

**Minutes of the Ordinary Council Meeting of Holt Parish Council held on Thursday 17<sup>th</sup> July 2025 held in the Village Hall  
starting at 7:30pm**

**Present:** Cllrs Siddall, Goodman, Fletcher, Hendon, Wickes, Fox, Learoyd, Bloomfield and Bertholle.

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

**Public Participation:** There were 2 members of the public present.

**PRELIMINARIES**

65/25 Council noted **apologies from Cllrs Upton and Warran.**

66/25 There were no **declarations of Pecuniary and Non-Pecuniary Interests** pertaining to agenda items for this meeting.

67/25 There were no requests for **dispensations.**

68/25 The Clerk advises there is no requirement to **exclude the public or press.**

69/25 **Wiltshire Councillor:** Cllr Trevor Carbin briefly spoke about the Trowbridge and Westbury Bat Mitigation Strategy.  
In addition, Cllr Siddall thanked Cllr Carbin for his support at the recent planning committee meeting.

**PREVIOUS MEETING & MATTERS ARISING**

70/25 **Previous meeting minutes:** The minutes for the June meeting were passed by council and signed.

71/25 **Matters arising:** Actions Spreadsheet briefly looked at, but it was mentioned that some dates need to be added as to when things will be looked at.

**PLANNING**

72/25 Council considered the below **planning applications:**

Application Reference	Address	Proposed Works	Deadline for Comments	HPC Comments
PL/2025/05517	Field Cottage, 391 Gaston, Holt, Trowbridge, BA14 6QA	Redevelopment of bungalow to include raising roof with additional accommodation, demolition of garage, small rear and side extensions and attached garage. External cladding.	29/07/2025	Object
PL/2025/05207	Holt Primary School, The Gravel, Holt, Trowbridge, Wilts, BA14 6RA	Variation of condition 2 (Approved plans) to amend the previously approved Proposed Site Plan with the addition of a newly	25/07/2025	No Comment

		submitted Lighting Level Plan		
PL/2025/05255	196 THE COMMON, HOLT, TROWBRIDGE, BA14 6QN	Proposed rear extension	17/07/2025	No Comment
PL/2025/05600	164 The Common, Holt, Trowbridge, BA14 6QJ	Rear Single-Storey Extension, New Replacement Roof to Existing Rear Extension to Match Neighbouring Roof Height (No. 163), Inc. Internal and External Alterations	31/07/2025	No Comment
PL/2025/05866	Land at Melksham Road, Great Parks, Holt, BA14 6QP	Approval of Reserved Matters (appearance, landscaping, layout and scale) for the erection of 89 dwellings pursuant to outline planning permission PL/2022/03315.	08/08/2025	Support

73/25 **Decisions** – Counted noted the below decision by Wiltshire Council:

Application reference	Address	Proposed works	HPC Comments	Wilts Council decision
PL/2025/05220	110A THE MIDLANDS, HOLT, TROWBRIDGE, BA14 6RG	Cherry tree (dead) - remove	N/A	The Council confirms that the above tree is classified as Dead and Dangerous (DD). The tree can be removed under the Town and Country Planning (Tree Preservation) (England) Regulations 2012. This allows the removal of any protected tree, which is dead or imminently dangerous, without the need to make a formal Tree Work Application to the Council.
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	No Comment	Approve with Conditions
PL/2025/04414	Land off Melksham Road, Great Parks, Holt, BA14 6QP	Approval of Reserved Matters (appearance, landscaping, layout and scale) for the erection of 88 dwellings pursuant to outline planning permission PL/2022/03315	Support	Approve with Conditions
PL/2025/04262	64 Ham Green, Holt,	Replace existing rotten wooden	No Comment	Approve with Conditions

	Trowbridge, BA14 6PY	window with a new, handmade hardwood triple casement window with diamond leaded glass		
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74/25 **Redcliffe Homes** – Cllr Wickes stated that the draft S106 agreement has been uploaded to the application, but that an amendment was to be proposed. Cllr Wickes to draft comments for the Clerk to send to the planning officer.

75/25 **Bewley Homes** – a. There was no update to hear from the working party.  
b. Council agreed on the below street names. Clerk to forward onto Bewley.

- Oxen Lease
- Side Lease
- Twelve Acre Road
- Packhorse Way
- Palfrey Walk
- Park Mead
- Lower Well Close

76/25 **Planning enforcement requests x 2** – A PowerPoint for each case was presented.  
Case 1 – Barns at Forewood Commons – Council agreed to action enforcement on the basis that the barns that have been built so far and what are currently being built, are not per approved plans. Also, the barns don't appear to be storing the approved materials.  
Case 2 – New fencing to corner property at Forewood Commons – Council agreed to action enforcement. There is no planning permission for the fence, which is over 2 meters tall, and the fence is affecting the vision splay.

