

**Minutes of the Ordinary Council Meeting of Holt Parish Council held on Thursday 15th December 2022
held in the Village Hall starting at 7:30pm**

Present: Cllrs Goodman (Chair), Fletcher, Hendon, Learoyd, Mizen, Offiler, Siddal, and Warran

In attendance: Georgina Berry - Parish Clerk, Cllr Trevor Carbin – Wiltshire Councillor, and 3 members of the public

425. Preliminaries:

- a. **Apologies:** Cllr Game
- b. **Declarations of interest:** None declared
- c. **Dispensations:** None sought
- d. **Application for Councillor:** Council heard from James Latimer who expressed an interest in joining the council. Council was pleased for the application and welcomed James on board. He will be officially co-opted at the January meeting.

In accordance with the code of conduct when a councillor declares a non-pecuniary interest, they take no part in the discussion or vote. When a councillor declares a pecuniary interest, they are required to leave the room during discussion and voting. Dispensations can be requested to allow that councillor to participate.

The meeting was adjourned.

426. Public Participation:

- Council was asked to contribute £900 towards a new notice board specifically for ‘Holt Village Events’. Council supported the idea but would make enquiries to see if it could source a cheaper board. Councillors agreed to take on the project and will approach local carpenters to quote.
- Cllr Trevor Carbin gave his report noting that there was £250 payment expected to Wiltshire Council for the school sign. Cllr Offiler will speak with the school. Cllr Carbin also noted that any Coronation Day events involving street closures needed to be reported to Wiltshire Council.

The meeting was resumed.

427. Finance:

- a. **Receipts:** There were no receipts noted.
- b. **Current bank balance:** The following balance as at 30th November 2022 was noted: £82,316.55
- c. **Payments:** The following accounts were checked and approved for payment:

| Authority | Description | Net | VAT | Gross |
|----------------------|--|----------|-------|----------|
| HA 1980 s.96 | Hedge cutting | 240.00 | 48.00 | 288.00 |
| LGA 1972 s.111 | Waste removal | 43.78 | 8.76 | 52.54 |
| LGA 1972 s.111 | Caretaking | 206.38 | - | 206.38 |
| HA 1980 s.96 | Grasscutting (retrospective) | 380.00 | - | 380.00 |
| LGA 1972 s.142 | Website deposit | 262.15 | 52.43 | 314.58 |
| LGA 1972 s.111 | Internal Deposit quote | 300.00 | 60.00 | 360.00 |
| LGA 1972 s.111 | Insurance (Overdue) | 1,688.21 | - | 1,688.21 |
| LGA 1972 s.145 | Expenses - Christmas Baubles | 19.20 | 4.80 | 24.00 |
| LGA 1972 s.145 | Expenses - Christmas signage | 168.00 | 42.00 | 210.00 |
| LGA 1972 s.142 | Renewal of gov.uk domain | 88.00 | 17.60 | 105.60 |
| LGA 1972 s.142 | Annual hosting cost | 228.00 | 45.60 | 273.60 |
| LGA 1972 s.142 | 2022 hosting costs | 111.88 | - | 111.88 |
| LGA 1972 s.142 | Closedown of HPC account with Revision 4 | 119.10 | - | 119.10 |
| LG(MP)A 1976 s.19(3) | Expenses - Play Area fittings | 22.75 | 4.55 | 27.30 |
| LGA 1972 s.137 | Expenses - Tree stakes and ties | 11.57 | 2.33 | 13.90 |
| LG(MP)A 1976 s.19(3) | Inspections fees | 192.50 | 38.50 | 231.00 |

- d. **External auditor:** Council noted that PKF Littlejohn had been reappointed for the next 5 financial years
- e. **Internal audit:** The clerk explained what this work entails and how she finds it beneficial to engage with this company as they check finances as well as policies and procedures.
Resolved: Council approved the engagement of Auditing Solutions Ltd as internal auditor
- f. **Finance committee recommendations:** The council considered the recommendations of the finance committee and there was a brief discussion about the budget for next year.
Resolved: Council approved a 7.5% increase to the precept.
- g. **Precept paperwork: resolved:** Council agreed the £34,112 precept and Cllr Goodman signed the paperwork as Chair.
- h. **Replacement laptop:** Council approved a spend of up to £350.00 on a replacement laptop for the clerk.
- i. **Spending authorities:** Council noted the document and the clerk explained that all spending must fall under one of the listed authorities. If it doesn't council isn't permitted to spend it.

428. Planning: The following applications were considered

Many of the planning applications received are dealt with by the 'Planning working party' who has delegated powers to comment on behalf of the council on any and all planning applications. It does however bring to full council any applications it feels requires discussion.

