5. Presentation of Cllr Stevens (Chair) 2018/2019 Annual Report

The report had been circulated to all Councillors prior to the meeting and a copy is attached to these minutes

## 6. Matters Arising:

- A volunteer for the role of Flood Warden remains unfilled and it was agreed that the search for such a person should be abandoned.
- Clerk to maintain a watching brief on availability of new councillors' courses organised by WALC. **Clerk to action**
- Neither a reply to the original letter or a follow up has been received from Kelly Communications concerning damage caused and therefore **Clerk is to hasten by phone**
- The Clerk has written to HSRC thanking them for the donation to the painting of the sports court. No further action
- The Clerk is to write to the Parish Resident advising them that the signs at the West of England Water Softeners is a planning issue and should be raised with Wiltshire Council **Clerk to Action**
- Cllr Siddall has e-mailed the Clerk with maps for the Best Kept Village competition which together with the application form should be submitted. **Clerk to action**
- It was agreed that the Social Media Policy should be discussed at the June meeting. In the meantime, Cllrs Siddall, Nicholson and Doran will meet to discuss further action regarding establishing a Facebook page for Council notices **Action Cllrs Siddall, Nicholson and Doran**

## 7. Planning Committee Report:

Cllr Siddall advised that the Tannery Development planning application had been approved subject to a large number of conditions, some of which had been requested by the Parish Council. These mostly mandate involvement of the Council in the formulation and approval of plans for the management of traffic during the construction phase and the implementation of the proposed highway improvements. It was agreed that a summary of the relevant conditions should be communicated to the village via the magazine and the website. Cllr Siddall would also ask the developers to keep the village informed of their project plans. Cllr Siddall will also produce a summary of the proposal and conditions for presentation at the next Council meeting. **Action Cllr Siddall.**

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

19/01849/FUL Blackacre Cottage - Removal of existing extensions to front and rear and construction of new 2 storey extension – No Comment

19/01432/FUL and 19/01331/LBC - Holt Farm - Installation of a new open-air swimming pool - No Comment

19/02163/TCA – Station Road – Reduce tree Crowns – No Objection

19/01503/TCA - 343 The Street - Fell cypress tree. There was no apparent justification for this action in the application. As previously agreed, the planning committee took advice from the arboricultural department at Wiltshire Council who advised that we should object and the arboricultural officer would then make a decision. This was done. The application has since been approved.

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

No meeting has taken place since the last Council meeting, but Cllr Mizen briefed the Council as follows:

- a. Selwood Housing/Maulton Close already employ a contractor for grass cutting on 8 occasions in the year. No further action.
- b. The hole on Ham Green has been filled in
- c. Cllr Mizen will remove the wreaths
- d. The flooding at the junction of Brook Lane and The Midlands is a highways issue and The Glove factory need to report this to Wiltshire Council Highways (Andy Cadwallader)

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

No meeting has taken place since the last Council meeting.

Cllr Game briefed Council as follows:

- Cllr Game will produce a plan involving all Councillors to conduct a pavement (footway) survey in a bid to get Wiltshire Council to undertake repairs. He advised that photos of dangerous and/or hazardous pavements would be a useful addition as evidence.
- There is a WC plan to resurface from Forwards Common to Melksham side of the village (The Common and The Street). Cllr Game had e mailed WC to alert them of the opportunity to sequence the works with that planned by the Parish Council, it was confirmed that it would be considered but may not be possible.
- WC are looking at the cost of cobbles at the mini-roundabout
- **The Clerk to write** to Mr J Moody (draft copy to Cllr Stevens and Cllr Game)

### **10. Finance Report**

No report was presented and an outstanding action:

To determine what financial reports and frequency are required by Council after the software from SCRIBE has been assessed by the Clerk and Cllr Goodman. **Action Finance Committee, Clerk**

Cllr Goodman has written an article for the Holt Magazine explaining the rationale behind the increase in precept.

Cllr Goodman has written to the Charities Commission with a view to winding up the Trust fund which has a nominal amount deposited.

Based on a figure agreed by Council at the February meeting, Cllr Stevens used delegated authority to set a figure of £10 for the sale of the old laptop to the previous clerk. This was agreed by Councillors and Cllr Siddall will purge the machine of all Council related business.

### **11 GDPR**

Nothing to report

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

Cllr Goodman is listed for the March inspection and Cllr Pearce the April inspection. The rota for 2019/2020 May onwards is to be issued **Action Clerk.**

### **13. Website**

Cllr Nicholson advised that investigations and consultations suggest that it is not necessary to have a secure website as the risk of not doing so is considered low. A non-secure website tends to go down the ranking list on search engines and visitors to the site may be put off. To have a secure website would cost £5 per month. It was agreed no further action at this time.

