

Minutes of the Holt Parish Council (PC) Meeting held on Thursday 20th May 2021 in the Upper Meeting Room at Holt Village Hall at 7.30pm.

Attendees: Cllr Goodman (Chair), Cllr Nicholson, Cllr Hendon, Cllr Siddall, Cllr Mizen, Cllr Offiler, Cllr Fletcher, Parish Clerk Baker.

In Attendance: Cllr T Carbin (Wiltshire Unitary County Councillor)

171. Apologies – Cllr Game

CLOSED MEETING

172. Signing of Declarations of Acceptance of Office

All newly elected Councillors at the May 6 Elections signed the declarations and witnessed by C N Baker Clerk as Proper Officer. Cllr Goodman welcomed Cllr Fletcher to the Council.

173. Election of Officers

a. Chair – Cllr Game Proposed Cllr Mizen, seconded Cllr Nicholson **Resolved**

b. Vice Chair – Cllr Goodman Proposed Cllr Nicholson seconded Cllr Hendon **Resolved**

174. Composition of Committees and Advisory Groups

The following compositions were agreed:

Finance Committee – Cllrs Goodman (Chair), Nicholson, Game, Hendon.

Planning Committee – Cllrs Siddall (Chair), Mizen, Hendon, Goodman, Game (Ex Officio).

Highways Advisory Group – Cllrs Game (Chair), Offiler, Fletcher, Siddall.

Village Facilities Advisory Group – Cllrs Mizen (Chair), Nicholson, Siddall, Offiler, Fletcher.

175. OPEN MEETING

a. Cllr Carbin reported the following:

Following the recent elections, Wiltshire Council (WC) are currently forming the Committees. Cllr Sturgis who the PC had been previously corresponding with concerning CIL was no longer in situ and replacement not yet identified. **Cllr Carbin will advise details.**

Cllr Goodman asked Cllr Carbin to represent HPC at the forthcoming CATG meeting concerning the funding of the topographical survey (see item 181a). He agreed to do so.

176. Declarations of Interest and Dispensation – None

177. a. Proposal to adopt Full Council minutes of meeting held on 22nd April 2021. Proposed Cllr Hendon, seconded Cllr Nicholson – **Resolved**

178. Matters arising.

a. Internet Banking, **Clerk** in hand on-going

b. B3106 Hilperton Gap 1 way system. Following discussions between HPC and Mr Martin Aldam, WC Senior Highways Planner this proposal is part of major strategic planning and is unlikely to be progressed until S106 money is received from Hilperton Gap Development. A public consultation will take place. **No further action required** and item to be **removed from future agendas until WC take project forward.**

c. E mail addresses for Councillors. Council agreed to take this forward, and Clerk will issue details to enable familiarisation to take place, after which an agreed date of implementation will be agreed. **Clerk to obtain e mail address for Cllr Fletcher and send details to all councillors.**

d. To investigate the position on a School Traffic Plan. Cllr Offiler advised she had spoken with the school again and the plan has not yet been compiled. **Cllr Offiler to monitor**

e. The proposed B3105 road closure between Bradford Leigh and Frankleigh, adjoining A363 will in force from June – September for Wessex Water Works has been cancelled. **No further action**

f. A letter has been sent to the Factory Manager at Cereal Partners UK in Staverton expressing concern at increased HGV traffic through the village. **Await reply from CPUK.**

g. Investigate other councils Equalities and Diversity Policy. Clerk sent details to Councillors on 6th May. Council discussed this and wider policies including Bullying/Harassment, Discipline and Grievance. Cllr Nicholson provided the Clerk with a copy of an e mail sent to other councillors regarding their complaints policy. It was agreed that the Clerk would provide draft policies for consideration at the June meeting. **Clerk to action**

179. To hear report from the Planning Committee

a. Planning applications:

PL2021/04397 – Tree Works, Fell Cyprus Trees – United Reformed Church – No Objection

PL/2021/04453 – Tree Works, Yew Tree – 3 Chestnut Corner – No Objection

The new WC Planning Portal looks good, but we are still awaiting login details to provide us with access. The new system enables comments to be input directly online.

The Heaven Scent application is still under consideration.

The Neighbourhood Plan (NP) issue is ongoing with Senior Planning Officers in WC to meet with NP groups.

