

Notice of meeting
Full Council: Thursday 20th November
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
16th November 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.

AGENDA

166/25 Welcome and to receive **apologies** for absence.

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

167/25 To receive any **declarations of Pecuniary and Non-Pecuniary Interests** – declarations of pecuniary and non-pecuniary interests pertaining to agenda items for this meeting.

168/25 **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.

169/25 **Exclusion of the Press and Public:** The Clerk advises Council that the press and public should be excluded from agenda point 198/25 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.

170/25 **Wiltshire Councillor:** Council is asked to hear a report from Cllr Trevor Carbin.

PREVIOUS MEETING

171/25 **Previous meeting minutes:** To receive and sign the minutes of the meeting held on Thursday 16th October 2025.

PLANNING

172/25 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/2025/08211	10 Hawcroft, Holt, Trowbirdge, BA14 6RN	Conversion of existing dwelling house into 2 separate residential dwellings, including associated amenity space and parking provision.	17/11/2025
PL/2025/08394	2 CHESTNUT CORNER, HOLT, TROWBRIDGE, BA14 6TB	Yew tree - Prune back branches of our neighbour's overgrown Yew tree that hang over our property by 1 to 4 feet, back to their previous position at the boundary fence line.	18/11/2025
PL/2025/08688	MARLBOROUGH HOUSE, 67 HAM GREEN, HOLT, TROWBRIDGE, BA14 6PY	T1 Liquidambar - Crown reduce by 30%. T2 Mulberry - Fell.	25/11/2025

173/25 **Decisions:** Council is asked to note the below decisions:

Application reference	Address	Proposed Works	HPC Comments	Wilts Council decision
PL/2025/08155	BERRY COTTAGE, BRADLEY LANE, HOLT, TROWBRIDGE, BA14 6QE	T1 Beech Tree - Remove rubbing crossing branches and reduce canopy on south side by 2-3m to suitable growth points. Cobra brace stem towards house.	Holt Parish Council refers the matter to Wiltshire Council's Arboricultural Officer for assessment and comment.	Approve with Conditions
PL/2024/05435	Land north of Melksham Road, Holt	Outline planning permission to provide up to 55 residential (Use Class C3) units with all matters reserved except for access	Object	Approve with Conditions
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.	No comment	No objection
PL/2025/07313 & PL/2025/07558	OXENLEAZE FARM, MELKSHAM ROAD, HOLT, TROWBRIDGE, BA14 6QT	Proposed timber-framed car port and swimming pool along with replacement driveway gates.	No comment	Approve with Conditions

174/25 **Redcliffe + Bewley** - Council is asked to hear any update from the working party.

FINANCE

175/25 **Banking**

a. **Invoices** – Council is asked to approve payments for the below invoices this month - **£947.73 inc VAT**.

Payee	Description	Net	VAT	Gross
Parish Council Websites	Website hosting and support – annual bill	228.00	45.60	273.60
C Chappel	Expenses – Chat GPT	18.19	-	18.19
Wiltshire Council	May 2025 Election Costs	560.00	-	560.00
Glove Factory	Engine Room Hire – MP meeting	30.00	6.00	36.00
S Upton	Expenses – replacement tree (Hawcroft)	59.94	-	59.94

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
DAVID HIND	NHP Expenses	161
MARK PARSONS	Caretaker	75
P EYERS	Grass Cutting	380
SCOTTISH POWER	Pavillion Electric DD	73
LIVEEDGE	Tree Surgeon	330
C CHAPPEL	Expenses	111.6
C CHAPPEL	Wages	626.91
ST ENVIRONMENT	Waste Removal	87.25
EE LIMITED	Mobile Phone DD	20.4
CLEAR INSURANCE	Parish Insurance	1526.66

c. To note the **October bank statement** and that the **bank balance** as at 31st October was £86,947.23.

176/25 **CIL money**: Council to note that we have received our first instalment of CIL money from the Bewley development, of £68,645.93.

177/25 **2026/2027 precept** – Council to review the draft precept figures that have been circulated.

VILLAGE MAINTENANCE

178/25 **Village inspection report**: Council is asked to note the report from Cllr Bloomfield.

179/25 **Village Inspection**: Council is asked to note the rota for monthly inspections. Noting that in December the task falls to Cllr Learoyd. Councillors are asked to complete their inspections by the 8th of the month ahead of the parish stewards visit.

2025/2026

December - Cllr Learoyd
January 2026 – Cllr Siddall

February - Cllr Wickes
March – Cllr Goodman

180/25 **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 the last visit for 2025 will be 8 Dec.

FACILITIES

181/25 **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.

182/25 **Lead of Facilities** – Council to note that Cllr Fletcher has resigned as Lead of Facilities, and therefore a successor needs to be appointed.

183/25 **Defib update** – To hear an update from Cllr Hendon.

184/25 **Defib pads** - Approval requested to purchase paediatric defibrillator pads at a cost of £120 inclusive of VAT.

FLOODING

185/25 Council is asked to hear any update from Cllr Bloomfield.

AREA BOARD

186/25 Council is asked to hear any update re the Area Board meeting.

HIGHWAYS, FOOTWAYS AND FOOTPATHS

187/25 **Road closure** – Council to note the following road closures:

- Bradley Lane, Holt on 21/11/25
- B3108 (Part), Winsley and Limpley Stoke, between 19.00 and 06.00 from 01/12/2025 – 10/12/2025

188/25 **Speed gun** – Discussion on the draft proposals for the operation of the Council's speed gun and the adoption of an agreed method of operation and record keeping.

189/25 **2025 Footpath survey** – To hear any update from Cllr Fox.

NEIGHBOURHOOD PLAN

190/25 Council is asked to hear any update from the NHP working group.

ADMINISTRATIVE

191/25 **CIL and S106** – To establish a working party with the task of recommending to the Council how to manage the outturn of CIL and s106 grant monies.

192/25 **Youth Club** – Council to consider the letter from Holt Youth Club re a donation, to help with their running costs.

193/25 **Ham Green** - Council to review how the memorial bench on Ham Green looks now that the box leaf has been removed.

194/25 **Deferred item from October meeting: 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.

195/25 **Deferred item from October meeting: Holt Safari Supper** – HSS raised £1000 to spend on projects/amenities within the village. Council to discuss options where the money could be spent.

196/25 **Deferred item from October meeting:** Council to consider the email re 'Wild Waters Festival' and to see if any Councillor would like to take the lead on this

197/25 **Items for future meetings:** Council is asked to consider any items for the December meeting.

198/25 ***Deferred item from October meeting:*** CONFIDENTIAL ITEM. **Freedom of the Parish** – Council to reconvene re the granting of Freedom of the Parish.

199/25 **Date of Next Meeting:** Thursday 18th December – 7:30pm – Holt Village Hall.