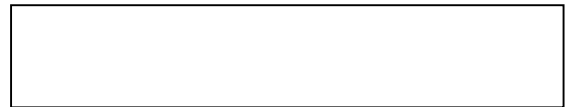


**Notice of meeting**  
**Full Council:** Thursday 16<sup>th</sup> May 2024  
**Time:** 7.30 pm  
**Venue:** The Village Hall, Holt

All members of the Council are hereby summoned to attend the **ANNUAL MEETING OF HOLT PARISH COUNCIL** for the purpose of transacting the business as set out below.

Under the Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100 if any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email [clerk@holtparishcouncil.gov.uk](mailto:clerk@holtparishcouncil.gov.uk) or phone 07375 934468.

Georgina Berry Parish Clerk  
10th May 2024



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### 7:30pm Public Participation

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced at the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.

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## AGENDA

- 1/24 To **elect the Chair** of the Council and to receive the Chair's Declaration of Acceptance of Office
- 2/24 To **elect the Vice Chair** and to receive the Vice Chair's Declaration of Acceptance of Office
- 3/24 To receive **apologies** for absence and note any matters relating to the vacant seat.  
*At the time of publication apologies had been received from Cllrs Fox, Goodman, Hendon, and Warran.*
- 4/24 To receive any **declarations of Pecuniary and Non-Pecuniary Interests** – declarations of pecuniary and non-pecuniary interests pertaining to agenda items for this meeting.
- 5/24 **Dispensations** - Council is asked to note any dispensations the Clerk may have received from Councillors. Dispensations must be received in writing *before* the start of the meeting.
- 6/24 **Exclusion of the Press and Public Standing Order #1c**  
*The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.*  
The Clerk advises Council that there is no item which will require the exclusion of the Public.
- 7/24 To appoint **Council Committees, working parties, and representatives** on Parish organisations.

8/24 To review the **Council asset register**.

9/24 To fix the **dates and times of ordinary meetings** of the Council and Committees for the ensuing year. (Noting that November & December meetings *won't* be the 3<sup>rd</sup> Thursday.)

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10/24 **Wiltshire Councillor:** Council is asked to hear a report from Cllr Trevor Carbin

### PREVIOUS MEETING & MATTERS ARISING

11/24 **Previous meeting minutes:** To receive and sign the minutes of the meeting held on Thursday 18<sup>th</sup> April 2024

12/24 **Starground allocation policy:** Council is asked to discuss the lack of transparency around the allocations policy from Wiltshire Council. Options include press and/or legal action.

13/24 **Little Parks green space:** Council is asked to consider how to proceed as the land is owned by Barrett Bristol Limited, not Wiltshire Council.

### PLANNING

14/24 To consider the below applications and any applications that may be received after the publication of the agenda. *Extensions to deadlines have been sought where necessary.*

Application reference	Address	Proposed works	Deadline for comments	meeting considered
PL/2024/03825	108 The Street, BA14 6QH	Elm tree - Fell	15/05/2024	May
PL/2024/03751	The Rectory, Ham Green, BA14	T1 T2 Holly trees - Fell	14/05/2024	May
PL/2024/02905	Stone End, 375 The Street, BA14 6RS	The reconfiguration of front garden including the reconfiguration of front garden including retaining boundary wall & lowering front section to pavement level to create an off-street bay parking space (parallel to the road).	23/05/2024	May
PL/2024/03589	Hayleyan Farm, Broughton Road, BA14 6QU	Oak framed garage with home office space	21/05/2024	May

15/24 **Tannery development:** Council is asked to consider the email from a resident concerned about the stalled development of the Tannery.

16/24 **BT Facility:** Council is asked to provide insight into planning permissions for the site following an email from a concerned resident.

17/24 **Bewley Homes signage:** Council is asked to note that Planning Enforcement are investigating the signage.

18/24 **HGV's by Ham Green:** Council is asked to note that the clerk has referred the matter to planning enforcement for their opinion.

### FINANCE

19/24 **Annual Accounts** – To approve the accounts for the year ended 31<sup>st</sup> March 2024

20/24 **Annual Governance and Accountability Report** - To approve the Section 1

22/24 Banking

a. **Invoices** - Total invoices for this month: £870.65 Inc VAT

Authority	Payee	Description	Net	VAT	Gross
LA 1983 s.5	Grist	Waste removal	24.02	4.81	28.83
LGA 1972 s 112(2)	HMRC	Month 1 Tax & NI	59.20	0.00	59.20
LG(MP)A 1976 s.19	Scottish Power	Pavilion Electric	30.16	1.51	31.67
HA 1980 s.96	P Eyers	Grass cutting	460.00	0.00	460.00
LGA 1972 s.137	G Berry	Little Parks title register	3.00	0.00	3.00
LGA 1972 s.111	G Berry	Printer ink	30.38	6.08	36.46
LGA 1972 s.111	ICO	Data Protection Fee	40.00	0.00	40.00
LGA 1972 s.134(4)	Holt Village Hall	Room hire - APM	39.00	0.00	39.00
LGA 1972 s.134(4)	Holt Village Hall	Room Hire - Q4	112.50	0.00	112.50
LGA 1972 s.111	Microsoft	Microsoft 365 subscription	59.99	0.00	59.99

b. To note the **bank balance** as at 30th April 2023 was: £81,338.29

c. **Standing orders and direct debits:** the clerk seeks permission to pay the following invoices by standing order or direct debit:

