

Minutes of the Holt Parish Council (PC) Meeting held on Thursday 23rd September 2021 in the Main Hall at Holt Village Hall at 7.30pm.

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

In Attendance: Cllr Carbin (Wiltshire County Councillor)

221. Apologies - None

222. OPEN MEETING

Cllr Carbin reported:

a. The Highways improvement programme for the B3107 indicates a delay until FY 2025/26 but clarification on this will be sought

b. Improvements to the Zig-Zag bus timetable to increase the service remains under consideration

c. Highway improvement to the Star is planned for FY 2022/23 but the PC stated this should be a priority and asked Cllr Carbin to feedback to Highways

d. A consultation exercise is being conducted in Bradford on Avon regarding re-establishing the 1-way system. Cllr Carbin was asked to obtain further information.

2. Parking near junctions in Station Road, Leigh Road and opposite the Ham Tree remain a concern and is a safety concern. The PC will consider applying for Double Yellow lines, in the meantime the village PCSO will be asked to patrol the areas more frequently **Clerk to action**

CLOSED MEETING

223. Declarations of Interest and Dispensation – None

224. a. Proposal to adopt Full Council minutes of meeting held on 15th July 2021. Proposed Cllr Goodman, seconded Cllr Nicholson – **Resolved**

225. Matters arising.

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

b. E mail addresses for Councillors. Clerk has issued details to all Councillors, but questions remain on access through Outlook. **Cllr Siddall to investigate further.**

c. Update on a School Travel Plan – Awaiting approval by Wiltshire Council. **Cllr Offiler**

d. Review of Council Policies. The **Clerk to action** listing provided by Cllr Nicholson

e. Include weed killing in Ground Corner and alongside church for Parish Steward –. **Clerk to liaise with Parish Steward.**

f. Contact local MP to write to WC Cabinet Minister regarding Tannery CIL. Disappointing reply received. PC Councillors to attend WC Cabinet meeting **Cllr Siddall**

g. Cllr Siddall hastened respective authorities concerning installation of bollards outside the village shop and installation of shelter opposite the village shop

226. Proposal to change wording on future agendas to delete “summoned” and insert “invited” was proposed by Cllr Game and seconded Cllr Goodman after Council having been advised by the chair this went against advice from WALC, the Clerk and Local Government Act. **Resolved**

227. Cllr Nicholson advised that still a few surveys for the 2021 Footpath survey still outstanding and asked they be completed by 30 September.

228. Proposal to consider feasibility and process required to rename the Parish Council by removing “Parish” and inserting either Community, Neighbourhood or Village. In general, Council was in favour of a change, but further information is required concerning full implications in terms of any costs to be incurred and timescale. Prior to the meeting Councillors were advised that the following authorities need to be advised of any change:

(a) the Secretary of State; (b) the Electoral Commission; (c) the Office of National Statistics; (d) the Director General of the Ordnance Survey; (e) any district council, county council (or London borough council) within whose area the parish lies

Clerk to provide further information and suggested implementation plan

229. To hear report from the Planning Committee.

Following applications considered:

PL/2021/07908, 59 Ham Green, Tree Works, No Objection

PL/2021/08201, 12 Woodmand, Building extension, No Comment

PL/2021/08529, 254 The Common, Building extension, No Comment

PL/2021/07278, The Tannery Change to S106 Conditions, awaiting reworked proposal – Cllr Hendon stated he was not in favour of relaxing the village requirements in any reworked proposal, there was no dissent to this view.

Cllr Siddall also updated the PC on a recent WALPA meeting and effect on revision of Neighbourhood Plans (NP) as this plan has no value in terms of housing development. It was agreed that Council needs to consider during late 2022 to review its NP

CLOSED MEETING SUSPENDED AND OPEN MEETING RE-ESTABLISHED

At this point the Closed part of the meeting was suspended to hear from a resident who is keen to be co-opted to the Parish Council. Firstly, the Chair welcomed Carol Warran and after PC introductions she was invited to provide the PC with some background information. On conclusion the Chair thanked her for coming and advised that the PC would be in touch. A formal agenda item to co-opt will be included for the October meeting.

OPEN MEETING CEASED AND CLOSED MEETING RE-COMMENCED

230. To hear report from the Village Facilities Advisory Group

Prior to the meeting Cllr Mizen circulated the notes arising from a site meeting at the Playing Field in August. The following details the actions arising:

1. Pavilion

a. Replace/update/refurbish the exterior notice board, displaying byelaws applicable to use of the field/pavilion – Caretaker – **Action now**

- b. Add “box location” details to defibrillator unit. – Caretaker – **Action now**
- c. Remove all old and unused items from kitchen cupboards – Caretaker – **Action now**
- d. Repair and re-site Health and Safety board inside foyer. – Caretaker – **Action now**
- e. Changing rooms, showers, soccer use.

As a result of FA rules, regarding shower facilities for adult teams, we recommend that one junior side only be permitted to use the facility for the 2021/22 season. Since the last meeting, Cllr. Mizen had arranged to meet three separate plumbing contractors to discuss estimates for new shower facilities. None of the companies turned up. We propose that this matter not to be pursued at this time. Cllr. Mizen has had an approach from a Holt resident regarding the possible re-formation of a “village” team. As this is unlikely to happen before the 2022/23 season, we again propose no action at this time. **Action mid/long term**

It was noted that if this village team was an adult league team then the installation of showers would be required. A suggested figure was in the region of £8000.

