

Notice of meeting
Full Council: Thursday 16th October
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 or phone 07375 934468.

Charlotte Chappel Parish Clerk
12th October 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

125/25 Welcome and to receive **apologies** for absence.

At the time of publication, no apologies had been received.

126/25 To receive any **declarations of Pecuniary and Non-Pecuniary Interests** – declarations of pecuniary and non-pecuniary interests pertaining to agenda items for this meeting.

127/25 **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.

128/25 **Exclusion of the Press and Public:** The Clerk advises Council that the press and public should be excluded from agenda point 164/25 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.

129/25 **Wiltshire Councillor:** Council is asked to hear a report from Cllr Trevor Carbin.

PREVIOUS MEETING

130/25 **Previous meeting minutes:** To receive and sign the minutes of the meeting held on Thursday 4th September 2025.

PLANNING

131/25 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/2025/07752	136 THE MIDLANDS, HOLT, TROWBRIDGE, BA14 6RG	T1 Magnolia - Reduce the Magnolia by up to 1.5-2m clearing the overhead line. T2 Hazel - To remove the epicormic growth and reduce the height of the twisted hazel by up to 1.5m.	24/10/2025
PL/2025/08002	6 GREAT PARKS, HOLT, TROWBRIDGE, BA14 6QP	Creation of a new Ground Floor extension to the front elevation. New extension will abut an existing lean-to extension and share a raised roof line.	07/11/2025
PL/2025/07313	OXENLEAZE FARM, MELKSHAM ROAD, HOLT, TROWBRIDGE, BA14 6QT	Householder planning permission - Proposed timber-framed car port and swimming pool along with replacement driveway gates.	17/10/2025
PL/2025/07558	OXENLEAZE FARM, MELKSHAM ROAD, HOLT, TROWBRIDGE, BA14 6QT	Listed building consent - Proposed timber-framed car port and swimming pool along with replacement driveway gates.	17/10/2025
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 (28/10/2025 at the latest)
PL/2025/07044	Former Countrywide Site, Bradford Road, Melksham	The construction of a new discount foodstore, car parking, access and landscaping on land at Bradford Road, Melksham	20/10/2025

132/25 **Decisions:** Council is asked to note the below decisions:

Application reference	Address	Proposed Works	HPC Comments	Wilts Council decision
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	Support subject to comment	N/A – Withdrawn by applicant
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	No Comment	Approve with conditions
PL/2025/06430	109 THE MIDLANDS, HOLT, TROWBRIDGE, BA14 6RQ	T1 - Magnolia tree - crown reduce by 1.5m; crown lift to 1.8m and crown thin by 20% to decrease crown density	No Objection	No objection
PL/2025/07564	136 THE MIDLANDS, HOLT, TROWBRIDGE, BA14 6RG	Hawthorn tree - reduce to hedge height	N/A	The Council confirms that the tree is

				classified as Dead and Dangerous (DD).
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.	Object	Approve with conditions

133/25 **Land West of Blackacre Cottage** - Council to note that an appeal has been made to the Planning Inspectorate.

134/25 **Redcliffe + Bewley** - Council is asked to hear any update from the working party.

135/25 **CPW/Nestle** – Council to hear from the working party, re the plans from CPW for expanding the Staverton site.

FINANCE

136/25 **Banking**

- a. **Invoices** – Council is asked to approve payments for the below invoices this month - **£1638.66 inc VAT**.

Payee	Description	Net	VAT	Gross
C Chappel	Expenses – School Fayre, NHP Stall	30.00	-	30.00
C Chappel	Expenses – Chat GPT	17.93	-	17.93
C Chappel	Expenses – NHP print outs x 6	58.62	-	58.62
C Chappel	Expenses – Postage (HMRC VAT reclaims)	5.05	-	5.05
Clear Councils	Parish Insurance	1526.66	-	1526.66

- 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	Gross
J S FLETCHER	Expenses	20.69
SCOTTISH POWER	Pavillion Electric DD	73.00
JRB ENTERPRISE LTD	Dog Poo Bags	76.68
P EYERS	Grass Cutting	760.00
MARK PARSONS	Caretaker	445.65
ST ENVIRONMENT	Waste Removal	38.55
EE LIMITED	Mobile Phone DD	20.40
PKF LITTLEJOHN LLP	External Audit	378.00
GLOVE FACTORY STUDIOS	Room Hire	48.00
PLAYSAFETY LTD	ROSPA Inspection	211.20
J S FLETCHER	Expenses	20.99
C CHAPPEL	Wages + WFH Allowance	626.91
C CHAPPEL	Expenses - Chat GPT	18.04
RHINO PLAY	Play Area Safety Surfacing	9560.46
DIRECTOR PAYROLL	Payroll Services	132.30
A N HEATING LIMITED	Pavillion Shower Maint.	102.00
SCOTTISH POWER	Pavillion Electric DD	73.00

- c. To note the **September bank statement** and that the **bank balance** as at 30th September was £82,749.67.