*Monthly DD*

- EE – (£23.69)
- Grist – (Variable)
- Scottish Power – (£31.67)

*Monthly Standing Order*

- Georgina Berry - Salary
- HMRC – monthly tax & NI contributions

*Other*

- Highland Payroll Services (Quarterly SO £108)
- ICO subscription (annual DD £35)

23/24 **Grant aid** – Council is asked to consider the request for £1,000 in grant aid from Broughton Gifford and Holt Youthwork Project.

**VILLAGE MAINTENANCE**

24/24 **Village inspection report:** Council is asked to note Cllrs Wickes and Goodman’s inspection report.

25/24 **Village Inspection:** Council is asked to note the rota for monthly inspections. Noting that in June the task falls to Cllr Bloomfield. Councillors are asked to complete their inspections by the 10th of the month ahead of the parish stewards visit.

**2024/25**

June - Cllr Bloomfield  
 No August Meeting  
 August - Cllr Fox  
 September - Cllr Hendon  
 October - Cllr Fletcher  
 November - Cllr Warran

December - Cllr Learoyd  
 January 2025 – Cllr Siddall  
 February - Cllr Mizen  
 March – Cllr Wickes  
 April – Cllr Goodman

26/24 **Parish Steward:** Council is asked for any additional work for the steward.

## FACILITIES

27/23 **Facilities Working Party** - *As the Facilities Working Party now have some delegated authority the group lead will provide a monthly report – including an updated budget report. This will be a monthly agenda point.* Council is asked to note this month's report.

28/24 **Holt FC draft agreement:** Council is asked to approve the final draft of the proposed agreement for HFC.

## ADMINISTRATIVE













29/24 **D-Day Poppy Display:** Council are asked for permission to install a knitted poppy panel on the back of the seat on Ham Green

30/24 **Knitted Poppy installation:** Council is asked for permission to expand the poppy 'waterfall' installation to include 10' x 6' poppy display on the back of the seat in Ham Green as well as tastefully place poppies tied on the memorial railings and one on each post around the green (subject to enough poppies being made).

31/23 **Items for future meetings:** Council is asked to consider any items for next month's agenda.

32/23 **Date of Next Meeting:** Thursday 20<sup>th</sup> June – 7:30pm – Holt Village Hall.

33/23 **Correspondence:** Council is asked to note the correspondence forwarded to councillors by the clerk.

▼ Today		
	'KATE Learoyd' RE: Visit to Site at Star Ground New Homes	Fri 10/05/2024 12:50
	Alan Hendon; Bob Mi... CORRESPONDENCE: FW: Rural Report covering April 2024	Fri 10/05/2024 12:46
	Alan Hendon; Bob Mi... CORRESPONDENCE: FW: Grant request	Fri 10/05/2024 12:46
▼ Yesterday		
	Alan Hendon; Bob Mi... April meeting minutes	Thu 09/05/2024 13:35
	Alan Hendon; Bob Mi... CORRESPONDENCE: FW: Invitation to The Campaign to Protect Rural England - Wiltshire's AGM, on the 16th J...	Thu 09/05/2024 13:14
	Alan Hendon; Bob Mi... CORRESPONDENCE: FW: Ask the Leader Bradford on Avon - 13 May	Thu 09/05/2024 11:51
▼ Last Week		
	John Fletcher; steve.s... Re: Visit to Site at Star Ground New Homes	Sat 04/05/2024 13:41
	Alan Hendon; Bob Mi... CORRESPONDENCE: FW: Wiltshire Air Ambulance - awareness campaign	Thu 02/05/2024 11:10
▼ Two Weeks Ago		
	Alan Hendon; Bob Mi... CORRESPONDENCE: FW: Briefing Note 24-07 New HRC van and trailer permitting scheme	Fri 26/04/2024 10:01
	Alan Hendon; Bob Mi... CORRESPONDENCE: FW: BoA LHFIFG - 22nd April 2024 - Draft Note Tracker	Fri 26/04/2024 09:59
	Alan Hendon; Bob Mi... CORRESPONDENCE: FW: Briefing Note 24-08, Draft Licensing Policy 2024-2029 consultation	Fri 26/04/2024 09:57
▼ Three Weeks Ago		
	Alan Hendon; Bob Mi... CORRESPONDENCE: FW: Tree decision notice	Wed 17/04/2024 17:59
	Alan Hendon; Bob Mi... PLANNING: FW: PL/2024/02631 : Land to south east of Forewoods Common , Holt, Trowbridge, BA14 6PJ	Wed 17/04/2024 12:46