2. Recreation Field

- a. Main Gates: to be cleaned – Caretaker - **Action now.**
- b. Youth Shelter: we propose that the missing back panel not to be replaced at this time. – The reasoning for this was questioned but Cllr Mizen stated that the back panel was of “special material”
- c. Picnic Bench: Nettles surrounding the new bench have twice been treated with weed killer. Once they have died back we propose that the area be covered with plastic sheeting and covered with bark chippings – **Full costings to be obtained and proposal presented at a later meeting action this winter.**
- d. Children’s Play Area:
Cut back overhanging trees – Caretaker - **Action now.**
Clean/clear all artificial surfaces of weeds/moss – Caretaker - **Action now.**
“Play-school/shop” unit – a proposal to repair or replace this item will be submitted – **Full costings to be obtained and proposal presented at a later meeting Action this winter.**
Replace fencing surrounding the area – **Full costings to be obtained and proposal presented at a later meeting Action this financial year.**
- e. Older Play Equipment:
Replace running board on roundabout: - Caretaker - **Action now.**

3. Brook:

Remove weeds from our section of ownership. Ask Bridge Terrace owner to do likewise. He has shown reluctance in the past to do so therefore we propose that this matter be brought to attention of Wessex Water/Wiltshire Council. In our opinion this constitutes a significant flood risk – **Action now Facilities Advisory Group**

Cllr Mizen advised that except for the “Brook item” all other tasks for action now would be undertaken by the Caretaker under current budget.

Finally, Cllr Mizen sought a volunteer to lay the PC Wreath at Remembrance ceremony and Cllr Fletcher volunteered.

4. Cllr Hendon introduced the following proposals,

a. To investigate feasibility, location and costs of outside equipment – **Clerk** to research equipment and insurance costs and possible asset transfer of land

b. The purchase of a Christmas tree, location and associated decorations. **Clerk** to contact Bradford on Avon Town Council regarding tree costs and advise Cllr Hendon (Post meeting note, details forwarded 24 September) **Cllr Hendon** to present detailed costings at future meeting

231. To hear report from the Highways Advisory Group

a. The 50mph speed limit on Holt to Melksham highway has been introduced.

b. The application for the Midlands East junction works has been submitted (Cllr Carbin co-signed), Cllr Game advising that £20,000 has been set aside for the works.

232.. 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**

September Clerks Wages and monthly expenses	£360.48
September HMRC tax on Clerks Wages	£85.00
P J Eyres Grass/Hedge Cutting	£380.00
Came and Co. Insurance Premium	£1328.76
PKF Littlejohn External Audit Fee	£240.00

Invoices approved by E Mail or below £100 and paid prior to the meeting:

Defib Store Adult Pads	£98.40
PJ Eyres Grass cutting and Strimming.	£570.00
Netti of Melksham, Media (refunded to Cllr Hendon)	£42.00

b. Cllr Goodman advised that he would be calling a finance meeting to discuss current and future expenditure in preparation for setting of FY 22/23 Precept at November meeting.

233. Village Inspection Report/Parish Steward Tasking

July- Cllr Steve Siddall, August – Cllr Game, September - Cllr Goodman, October – Cllr Hendon, November – Cllr Mizen, December – Cllr Fletcher

Cllrs Goodman and Hendon agreed to undertake a combine September/October inspection.

234. Communications/Social-Media – Nothing to report

235. Policies and Grants

a. Cllr Fletcher asked Council to consider the need to develop a Village Environmental Policy. It was agreed that a document detailing the Council's Environmental Principles would be

drawn up and **Cllr Fletcher** to lead. It was considered that this was the best way forward as the Parish Council is limited on what it can control.

236. Correspondence

a. Cllr Mizen asked Council to contribute £40 to cover shortfall in costs for T shirts for those accompanying the MP on a sponsored walk, in aid of Holt Pre School. No formal proposal is required as less than £100. Council agreed to fund, and Cllr Mizen will provide details to Clerk (who will obtain an invoice or similar)

b. Cllr Offiler advised that with effect from 30 September the Youth Club will cease due to lack of leaders, volunteers and general support.

c. Details of the BOA Health and Wellbeing Group had been circulated and Cllr Goodman offered to attend if available on Monday 4th October at 2 pm. Clerk to forward joining details.

d. Council had received details of a parking issue in The Elms and Clerk will progress. Details to be placed on PC Facebook page.

e. The contract for supply of electricity to the Pavilion has been renewed and now expires 30 November 2024. Costs have increased on Standing Charge from 26.860p to 38.17p per day and Consumption Charge from 15.350p per Kwh to 19.98p per KWh. (Based on costs prior to Lockdown this represents approx 30% increase) but this is a fixed price until end 2024. With this increase then a review of charges to HSRC is to take place and proposal brought to October meeting. **Clerk**

f. The external Audit has been completed and report returned.

g. It was agreed to place a Xmas message in the Holt Magazine and Facebook which will be actioned at the appropriate time, November magazine which is published in December.

237. Police Crime Report

Nothing to report.

238. Items of report for future Agenda

None

Meeting Closed at 2145 hours, Date of Next Meeting Thursday 28th October 2021 at 7.30pm at the Village Hall.