

Minutes of the Ordinary Council Meeting of Holt Parish Council held on Thursday 19th June 2025 held in the Village Hall starting at 7:30pm

Present: Cllrs Siddall, Fletcher, Upton, Hendon, Wickes, Fox, Learoyd and Bertholle.

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

Public Participation: There were no members of the public present.

PRELIMINARIES

39/25 Council noted **apologies** from Cllrs Goodman, Warran and Bloomfield.

40/25 There were no **declarations of Pecuniary and Non-Pecuniary Interests** pertaining to agenda items for this meeting.

41/25 There were no requests for **dispensations**.

42/25 The Clerk advises there is no requirement to **exclude the public or press**.

43/25 Council updated the **Representatives** list.

44/25 **Wiltshire Councillor:** Cllr Trevor Carbin stated that a new bin for The Star, which was discussed at the May meeting, has already been actioned.

He also said that the next Area Board meeting is on the 2nd July and the next Highways meeting (LHFIG) is on the 7th July.

PREVIOUS MEETING & MATTERS ARISING

45/25 **Previous meeting minutes:** The minutes for the May meeting were passed by council and signed.

46/25 **Matters arising:** Cllr Siddall gave a brief overview of the updated Actions Spreadsheet. Clerk to email the spreadsheet around for all Cllrs to look at.

PLANNING

47/25 Council considered the below **planning applications**:

Application Reference	Address	Proposed Works	Deadline for Comments	HPC Comments
PL/2025/04707	58 Ham Green, Holt, Trowbridge, BA14 6PY	Installation of iron railings and iron gate to front garden	27/06/2025	Comment - Railings and gate should match adjacent properties.
PL/2025/03867	58 Ham Green, Holt, Trowbridge, BA14 6PY	Replacement of bedroom loft hatch. Installation of combustion air brick and repointing of fireplace and chimney breast. Changing	27/06/2025	Comment - Railings, gate and front door should match

		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		adjacent properties.
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.	14/07/2025	Comment - Materials used should tie in with the Holt Village Character Statement. Document attached.

48/25 **Decisions** – Counted noted the below decision by Wiltshire Council:

Application reference	Address	Proposed works	HPC Comments	Wilts Council decision
PL/2024/09477	The Fire House, 131 The Midlands, Holt, Trowbridge, BA14 6RG	Install an array of 12 Solar PV generation panels on the SW facing roof of the property. A supporting inverter will be installed within the loft space. (No battery installation).	No Comment	Approve with Conditions

49/25 **Redcliffe Homes** – Cllr Wickes gave an update about the meeting that took place on 3rd June, whereby Redcliffe explained their constraints of the site, but had taken on board HPC's expectations in regard to the layout and aesthetics of the site, and had noted what Bewley Homes have submitted for their Scheme 2 Reserved Matters application.
Scheme name needs to be decided.

Bewley Homes – The appeal on the original planning application is to take place on 22nd July.

FINANCE

50/25 **Banking**

a. **Council approved** the below payment of invoices for this month totalling **£95.90 inc VAT**:

Payee	Description	Net	VAT	Gross
Director Payroll	April Payroll re-run to include C Chappel	25.00	5.00	30.00
C Chappel Expenses	Chat GPT			17.90
Glove Factory Studios	Meeting space for Redcliffe meeting	40.00	8.00	48.00

- b. Council noted that the following reimbursements or invoices have been paid, totalling **£552.31 inc VAT**.

Payee	Description	Net	VAT	Gross
JRB Enterprise	Dog Waste Bags	63.90	12.78	76.68
Tashenbury Garden Landscapes	Labour for renewal of roundabout boards			192.09
John Fletcher expenses	Caretakers gloves	6.66	1.33	7.99
John Fletcher expenses	Sharps box	4.42	0.89	5.31
Lamming & Son	Dog fouling signage	225.20	45.04	270.24

- c. Council noted the **May bank statement** and that the **bank balance** as at 31st May 2025 was: £84,736.43

VILLAGE MAINTENANCE

51/25 **Village inspection report:** No village inspection report was received, so it couldn't be reviewed.