The street works at the junction of the midlands is slowly getting finished, but the PC is struggling with WC to improve conditions to slow the traffic. Stonewood and Wiltshire Council have agreed a red tarmac surface without calming embellishment without consultation. There are concerns regarding kerb levels and PC need to convene meeting with WC/Highways. **Cllr Siddall will e mail Julie Cleeve at WC**

180. To hear report from the Village Facilities Advisory Group

a. New picnic benches – now in situ. The Scarecrow trail organisers have previously worked with the village hall and expressed a wish to work with the PC in future. However, the Clerk advised that the PC could not act as a banking facility. PC agreed to write to organisers

thanking them on behalf of the village for their work in supplying the benches. **Clerk to action.** Cllr Fletcher will write a similar article for the Holt magazine. **Action Cllr Fletcher**

b. Trowbridge Town Youth FC had expressed a wish to use the recreation field again next year. Invoice at 50% of annual cost sent.

c. The shelter on the recreation field has been made safe, the litter bin will be re located and anchored down to prevent improper use.

e. Offers have been received for the metal bench in the Midlands and the Clerk will write to the residents who offered a donation to Holt Pre School. **Clerk to action.**

181. To hear report from the Highways Advisory Group

a. Proposed by Cllr Hendon, seconded Cllr Mizen to allocate up to £1650 from the village development fund for a typographical survey of the B3107 junction at the east side of the Midlands. **Resolved.**

At the forthcoming CATG the PC will attempt to secure matched funding but by allocating funds will ensure prompt action for a substantive bid and enable this survey to be undertaken. WC have agreed to fund the design process. Cllr Carbin and Cllr Fletcher will attend the CATG. **Clerk to provide meeting details to Cllr Fletcher.**

182. To hear report from the Finance Advisory Group

a. Payment of Account/Invoices

The following payments were **approved/resolved following a proposal by Cllr Goodman seconded Cllr Mizen. Resolved**

Clerks Wages and monthly expenses	£360.48
HMRC tax on Clerks Wages	£85.00
P J Eyres Grass Cutting	£380.00
Revision 4 Web Hosting	£291.87
Z A'Court Internal Audit Fee	£150.00

Invoices approved by E Mail and paid prior to the meeting:

Scarecrow Trail (Lisa Wickes) Bench Base Building Materials	£243.30
Scarecrow Trail (Lisa Wickes) Bench Base Ballast	£56.82
Greenbarnes Ltd Council Notice Board	£853.27

f. The internal audit has been completed and all documents returned to the Clerk. No financial irregularities were found. An administrative/clerical error had been identified regarding the incorrect assignment of an item of expenditure and subsequently rectified.

There being no changes since Council approved the accounts for Audit at the April meeting, Cllr Goodman signed Part 3PM Section 2 and Part3PM Section 1 Annual Governance Statement and documents will be forwarded to P K F Littlejohn for external audit.

183. Village Inspection Report/Parish Steward Tasking

June - Cllr Rachel Offiler/Cllr Marsha Nicholson, July - Cllr Rachel Offiler, August - Cllr Steve Siddall, September - Cllr Phil Game

Parish Steward to be asked to undertake weed killing in Ground Corner and from high pavement and alongside church wall. **Action Clerk**

184. Website – This item to be re titled Communications for future Agendas. Cllr Offiler suggested that the PC comment on issues raised on Spotted in Holt, but this would be in contravention of current policy. **The issue will be raised at June meeting.**

185. Policies and Grants

a. See 178(g)

b. PC Policy on Grants i.a.w Financial regulations is repeated in these minutes for reference only and are as follows:

14.1 A local authority may, by virtue of section 137 of The local Government Act 1972, “incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants”. Holt Parish Council will not, as a general policy, use its funds in response to requests from individuals, or organisations, for donations towards either running costs or regular activities, no matter how infrequent. The council may however, at its absolute discretion, support specific projects which are of fixed duration, and can demonstrate a clear need for financial support to achieve a particular objective, which will be of direct benefit the village.

Cllr Goodman advised that for clarity the PC needs a specific Grants Policy. Despite some disagreement to this it was accepted that a policy needs to be introduced. A draft prepared by the Clerk had been issued some time ago and an amendment suggested. The Clerk will issue a further draft for the June meeting. **Action Clerk**

186. Correspondence

a. The Clerk reported that he had received details of an exercise being conducted to explore how people move around in and around Melksham and will involve contributions from residents in surrounding villages. There is no involvement or work required by Holt PC, but the Clerk has put the party concerned in touch with “Hari” in the village shop is this location could be used as a collection point for completed questionnaires.

187. Police Crime Report

a. Nothing of note to report for Holt.

188. July Meeting Clerk absence

Due to clerk’s absence in July, it was agreed to bring the meeting forward to Thursday July 15th

189. Footpath survey

Details have been provided to Councillors, any problems in undertaking delegated footpaths should be advised to Cllr Nicholson.

Cllr Nicholson reported of a missing stile on the footpath immediately behind the tannery but had consulted with the farmer who confirms it will be replaced.

190. Items of report for future Agenda

a. Planting of new trees

b. Although not an item for future Agenda, it was reported by Cllr Offiler that the Youth Club faces a very uncertain future due to lack of trained Youth workers. Cllr Offiler to report at future meetings any changes to situation and any assistance that the PC may be able to provide.

Meeting Closed at 2120 hours, Date of Next Meeting Thursday June 24th 2021 at 7.30pm at the Village Hall.