

Notice of meeting
Full Council: Thursday 22nd May 2025
Time: 7.30pm
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 or phone 07375 934468.

Charlotte Chappel Parish Clerk
18th May 2025



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.

A G E N D A

- 1/25 To **elect the Chair** of the Council and to receive the Chair's Declaration of Acceptance of Office
- 2/25 To **elect the Vice Chair** and to receive the Vice Chair's Declaration of Acceptance of Office
- 3/25 To receive **apologies** for absence.
At the time of publication apologies had been received from Cllrs Goodman and Hendon.
- 4/25 To receive any **declarations of Pecuniary and Non-Pecuniary Interests** – declarations of pecuniary and non-pecuniary interests pertaining to agenda items for this meeting.
- 5/25 **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.
- 6/25 **Exclusion of the Press and Public:** The Clerk advises Council that there is no item which will require exclusion of the press or public.
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.
- 7/25 To appoint **Council working parties, and representatives** on Parish organisations.
- 8/25 To review the **Council asset register**.
- 9/25 To fix the **dates and times of ordinary meetings** of the Council and Committees for the ensuing year. (Noting that September & December meetings *won't* be the 3rd Thursday.)

10/25 **Wiltshire Councillor:** Council is asked to hear a report from Cllr Trevor Carbin

PREVIOUS MEETING & MATTERS ARISING

11/25 **Previous meeting minutes:** To receive and sign the minutes of the meeting held on Thursday 17th April 2025.

12/25 **Matters arising:** Council is asked to note, and update if necessary, the actions spreadsheet.

PLANNING

13/25 Council is asked to consider the below **planning applications** and any applications that may be received after the publication of the agenda.

Application Reference	Address	Proposed Works	Deadline for Comments
PL/2025/04262	64 Ham Green, Holt, Trowbridge, BA14 6PY	Replace existing rotten wooden window with a new, handmade hardwood triple casement window with diamond leaded glass	13/06/2025
PL/2023/01914	Whistle Mead Solar Farm, Little Chalfield, Melksham, SN12 8NP	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.	21/05/2025
PL/2025/03988	299 Station Road, Holt, Trowbridge, BA14 6QD	Small Single Storey side extension to form entrance porch and lobby and associated site works	29/05/2025.

14/25 **Redcliffe Homes** – Council is asked to hear any update from the working party.

15/25 Council is asked to determine a response to the **Bewley Homes** new planning application and update on their appeal on the original application.

16/25 Council is asked to agree a response to the **Whistlemead solar farm** re-application.

FINANCE

17/25 **Annual Accounts** – To approve the accounts for the year ended 31st March 2025

18/25 **Annual Governance and Accountability Report** - To approve the Section 1

19/25 **Annual Governance and Accountability Report** - To approve the Section 2

20/25 **Banking**

a. **Invoices** – Council is asked to approve payments for the below invoices this month - **£274.00 inc VAT:**

Payee	Description	Net	VAT	Gross
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MiJan Ltd / Easy PC Accounts	Subscription for 2025/2026	108.00		108.00
Holt Magazine	1 year subscription for the Clerk	10.00		10.00
Holt Village Hall	Hall Hire	156.00		156.00

- b. To note the following Direct Debits, Standing Orders or Invoices were paid with prior approval from a council meeting or approval from the facilities group between meetings, totalling £2425.06 inc VAT: Please note that payments made from 1st May onwards won't be listed below due to not being able to access online banking. These will show on the June agenda.

