

Minutes of the Ordinary Council Meeting of Holt Parish Council held on Thursday 4th September 2025 held in the Village Hall starting at 7:30pm

Present: Cllrs Siddall, Goodman, Fletcher, Wickes, Learoyd, Warran and Upton.

In attendance: Charlotte Chappel - Parish Clerk and Cllr Carbin – Wiltshire Councillor.

Public Participation: There were 2 members of the public present who came to object to a planning application on the agenda.

PRELIMINARIES

96/25 Council noted **apologies from Cllrs Hendon, Fox, Bertholle and Bloomfield.**

97/25 There were no **declarations of Pecuniary and Non-Pecuniary Interests** pertaining to agenda items for this meeting.

98/25 There were no requests for **dispensations.**

99/25 The Clerk advised Council that the press and public should be excluded from agenda point 123/25 due to the confidential nature of the discussion.

100/25 **Wiltshire Councillor:**

Cllr Trevor Carbin said he has been looking at ways of spending the S106 cycle route money from the 2 new developments in Holt. An email listing some options was forwarded around to all Councillors prior to the meeting and Cllr Carbin would welcome comments.

Cllr Carbin advised that the next Area Board meeting was on 10th September and confirmed that he would take the Council's points to the LHFIG meeting on 22nd September.

PREVIOUS MEETING & MATTERS ARISING

101/25 **Previous meeting minutes:** The minutes for the July meeting were approved by Council but need to be signed.

102/25 **Matters arising:** Reviewing the Actions Spreadsheet was passed on.

PLANNING

103/25 Council considered the below **planning applications:**

Application Reference	Address	Proposed Works	Deadline for Comments	HPC Comments
PL/2025/06848	THURLES, HAM GREEN, HOLT, TROWBRIDGE, BA14 6PZ	Listed building consent - Creation of a modified internal structural opening and replacement of existing window with French doors	25/09/2025	No Comment
PL/2025/06560	Gaston Farm (off the B3106), Gaston, Trowbridge, BA14 6QA	Full planning permission - Formation of new field access	15/09/2025	Support (subject to comments)

PL/2025/06574	Land West of Blackacre Cottage, Bradford Leigh, Bradford on Avon, BA15 2RW	Permission in Principle - Residential development of between 3 to 5 self-build and custom-build dwellings along the road frontage	02/09/2025 – although comments will be honoured up until the decision date which is 17/09/2025	Object
PL/2025/02523	Land to the south east of Forewoods Common, Trowbridge, BA14 6PJ	Full planning permission - Proposed new agricultural dwelling	29/08/2025 - although comments will be honoured up until the decision date which is 11/09/2025	Object
PL/2025/06745	The Dower House, Leigh Road, Holt, Trowbridge, BA14 6PR	Householder planning permission - Erection of Oak framed Orangery style extension	01/10/2025	<i>A query regarding the listed building status of The Dower House has been sent to the appropriate planning officer.</i>

104/25 Council noted that the following comments were submitted during August:

Application reference	Address	Proposed Works	Deadline for Comments	HPC Comments
PL/2025/06430	109 THE MIDLANDS, HOLT, TROWBRIDGE, BA14 6RQ	Proposed Works to Trees in a Conservation Area - T1 - Magnolia tree - crown reduce by 1.5m; crown lift to 1.8m and crown thin by 20% to decrease crown density	26/08/2025	No objection
PL/2023/01914	Whistle Mead Solar Farm, Little Chalfield, Melksham, SN12 8NP	Full planning permission - Proposed temporary planning permission for 40 years for the development of a solar farm of up to 24.14MW of generating capacity, comprising of the installation of solar photovoltaic panels and associated infrastructure including customer cabin, customer substation, DNO substation and equipment, inverter and transformer substations, spare part container, associated battery storage, access tracks, widening of existing highway access, fencing, security cameras, landscape planting, ecological improvements and associated works. The existing agricultural use of the site will also continue in tandem with the solar farm with the grazing of farm animals.	08/08/2025	Object

105/25 **Decisions:** Council noted the decisions made by Wiltshire Council.

Application reference	Address	Proposed Works	HPC Comments	Wilts Council decision
PL/2025/05207	Holt Primary School, The Gravel, Holt,	Variation of condition 2 of PL/2022/05201 (Approved plans) to amend the previously approved Proposed Site Plan with the addition of a newly submitted Lighting Level Plan	No Comment	Approve with Conditions

	Trowbridge, Wilts, BA14 6RA			
PL/2025/05004	240 Melksham Road, Holt, Trowbridge, BA14 6QW	Proposed construction of a bay window to replace existing flat window on front elevation of house, construction of porch covering the front door area of the house, cladding of upper front elevation	Materials used should tie in with the Holt Village Character Statement. Document attached.	Approve with Conditions
PL/2025/05255	196 THE COMMON, HOLT, TROWBRIDGE, BA14 6QN	Proposed rear extension	No Comment	Approve with Conditions
PL/2025/05496	Gaston Farm, Gaston, Holt, Trowbridge, Wilts, BA14 6QA	Prior Notification – Building - Erection of replacement hay barn	N/A	Prior Approval Not Required
PL/2025/04707	58 Ham Green, Holt, Trowbridge, BA14 6PY	Householder Application - Installation of iron railings and iron gate to front garden	Railings and gate should match adjacent properties.	Approve with Conditions
PL/2025/03867	58 Ham Green, Holt, Trowbridge, BA14 6PY	Works to a Listed Building - Replacement of bedroom loft hatch. Installation of combustion air brick and repointing of fireplace and chimney breast. Changing colour of front door, external stonework repairs, installation of lead cover flashing on dormer window. Installation of iron railings and iron gate to front garden	Railings, gate and front door should match adjacent properties.	Approve with Conditions

106/25 **Redcliffe Homes** – Cllr Wickes talked through the recent meeting with Redcliffe, stating that Redcliffe have appointed the same architect as Bewley, which has been very beneficial as they were able to share information.

