

**Notice of meeting**  
**Full Council:** Thursday 4<sup>th</sup> September  
**Time:** 7.30pm  
**Venue:** The Village Hall, Holt

All members of the Council are hereby summoned to attend the **ORDINARY 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.

Charlotte Chappel Parish Clerk  
31<sup>st</sup> August 2025



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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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**A G E N D A**

- 96/25 Welcome and to receive **apologies** for absence.  
*At the time of publication apologies had been received from Cllr Hendon and Cllr Fox.*
- 97/25 To receive any **declarations of Pecuniary and Non-Pecuniary Interests** – declarations of pecuniary and non-pecuniary interests pertaining to agenda items for this meeting.
- 98/25 **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.
- 99/25 **Exclusion of the Press and Public:** The Clerk advises Council that the press and public should be excluded from agenda point 123/25 due to the confidential nature of the discussion.  
*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.*
- 100/25 **Wiltshire Councillor:** Council is asked to hear a report from Cllr Trevor Carbin.

**PREVIOUS MEETING & MATTERS ARISING**

- 101/25 **Previous meeting minutes:** To receive and sign the minutes of the meeting held on Thursday 17<sup>th</sup> July 2025.
- 102/25 **Matters arising:** Council is asked to update the Actions Spreadsheet if required.

## PLANNING

103/25 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/2025/06848	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
PL/2025/06560	Gaston Farm (off the B3106), Gaston, Trowbridge, BA14 6QA	Full planning permission - Formation of new field access	15/09/2025
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
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

104/25 Council to note 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 is asked to note 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** - Council is asked to hear any update from the working party.

107/25 **Bewley** - Council is asked to hear any update from the working party.

108/25 **Heavens Scent** – Council is asked to note the outcome of the Heavens Scent planning enforcement.

### FINANCE

#### 109/25 **Banking**

- a. **Invoices** – Council is asked to approve payments for the below invoices this month - **£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 to note 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. To note the following reimbursements or invoices have been paid. These have been agreed at a previous meeting or approved via the facilities group between meetings:

Payee	Description	Net	VAT	Gross
Water2Business	Pavilion Water Bill			114.78
Mark Parsons	Caretaking July			165.00
John Fletcher	Expenses – Bin Bags			22.49
Parish and Town Auditing Services	Internal Audit			195.00

Alan Hendon	Expenses – Speed Gun			226.47
Mark Parsons	Caretaking August			105.00

- c. To note the **July and August bank statements** and that the **bank balance** as at 31<sup>st</sup> August was: £75,982.53.

110/25 **Rhino Play invoice** - Council to note the communication between Cllr Fletcher and Rhino Play re the resurfacing in the play area and an adjustment to what was quoted versus what needed to be actioned, and to agree that the invoice can be paid.

### VILLAGE MAINTENANCE

111/25 **Village inspection report:** Council is asked to note the report from Cllr Fox.

112/25 **Village Inspection:** Council is asked to note the rota for monthly inspections. Noting that in September the task falls to Cllr Hendon. Councillors are asked to complete their inspections by the 10th of the month ahead of the parish stewards visit.

### 2025/2026

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

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

113/25 **Parish Steward:** Council is asked for any additional work for the steward.

- a. Council is asked to note that 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 is asked to note this month's report.

115/25 **Holt FC email** – Council to note the email from Holt FC and to discuss a response.

116/25 **Advertising Space** - Holt FC have asked the council to consider providing additional physical advertising spaces at key sites within the village.

### FLOODING

117/25 Council is asked to hear an update from Cllr Bloomfield, following the 'Get Flood Ready' online event.

### HIGHWAYS, FOOTWAYS AND FOOTPATHS

118/25 **Traffic survey** – Council to make a decision on where to position automatic traffic counters.

119/25 **Speed gun** – Council to note that Cllr Hendon has now purchased a speed gun.

120/25 Council is asked to note 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 Council is asked to hear any update from the NP working group.

### ADMINISTRATIVE

122/25 **Items for future meetings:** Council is asked to consider any items for the September agenda.

123/25 **CONFIDENTIAL ITEM. Freedom of the Parish** – Council to give consideration to granting Freedom of the Parish.

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