VILLAGE MAINTENANCE

137/25 **Village inspection report:** Council is asked to note the reports from Cllr Hendon and Cllr Bertholle.

138/25 **Village Inspection:** Council is asked to note the rota for monthly inspections. Noting that in November the task falls to Cllr Bloomfield. Councillors are asked to complete their inspections by the 8th of the month ahead of the parish stewards visit.

2025/2026

November - Cllr Bloomfield
December - Cllr Learoyd
January 2026 – Cllr Siddall

February - Cllr Wickes
March – Cllr Goodman

139/25 **Parish Steward:** Council is asked for any additional work for the steward.

- a. Council to note the report from the Parish Steward.
- b. Council is asked to note that visits will be: 11/12 Nov, and 8 Dec.

FACILITIES

140/25 **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.

141/25 **Defibrillators** – Council to discuss providing a defibrillator at the Melksham end of the village. Several emails/a letter of correspondence have been received regarding this – please see Supporting Documents for info.
N.B The Scarecrow Trail are holding £500 towards the cost of a defibrillator.

142/25 **Pavillion Showers** – Council to consider the spend of £195 + VAT to install two vents on the shower systems, to completely drain down the pipework after use.

143/25 **Oak Tree commemorating 80 years since end of WW2** – Facilities have agreed to accept the offer of an £80 grant to buy an Oak tree, to be positioned at the far southwest corner of the rec, or possibly Ham Green.

144/25 **Youth Shelter in the Rec** – Quotes have now been received to replace the polycarbonate sheeting in the shelter with either painted metal mesh or galvanised mesh. Council to consider the best way forward.

145/25 **Play Area** – Cllr Warran and Cllr Fletcher to talk through the report they have created based on the ROSPA playpark inspection in September. They would like approval to seek indicative costs for replacing posts etc, as well as additional costs to replace whole units.

146/25 **Bowls Club Lease** – Council to discuss the lease renewal and duration.

147/25 **Needles** – Council to be aware that 1 x needle and 2 x syringes were found on 10/10/2025 and 1 x needle and 1 x syringe were found on 08/09/2025.

FLOODING

148/25 Council is asked to hear any update from Cllr Bloomfield.

HIGHWAYS, FOOTWAYS AND FOOTPATHS

149/25 **Road closure** – Council to note the following road closure:
- B3106 (Part), Holt; from its junction with B3107 to its junction with B3105, from 09:30 on 10/11/2025 - 16:00 on 14/11/2025.

150/25 **Speed gun** – Council to hear proposal from Cllr Hendon regarding use of the purchased speed gun.

151/25 **2025 Footpath survey** – Cllr Fox to provide any update based on Councillors footpath reports, if needed.

152/25 **LHFIG** – Council to note the below update from Cllr Carbin, following the LHFIG meeting in September, and agree to the £7000 contribution should the bid be approved.

It was agreed to put forward the work on The Common as a Substantive Scheme bid subject to PC agreement. This is in addition to a scheme from Wingfield. Normally the Bradford Area only puts in one application at most per year. LHFIG will put in £3,000 for each of the schemes, with the PC asked to contribute £7,000, with the balance to come from the Substantive budget if successful. Payment would be on completion.

NEIGHBOURHOOD PLAN

153/25 Council is asked to hear any update from the NHP working group.

154/25 The NHP working group seek approval to spend up to £5000 for initial work with Place Studio.

ADMINISTRATIVE

155/25 **2024/2025 External Audit** – Council to note the comments from PKF Littlejohn, and to discuss whether to pursue winding up the Recreation Ground (Holt) trust.

156/25 **Holt Safari Supper** – HSS raised £1000 to spend on projects/amenities within the village. Council to discuss options where the money could be spent.

157/25 **Waste and recycling collection** – Cllr Hendon would like to flag the proposal for domestic waste and recycling collection within Wiltshire.

158/25 **Vote of thanks** – Cllr Siddall to formally thank the Scarecrow Trail organisers for the 2025 Trail, as well as Crispin Keysar for refurbishing benches in the village.

159/25 **Bewley Homes donation** - Council to discuss causes within the village for the donation of £250-£500 from Bewley Homes.

160/25 Council to consider the email re **‘Wild Waters Festival’** and to see if any Councillor would like to take the lead on this

161/25 **Parish Insurance** - Council to note that the Clear Councils insurance policy, as discussed via email, is now in place.

162/25 **Remembrance Sunday** – A volunteer is required to attend the service at the URC and the laying of the wreaths at the war memorial.

163/25 **Items for future meetings:** Council is asked to consider any items for the November agenda.

164/25 **CONFIDENTIAL ITEM. Freedom of the Parish** – Council to reconvene re the granting of Freedom of the Parish.

165/25 **Date of Next Meeting:** Thursday 20th November – 7:30pm – Holt Village Hall.