52/25 **Village Inspection:** Council noted the rota for monthly inspections and that in July the task falls to Cllr Fletcher.

2025

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

53/25 **Parish Steward:**

- Council noted this year's visits will be: 9/10 Jul, 9/10 Sept, 9/13 Oct, 11/12 Nov, and 8 Dec.
- Council noted the stewards report from his June visit.
- Clerk raised an email from a resident regarding graffiti on a gate near Bradley Close – clerk will ask Parish Steward to take a look at it during his July visit.

FACILITIES

54/25 **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 June meeting. Cllr Fletcher mentioned that a syringe had been found on top of a bin in the rec. Due to this, the clerk has contacted PCSO Laura Wallace and asked for some evening patrols to take place. Clerk to send the Holt FC agreement, which was approved by Council at the May meeting, onto the club secretary.

55/25 **Box hedge** – Council approved the removal of the box hedge on Ham Green, due to it being decimated by box leaf caterpillar. Council will review the appearance of how the area looks without any hedging at a future meeting and take a view. It was commented that another shrub such as lavender or rosemary could be planted as a replacement and noted that large organisations such as the National Trust and English Heritage are taking out all their box plants due to the blight.

AREA BOARD

56/25 No update as there hasn't been a meeting. Next meeting is 2nd July.

HIGHWAYS, FOOTWAYS AND FOOTPATHS

57/25 **Footways** – Cllr Wickes gave an update on the footways survey that she carried out in March 2025. All 116 defects from survey were reported to MY WILTS.

Variety of responses received from WC, but some issues have already been sorted.

Highways working group to concentrate on most critical issues outstanding (that WC have said don't warrant intervention or need to be taken to LHFIG), along with other Highways issues that the group are already aware of.

58/25 **Traffic** – It was noted that some traffic surveys and a traffic count needs to take place. Cllr Siddall spoke about some options to do this, including a manual traffic count and automatic traffic counters (2 tubes laid across the road). However, it was felt that automatic traffic counters don't seem to be very accurate.

Council also discussed how speed checks could be carried out.

Councillors are to look into options for the July meeting.

59/25 **Footpaths** – Cllr Fox is to come up with a proposal for the 2025 footpath survey, for the July meeting. Once the survey has been carried out, Council can look at potential improvements from the S106 money to be received from the Bewley and Redcliffe developments, such as changing stiles to gates etc.

60/25 **Residents only access** – Council considered the email from a resident regarding a 'residents only restriction' on the lane from The Star to Ham Green via Gaston.

Cllr Hendon to contact Kirsty Rose from WC to ask if this would even be possible, and then Council are to take a view.

The query of how the restriction would be policed was raised.

61/25 **TTRO in Holt** – Council noted the TTRO for The Star, Gaston and Ham Green, Holt from 14th July 2025 – 25th July 2025. Cllr Hendon to contact WC to ensure they are aware of the gas works and associated traffic restrictions that are already currently taking place at that end of the village.

NEIGHBOURHOOD PLAN

62/25 **Neighbourhood plan report:** Cllr Learoyd gave an update stating that a meeting for the Steering Group will be taking place in July.

It was stated that the government had recently announced that it will stop funding NHP's and as such, the Council will need to do things as cheaply as possible. However, it's definitely worth having a plan in place due to the increase in CIL money, which is 25% if you have a NHP.

Cllr Learoyd has put together a questionnaire for residents that she will email around to all Cllrs, to get their feedback on.

ADMINISTRATIVE

63/25 **Items for future meetings:** There were no requests for items to be added to the July agenda.

64/25 **Date of Next Meeting:** Thursday 17th July – 7:30pm – Holt Village Hall.

With no further business, the meeting closed at 20.47pm.