- a. **Future planning applications:** The clerk suggested bringing all planning applications to full council with extraordinary meetings being called for any applications that may be contentious or require more in depth discussion.
- b. Applications considered by full council:
 - i. **Application Ref:** PL/2022/09147
Address: Meadow View Farm, Bradford Leigh, BA15 2RW
Proposal: Erection of agricultural worker's dwelling and associated works
Deadline: 30/12/2022
Decision: Object – Undesirable urbanisation
 - ii. **Application Ref:** PL/2022/09265
Address: 1 Stillman Close BA14 6QS
Proposal: Mature Lime Tree (T1) to have crown reduction and dead wood removed, to maintain healthy canopy and reduce any hazardous/significant risks with deadwood.
Deadline: 23/12/2022
Decision: No Objection
 - iii. **Application Ref:** PL/2022/09315
Address: Leigh Road, Holt, BA14 6PW
Proposal: Demolition of existing garden room and construction of new extension to rear
Replacement of existing roof structure to accommodate two additional bedrooms and bathrooms Demolition of existing garage and erection of carport
Deadline: 03/01/2023
Decision: No Comment
 - iv. **Application Ref:** PL/2022/09343
Address: 324 Station Road, Holt, BA14 6RD
Proposal: T1 - Copper Beech tree - all round reduction and reshape by 2m and replace non-invasive brace T2 - Common Beech tree - all round reduction and reshape by 2m
Deadline: 27/12/2022
Decision: No objection

429. Planning decisions:

Council noted the below decision made by Wiltshire Council

- a. **Application Ref:** PL/2022/07996
Decision: No Objection

430. Previous Council Meeting:

- a. **Minutes** of the November 24th 2022 Ordinary Council Meeting. **Resolved:** *The minutes of these meetings were formally approved by the council and were signed by the chairman as a correct record.*
- b. **Publication of draft minutes:** the clerk explained that there is no obligation to publish draft minutes and advised that only approved minutes are in the public domain. Council agreed to only publish approved minutes going forward.
- c. **'Meeting summary' protocol:** Clerk asked the council if they would implement a procedure whereby the 'Meeting summary' produced by the clerk for the magazine is looked over by a councillor first. Council agreed. Cllr Offiler will work with the clerk on this.
- d. **Matters arising:**
 - i. Council noted that the Neighbourhood Watch start up is now underway.

431. Website:

- a. **Hosting:** Council noted that the hosting had been taken over by Parish Council Websites and the website will be rebuilt early next year.
- b. **Email addresses:** All official emails are now up and running. The clerk will help troubleshoot any issues with councillors.

432. Highways, Footways, and Footpaths:

- a. Avon House View bench: Council noted the bench had been stolen **Action:** *Clerk to make an insurance claim*
- b. New 'School' signs: **Action:** *Cllr Offiler will liaise with the school*
- c. LHFIG meeting: **Action:** *Cllr Siddal will attend on behalf of the council*
- d. Council noted the 'proposed traffic regulation order' from Wiltshire Council – to include 'No waiting at any time' effecting parts of Hawcroft, Station Road, The Midlands, The Gravel, and The Street
- e. Council noted the proposal to drop the speed limit to 20mph for the length of Hawcroft, Lions Orchard, The Elms (north leg), The Midlands, and The Spa.

433. Parish Maintenance:

- a. Council noted Cllr Hendon's village inspection report. Cllr Fletcher has reported appropriate jobs to the parish steward
- b. **Flags flying at Ham Green:** Cllr Siddall explained that the Union Jack flag had been put back up and the flagpole is not designed to fly 2 flags. The Union Jack will fly until New Year and then be rested for a couple of months as is normal in winter.

434. Facilities:

- a. Council noted the fundraising efforts for the table tennis table. This is ongoing
- b. Council noted Cllr Warran's Play Area inspection report.
- c. Council heard the update from Cllrs Mizen and Warran regarding the Warm Hub. Unfortunately, no one attended the last time the Warm Hub was opened so the decision was taken to disband the group.
- d. To review the Warm Hub provision. See 434 c.
- e. Council considered the report on the Pavilion refurbishment from the Pavilion working group. This is an ongoing project.

435. Clerks report:

- a. Council considered the email from the Bradford on Avon Lions Club **Action:** *the clerk will signpost the Lions Club to Spotted in Holt.*

436. Correspondence: The council noted the emails forwarded to councillors.

437. Date of next meetings:

- a. Thursday 19th January 2023 – Ordinary Council Meeting– *to be held in the village hall.*

With no further business, the meeting closed at 9:35pm