Cllr Wickes said that Redcliffe are very focused on the village entrance along the Melksham Road, as well as the central green space.

107/25 **Bewley Homes** – Cllr Wickes confirmed that Scheme 3 has been withdrawn and therefore Scheme 2 is to be built. Building is hoping to start in November, with completion in 2028.

108/25 **Heavens Scent** – The unsatisfactory outcome of the planning enforcement case was discussed, and it was decided that the Clerk will go back to the planning enforcement officer and insist they revisit the planning breaches.

FINANCE

109/25 **Banking**

a. **Council approved** the below payment of invoices for this month totalling **£198.34 inc VAT**:

Payee	Description	Net	VAT	Gross
C Chappel	Chat GPT expenses	18.04		18.04
Director Payroll	Payroll services Aug 25 – Jan 26*	110.25		132.30
Glove Factory	Room Hire – Redcliffe meeting	40.00	8.00	48.00

*Council noted that from 01/08, Director Payroll have increased their pricing from £16.50pm to £17.75pm. The increased pricing will be held for at least 2 years.

- b. Council noted that the following reimbursements or invoices have been paid:

Payee	Description	Net	VAT	Gross
Water2Business	Pavilion Water Bill	114.78		114.78
Mark Parsons	Caretaking July	165.00		165.00
John Fletcher	Expenses – Bin Bags	18.74	3.75	22.49
Parish and Town Auditing Services	Internal Audit	195.00		195.00
Alan Hendon	Expenses – Speed Gun	226.47		226.47
Mark Parsons	Caretaking August	105.00		105.00

- c. Council noted the July and August bank statements and that the bank balance as at 31st August 2025 was: £75,982.53.

- 110/25 **Rhino Play invoice** - Council noted the communication between Cllr Fletcher and Rhino Play re the resurfacing in the play area and agreed that the Clerk can pay the invoice.

VILLAGE MAINTENANCE

- 111/25 **Village inspection report:** Council noted the report from Cllr Fox.
- 112/25 **Village Inspection:** Council noted the rota for monthly inspections and that in October the task falls to Cllr Bertholle.

2025/2026

October - Cllr Bertholle
November - Cllr Bloomfield
December - Cllr Learoyd

January 2026 – Cllr Siddall
February - Cllr Wickes
March – Cllr Goodman

- 113/25 **Parish Steward:** The Clerk will ask the steward to clear weeds/foilage from drains, pavements etc (including path at Little Parks) and remove overgrown foliage on hedging.
The Clerk will also ask for the village entry signs to be cleaned.

- a. Council noted this year's visits will be: 9/10 Sept, 9/13 Oct, 11/12 Nov, and 8 Dec.

FACILITIES

- 114/25 **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 noted this month's report – details of which can be found on the Holt Parish Council website under 'Supporting Documents' for the September meeting.
- 115/25 **Holt FC email** – Council discussed the email from Holt FC. The Clerk is to email Holt FC asking them to provide a full proposal along with their plan for how these things could be achieved should the team get promoted.
Council also agreed that Holt FC could replace the goal posts at their expense.
- 116/25 **Advertising Space** – Council also discussed Holt FC's request for more physical advertising space within the village. It was noted that this has been explored in the past and it has been found impractical, however the Clerk is to email Holt FC asking them for a more detailed proposal, which we can consider at a future meeting.

FLOODING

117/25 In Cllr Bloomfields absence, she had sent an email to the Clerk updating where she was with Flood Warden duties, which was read out to Council. This included attending a Flood Warden Workshop late September which will give advice about writing a flood plan. Cllr Bloomfield also stated that she will check inventory in the flood supplies chest and order more where needed.
Cllr Siddall commented on what a great job Cllr Bloomfield had been doing.

HIGHWAYS, FOOTWAYS AND FOOTPATHS

118/25 **Traffic survey** – Council made the decision to proceed with automatic traffic counters at the following locations: one at each end of the village on the B3107, one on Station Road, and one on Staverton Lane.

119/25 **Speed gun** – Council noted that a speed gun had now been purchased.

120/25 Council noted the following road closures:

1. Urgent closure of C224 (Part), Bradford Leigh, Holt 08/09/25 - 10/09/2025
2. Temporary Closure of: Ham Green, Gaston and The Star, Holt (22.09.2025)
3. Temporary Closure of: B3107 (Part), Holt 27.10.2025 – 07.11.2025
4. Temporary Closure of: B3105 (Part), Hilperton 20.10.2025 – 26.10.2025 between 19.00 – 06.00
5. Temporary Closure of: B3107 (Part), Melksham 15.09.2025 between 19:30 and 05:00 for 1 night

NEIGHBOURHOOD PLAN

121/25 Cllr Learoyd stated that there is a NHP meeting taking place w/c 8th September.

ADMINISTRATIVE

122/25 **Items for future meetings:** Vote of thanks to the Scarecrow Trail organisers and to thank Crispin for refurbishing benches in the village at his own expense.
Catch up re Freedom of the Parish.

123/25 **CONFIDENTIAL ITEM. Freedom of the Parish** – Council discussed granting Freedom of the Parish and will discuss again at the October meeting.

124/25 **Date of Next Meeting:** Thursday 16th October – 7:30pm – Holt Village Hall.

With no further business, the meeting closed at 21.16pm.