The Clerk is to establish if there is a time limit for retention of minutes on websites.  
**Clerk to action**

### **14. Correspondence.**

None

### **15. Accounts**

The following invoices were approved for payment. Proposed by Cllr Goodman Seconded Cllr Mizen and approved unanimously

C N Baker	Clerk Wages (Net)	£296.10
HMRC	Tax Wages	£74.00
Clerk	Expenses	£29.67
Clerk	Purchase of Office 365	£59.99
S A Kent	Pavilion Electrical work	£220.00

R Prior	Caretaking	£112.50
M Mortimer	Hedge cutting	£408.00
G Aland	Grass cutting	£418.00
	<b>TOTAL</b>	<b>£1618.26</b>

## 16. 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

## 17. 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 25<sup>th</sup> April 2019 at 7.30pm at the Village Hall.**

## CHAIRMAN'S ANNUAL REPORT

My seventh year as Chairman of Holt Parish Council has, at times, been challenging but with the support of the team around me, I believe we have successfully navigated our way through another twelve months of local democracy.

At the start of the year, we were eleven councillors, we currently stand at ten with one vacancy. There have been some changes with the departure of Halma Hughes, Ian Bolden and Andrew Pepler whom I would like to thank for their contribution to the smooth and successful running of the Council. We have been fortunate to fill two of the vacancies and I welcomed during the year our new Councillors, Alan Hendon and Meghan Doran. They bring with them their own unique skills to the Council.

Wiltshire Councillor Trevor Carbin has continued to attend our monthly meetings and I would like to thank Councillor Carbin for his support and hard work. Councillor Carbin ensures that our concerns are heard by Wiltshire Council and he is our first port of call on planning matters.

We continue to receive police reports from Wiltshire Police, but representation at Council meetings are rare. This is disappointing as we would welcome the opportunity on a regular basis to have face to face discussions with our local officer.

Over the last twelve months we have continued to support the youth club. A financial contribution was once again made to ensure the continuation of the valuable work the club makes towards the youth of the village. The numbers attending the club on a Wednesday evening in the village hall has never been higher and this is down to the hard work of the youth workers and volunteers. As Chairman of the Parish Council, I am also a Trustee of the youth club, a group of volunteers who give up their spare time to ensure that the club is financially viable and meets all the legal requirements to ensure the safety of the children and adults alike. In my last report I confirmed that the Parish

Council was looking into the possibility of installing a pump track within the village. During the year, we have encountered some issues, but we are still hopeful that we may be able to complete this project in the future.

The planning committee has continued to monitor all planning applications during the year. There was a change in the time frame in which our comments can be made to Wiltshire Council, which has led to the planning committee revising their procedures to ensure that we don't miss any deadlines. Once again, the Council has challenged some of Wiltshire Council's decisions with the help of Councillor Carbin, but we as a Council remain mystified with some of Wiltshire Council's decisions. The planning application of the Tannery was heard this week, with full planning being granted. The first stage of the work will hopefully commence in the not too distant future. However, the work of the planning committee goes on with discussions with both the developers and Wiltshire Council on several issues in the pipeline, including a traffic management plan to minimise the impact on the village during construction.

I would like to take this opportunity to thank Councillor Steve Siddall for chairing this committee, for the hard work of the committee members in ensuring we remain up to date with planning law and ensuring that we remain consistent and fair in our decisions as a consultee for Wiltshire Council.

The village facilities committee over the last year has successfully carried out their remit of the upkeep of the village. This includes the children's play area, ensuring that the equipment remains safe and carrying out the recommendations of the independent safety report. Overseeing the work of the contractors responsible for grass cutting and village maintenance is this committee's responsibility and I would like to thank Garry Aland and Bob Prior for their hard work over the last twelve months. Several projects have been completed over the last year, including the finishing touches to the pond and solving the problem of migrating stones from the Glove Factory car park entrance down to the adjoining path. To ensure that the older play equipment met all health and safety requirements and to allow all year-round use, rubber matting has been installed under the two roundabouts. This has enhanced the area and the enjoyment of the equipment. Similar matting has also been installed in the shelter on the playing field.

We currently have two football teams using the football pitch, and their fees help to pay for the upkeep of the playing field and pavilion. This committee has continued to maintain the pavilion and carry out repairs and maintenance when required. The metal benches are gradually being restored and we continue to maintain the trees which fall within the Parish Council's remit. We have continued to carry out monthly inspection reports with any concerns being brought to the attention of either the parish caretaker or parish steward. With the work being undertaken, I believe the village continues to look clean and tidy. Thank you to Councillor Bob Mizen who chairs this committee and to his committee members for their hard work. A lot of effort goes into ensuring that we live in a well looked after village.

The footpaths were once again walked during the year by Councillors with the feedback being lodged with Wiltshire Council. In March 2018 the official enquiry into the reinstatement of footpath 73, Leigh road, took place in the village hall. Following the hearing, the Inspector agreed to reinstate this footpath. I would like to thank Councillor Nicholson for over-seeing the footpaths over the last year, ensuring that they are well maintained, and sign posted.