### FINANCE

77/25 **Banking**

a. **Council approved** the below payment of invoices for this month totalling **£65.52 inc VAT**:

Payee	Description	Net	VAT	Gross
C Chappel Expenses	Chat GPT	17.52		17.52
K Learoyd Expenses	Glove Factory room hire	40.00	8.00	48.00

b. **Council noted** that the following reimbursements or invoices have been paid, totalling **£987.49 inc VAT**.

Payee	Description	Net	VAT	Gross
PJE Garden Maintenance	Grass Cutting – May invoice	380.00		380.00
Mark Parsons	Caretaking	187.50		187.50
PJE Garden Maintenance	Grass Cutting – June invoice	380.00		380.00
J Fletcher Expenses	Heavy duty ground pegs	33.32	6.67	39.99

c. **Council noted** the **June bank statement** and that the **bank balance** as at 30<sup>th</sup> June 2025 was: £79,111.61

### VILLAGE MAINTENANCE

- 78/25 **Village inspection report:** Council noted the report from Cllr Fletcher. Details of which can be found on the Holt Parish Council website under 'Supporting Documents' for the July meeting.
- 79/25 **Village Inspection:** Council noted the rota for monthly inspections and that in August the task falls to **Cllr Fox**.

#### 2025/2026

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

- 80/25 **Parish Steward:** Clerk will ask the steward to look at clearing some of the footway along The Street, that backs onto the Rec.
- a. Council noted this year's visits will be: 9/10 Sept, 9/13 Oct, 11/12 Nov, and 8 Dec.
  - b. Council noted the stewards report from his July visit.

#### FACILITIES

- 81/25 **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 July meeting.
- 82/25 **Bowls Club roof repairs** - Council considered the email and quote forwarded on from the Bowls Club, but it was agreed that this is not something that Council can assist with. The Bowls Club should look to apply to the Area Board for a grant.
- 83/25 **Youth Shelter in the Rec** – Cllr Fox and Cllr Fletcher weren't yet ready to provide costing and supplier info for replacing the damaged Perspex. Will discuss at September meeting.
- 84/25 **Holt FC shelters** – Council agreed that fixed dugouts weren't an option. Under covenant, The Rec has to be available as a facility for the whole community and cannot be considered or configured for the sole use of the football club.

#### AREA BOARD

- 85/25 Cllr Bloomfield gave an overview of the meeting that took place on 2<sup>nd</sup> July.

#### HIGHWAYS, FOOTWAYS AND FOOTPATHS

- 86/25 **LHFIG** – Cllr Hendon spoke about the recent meeting.
- The handrail request at St Katherines needs to be looked at by WC to ensure that the handrail would be on highway land.
- Cllr Hendon to follow up with Kirsty Rose regarding the Gaston residents only access which was brought up at the June meeting.
- 87/25 **Hawcroft over-run** - Council agreed to spend £350 on bollards to protect the over-run.
- 88/25 **Traffic survey** - Council agreed to the purchase of a speed gun of an approx. cost of up to £275. Cllr Hendon to arrange or ask the Clerk to purchase.

Council discussed using automatic traffic counters and it was agreed to action these. Primary routes need to be identified.

89/25 **2025 Footpath survey** – Council heard the proposal from Cllr Fox. Footpaths are to be divvied up between the 11 councillors and the Clerk.

### **NEIGHBOURHOOD PLAN**

90/25 **Neighbourhood plan report:** The initial steering group meeting was held in July. Next meeting is to be held in September, whereby the questionnaire for residents will be finalised.

### **ADMINISTRATIVE**

91/25 **Ham Green Christmas Tree:** Holt Crafters were granted permission for a 12ft crochet/knitted Christmas Tree on Ham Green.

92/25 **Ham Green VJ day display:** Holt Crafters were granted permission for a small poppy display on Ham Green only for VJ day (15th August 2025).

93/25 **Holt Primary School link** – Council noted that Cllr Warran has volunteered to be the link between the Council and the school, and there was no objection to this.

94/25 **Items for future meetings:** Council to hear from Cllrs Fletcher and Fox regarding costs etc for replacing damaged Perspex in the Youth Shelter in the Rec (agenda point 83/25 above).

95/25 **Date of Next Meeting:** Thursday 4<sup>th</sup> September – 7:30pm – Holt Village Hall.

*With no further business, the meeting closed at 21.21pm.*