Payee	Description	Net	VAT	Gross
G Berry	Salary			
G Berry expenses	Microsoft annual fee	70.83	14.16	84.99
Auditing Solutions	Work undertaken for IA	90.00	18.00	108.00
WALC	Annual Subscription	656.52	131.30	787.82
P Eyers	Grass Cutting	380.00		380.00
Fireline	Fire extinguisher check	57.90	11.58	69.48
ICO	Annual fee	47.00		47.00

- c. To note the following reimbursements or invoices are due to be paid once the Clerk has access to the banking, totalling £1438.07 inc VAT. These have either already been approved at a previous council meeting or approved via the facilities group between meetings:

Payee	Description	Net	VAT	Gross
John Fletcher expenses	Wheelie Bin Liners	17.50	3.50	21.00
Tashenbury Garden Landscapes	Removal and Disposal of 2 x bins	868.00		868.00
John Fletcher expenses	Wooden pole for playpark	50.70	10.14	60.84
Alan Hendon expenses	Defib pads	82.95	16.59	99.54
John Fletcher expenses	Refuse sacks	25.99	5.20	31.19
John Fletcher expenses	Deck Board	116.67	23.33	140.00
Mark Parsons	Caretaking	217.50		217.50

- d. To note the **bank balance** as at 30th April 2025 was: £84,752.13
- e. **Standing orders and direct debits:** the Clerk seeks permission to pay the following invoices by standing order or direct debit:

Monthly DD

- EE – (£16.80)
- Grist – (Variable)
- Scottish Power – (£68.32)

Monthly Standing Order

- Charlotte Chappel - Salary
- HMRC – monthly tax & NI contributions

Other

- ICO subscription (annual DD - £47)

VILLAGE MAINTENANCE

- 21/25 **Village inspection report:** Council is asked to note the report from Cllr Upton.
- 22/25 **Village Inspection:** Council is asked to note the rota for monthly inspections. Noting that in June the task falls to Cllr Warran. Councillors are asked to complete their inspections by the 10th of the month ahead of the parish stewards visit.

2025/2026

June – Cllr Warran
July – Cllr Fletcher
August - Cllr Fox
September - Cllr Hendon
October - Cllr Bertholle

November - Cllr Bloomfield
December - Cllr Learoyd
January 2026 – Cllr Siddall
February - Cllr Wickes
March – Cllr Goodman

- 23/25 **Parish Steward:** Council is asked for any additional work for the steward.
a. Council is asked to note that visits will be: 10/11 Jun, 9/10 Jul, 9/10 Sept, 9/13 Oct, 11/12 Nov, and 8 Dec.

FACILITIES

- 24/25 **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 is asked to note this month's report
- 25/25 **Holt FC draft agreement:** Council is asked to approve the final draft of the proposed agreement for HFC.
- 26/25 **Signage:** Facilities seek approval to spend £270.24 inc VAT on 'Dog fouling' signage in the Rec.
- 27/25 **Playpark resurfacing:** Facilities seek approval to replace 60sqm of safety surfacing in the play park. 3 quotes have been requested. At the time of publication, the cheapest quote was £9560.46 inc VAT.
- 28/25 **HSRC lease:** Council is asked to discuss the situation regarding the lease and consider Cllr Goodmans briefing note.
- 29/25 **TPO:** Council is asked to note the TPO of an Ash tree at 28A Hawcroft, Holt, BA14 6RN.

AREA BOARD

- 30/25 Council is asked to hear the update re **Bradford on Avon Area Board** from Cllr Bloomfield.

HIGHWAYS, FOOTWAYS AND FOOTPATHS

- 31/25 **Request from HSRC:** Council is asked to consider an email from HSRC regarding the laying of a new path.
- 32/25 **Speed Limit Reduction:** Council is asked to consider the email from a resident requesting a 20mph speed limit through the village.
- 33/25 **Station Road:** Council is asked to consider an email from residents regarding parking concerns and vehicle issues on and around Station Road.
- 34/25 **Highways Improvement Request:** Council is asked to consider the request from St Katherine's for support to install a handrail.
- 35/25 **Speeding through the Village:** Council is asked to discuss the email from PCSO Laura Wallace with regards to Five Zeroes and the West Wilts Equestrian Centre complaint.

NEIGHBOURHOOD PLAN

36/25 **Neighbourhood plan report:** Council is asked to hear an update from the NP working group.

ADMINISTRATIVE

37/25 **Items for future meetings:** Council is asked to consider any items for next month's agenda.

38/25 **Date of Next Meeting:** Thursday 20th June – 7:30pm – Holt Village Hall.