Following the resignation of Halma Hughes, the highways and streetscene committee has been chaired by Councillor Phil Game. During the year, and following representations to Wiltshire Council, the pavement along the length of the playing field was resurfaced. The zebra crossing

received some long overdue maintenance with the white lines being repainted and new LED lights being installed. This committee has written a programme of proposed changes to the B3107 in line with the Neighbourhood plan. These plans are ambitious and will take time to implement due in part to costing but form a detailed way forward for the Council in relation to the improvement of road safety and pedestrian enhancement when driving and walking around the village. There are plans currently in discussion with Wiltshire Council to install gateways at either end of the village, which are designed to slow traffic down, and to improve the mini roundabout by the Tollgate. We have provisional allocation of match funding from Wiltshire Council for these two projects. Two other projects, to enhance the safety of both the junctions with the Midlands and the B3107, are being considered with the cost being borne from the community infrastructure levy due to the village from the Tannery development. We will keep the village up to date on the viability of these projects through council meetings, minutes, the website and village magazine. This committee is to undertake a comprehensive review of all our pavements, with the report being sent to Wiltshire Council in the hope that some repairs can take place. There is currently a proposed traffic regulation order for double yellow lines in the Common on the north west side in a south west direction. This follows concerns that visibility is restricted when exiting Beckerley Lane due to parked vehicles. This is open for consultation and comments can be made to Wiltshire Council before 8 April 2019. Parking continues to be an issue in the village, and I would ask residents and visitors to consider how they park. Parking on pavements so wheelchairs and pushchairs can not get past is unacceptable and illegal. The discussions to install flood gates at either end of the B3106, Staverton Lane, is ongoing. Bradford area Board has agreed in principle to contribute £2500.00 towards the scheme, but confirmation from the Fire Brigade for a financial contribution is awaited. I would like to thank Councillor Phil Game and his committee for their hard work during the year.

As a Council we had to consider the impact of the General Data Protection Regulations which became law to all organisations which hold the private information of individuals. We registered with the Information Commissioner's Office and sought the advice of both Wiltshire Council and the Wiltshire Association of Local Councils. We believe that we have taken all the necessary steps to ensure that we are compliant now and going forward.

Bath and North East Somerset is currently consulting on the implementation of a clear air zone with the intention of charging vehicles to enter Bath. This could have a huge impact on Holt and the surrounding area, by pushing large vehicles away from Bath and into Wiltshire to travel South. Wiltshire Council has made representations to BANES and the Government to ensure that this scheme does not have an adverse effect on this area. As we get information from Councillor Carbin on this, we will ensure to keep you all up to date.

Flooding has continued to be an issue for some residents. We are in the process of trying to arrange a meeting between all interested parties, but this is proving to be more difficult than first thought. However, we are still hopeful to arrange a meeting. As a Council we have been trying to recruit a volunteer in the village to act as a flood warden. The main role will be to ensure that the flood supplies in the village are maintained at a suitable level, put out sand bags and alert residents when a flood is likely. If you are interested in helping with this important role, please contact the Clerk via our website.

To bring the Council into the twenty first century, we decided to engage with the village through social media. We have been using "Spotted in Holt" to advise parishioners of forth coming meetings and other events. This is a forum for information statements only, we do not engage in conversation

through this platform but welcome all members of the public to attend our monthly meetings. The first part of the meeting is open to all to discuss any issues you may have.

Every November we consider and advise Wiltshire Council of our proposed spending plans for the next financial year. We believe it is important to maintain our current spending levels to ensure that Holt remains the attractive village it is. With ever increasing costs, an increase is inevitable. As a council we would also like to implement some of the improvements contained within the neighbourhood plan. These are costly and with the budgetary constraints on Wiltshire Council, funding or part funding is down to the Parish Council. As a result, we decided to increase the precept with affect from April 2019 to raise an additional £3000.00. This is to build up a reserve so that we will be in a strong financial position to request part funding in the future. The increase in monetary terms is £6.50 per household on average, with the average charge being £37. I would like to thank Councillor Richard Goodman for his hard work as Treasurer, and the finance committee for compiling the figures and ensuring that we stay within budget.

During the year, we employed a new Clerk, Neil Baker, following the retirement of Jennie Beale. Neil is retired and lives in the village. It has been a steep learning curve for Neil, but I would like to thank Neil for his patience and hard work. The Council runs smoothly with a conscientious Clerk looking after the day to day work.

We continue to improve and update our website. Thank you to Councillors Marsha Nicholson and Steve Siddall for their work on ensuring the website remains current.

Your Parish Councillors are volunteers, the first level of democracy in this area and the first point of call for any issues you may have. I would like to take this opportunity to confirm that the whole Council wants to work with you, and other agencies to obtain the best we possibly can for the Parish of Holt.