

Notice of meeting
Full Council: Thursday 21st May 2026
Time: 7.30pm
Venue: The Village Hall, Holt

All members of the Council are hereby summoned to attend the **ANNUAL 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
14th May 2026



7:30pm Public Participation

This section, at the Chairman's discretion, may last up to 15 minutes. It is not part of the formal meeting and minutes will not be produced for 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

- 1/26 To **elect the Chair** of the Council and to receive the Chair's Declaration of Acceptance of Office
- 2/26 To **elect the Vice Chair** and to receive the Vice Chair's Declaration of Acceptance of Office
- 3/26 To receive **apologies** for absence. *At the time of publication, no apologies had been received.*
- 4/26 To receive any **declarations of Pecuniary and Non-Pecuniary Interests** pertaining to agenda items for this meeting.
- 5/26 **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.
- 6/26 **Exclusion of the Press and Public:** The Clerk advises that due to the confidential nature of the matters to be discussed, Council should consider excluding the press and public from agenda item 37/26 onwards.
The Parish Council may exercise its right to exclude the public and press by resolution from a closed meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 7/26 To review the current **Councillor working groups list** and consider any updates or amendments.
- 8/26 To review the **Council asset register** and consider any updates or amendments.
- 9/26 To fix the **dates and times of ordinary meetings** of the Council for the ensuing year.
- 10/26 **Wiltshire Councillor:** Council is asked to hear a report from Cllr Trevor Carbin

PREVIOUS MEETING & MATTERS ARISING

11/26 **Previous meeting minutes:** To receive and sign the minutes of the meetings held on Thursday 23rd April 2026.

12/26 **Matters arising from previous meetings:**

- Automatic Traffic Counters (ATCs) within the village, including one on the B3106.

PLANNING

13/26 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/2026/02372	The Old Tractor Shed, Bradley Lane, Holt, Trowbridge, BA14 6QE	Lawful development: Existing use C3 Dwelling House	03/06/2026
PL/2026/02699	PHOENIX HOUSE, 318 STATION ROAD, HOLT, TROWBRIDGE, BA14 6RD	Notification of proposed works to trees in a conservation area - 008 Sycamore - Section fell to ground level.	20/05/2026 – we have an extension until 22/05/2026
PL/2026/00089	UNITED REFORMED CHURCH, THE STREET, HOLT, BA14 6RS	Amended plans - External works to the church and hall comprising the installation of a photovoltaic array with associated battery storage, new access ramp and handrails to the main church entrance, reconfiguration of a ground floor window and entrance door to the south-east elevation of the hall, infilling of a redundant boiler room door, removal of redundant mechanical services and installation of new ductwork and terminals, together with the provision of Sheffield cycle stands, protective bollards and associated planting.	22/05/2026

14/26 **Decisions:** Council is asked to note the below decisions:

Application Reference	Address	Proposed Works	HPC Comments	Wiltshire Council Decision
PL/2026/01848	1 MAULTON CLOSE, HOLT, TROWBRIDGE, BA14 6PU	T1- Cherry tree - diseased and in decline - fell	No objection	No objection
PL/2023/01914	Whistle Mead Solar Farm, Little Chalfield, Melksham, SN12 8NP	Proposed temporary planning permission for 40 years for the development of a solar farm	Object	Refuse
PL/2026/00705	Holt Farm, Ground Corner, Holt, Trowbridge, BA14 6RT	Proposed installation of 95 panels mounted via a low profile ground mounted racking system.	No comment	Approve with Conditions

PL/2026/01649	123 THE MIDLANDS, HOLT, TROWBRIDGE, BA14 6RG	Removal of a semi mature coniferous tree.	Comment - Holt Parish Council considers that, where appropriate, cutting back and ongoing maintenance would be preferable to full removal, allowing the tree to continue contributing to the character of the area.	No Objection
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15/26 **Bewley** - Council is asked to hear if there is any further update regarding the sale of the Bewley development.

16/26 **Redcliffe** - Council is asked to hear any update.

FINANCE

17/26 **Annual Accounts** – To approve the accounts for the year ended 31st March 2026.

18/26 **Annual Governance and Accountability Report (AGAR)** - To approve Section 1.

19/26 **Annual Governance and Accountability Report (AGAR)** - To approve Section 2.

20/26 **Standing orders and direct debits:** the Clerk seeks permission to pay the following invoices by standing order or direct debit:

Monthly DD

EE – £26.68 (inc VAT). *The monthly line rental has just increased, so the clerk will look at alternative options ASAP.*

Grist – (Variable)

Scottish Power – £40.02

Monthly Standing Order

Charlotte Chappel – Salary + WFH allowance - £645.63

HMRC – NI contributions - £34.29

Other

ICO subscription - £47.00

21/26 **Banking**

a. **Invoices** – Council is asked to approve payments for the below invoices this month - **£279.82 inc VAT.**

Payee	Description	Net	VAT	Gross
C Chappel	ChatGPT subscription	17.82	-	17.82
Holt Village Hall	Hall hire – Jan – April 2026 (5 bookings)	144.00	-	144.00
Holt Magazine	Clerk yearly subscription	10.00	-	10.00
Easy PC Accounts	26-27 yearly subscription	108.00	-	108.00

b. To note the following reimbursements or invoices have been paid. These payments were approved at a previous meeting or authorised between meetings under delegated authority.

Payee	Description	Gross
HOLT VILLAGE HALL	Hall hire	355.50
HMRC	C Chapel NI	34.29
MARK PARSONS	Caretaking	105.00
WALC	Yearly subscription	805.25
WALC	Clerk training	48.00
SCOTTISHPOWER	Pavilion electric	40.02
C CHAPPEL	Agreed expenses	103.08
C CHAPPEL	Wages + WFH	645.63

P EYERS	Grass cutting	420.00
ST ENVIRONMENT	Waste removal	58.19
EE LIMITED	Mobile line rental	26.68
ICO	ICO yearly fee	47.00

c. To note the **bank balance** as of 30th April was £100,843.02.

22/26 Council is asked to consider the purchase of a replacement Dell laptop for the Clerk at a cost of £650 inc. VAT.

NEIGHBOURHOOD PLAN

23/26 Council is asked to hear an update from the **Neighbourhood Plan** working group.

VILLAGE MAINTENANCE

24/26 **Village inspection report:** Council is asked to note the May inspection from Cllr Upton.

25/26 **Village Inspection:** Council is asked to note the rota for monthly inspections. Noting that in June the task falls to Cllr Warran. Councillors are asked to complete their inspections by the 8th of the month ahead of the parish stewards visit.

June – Cllr Warran	October – Cllr Bertholle
July – Cllr Fletcher	November – Cllr Learoyd
August – Cllr Fox	December – Cllr Bloomfield
September – Cllr Hendon	January 2027 – Cllr Siddall

26/26 **Parish Steward:** Council to note that Parish Steward visits will commence again from 1st June.

FACILITIES

27/26 **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.

28/26 **Play area inspection** – Council to note that Cllr Warran has carried out her monthly play area inspection.

29/26 **Holt FC** - Council to receive an update following the recent meeting with Holt FC.

30/26 **Replacement bench at Holt Recreation Ground** - Council to receive an update on potential replacement bench options.

FLOODING

31/26 Council to hear an update from the **Operational Flood Working Group** meeting.

PROPERTY AND ASSETS

32/26 **Long Ground (field purchase)** - Council is asked to consider instructing Goughs solicitors in relation to post completion and access issues regarding Long Ground on behalf of HPC at a cost of approximately £550 + VAT.

ADMINISTRATIVE

33/26 **Request from Holt School Association** - Council to consider the request from Holt School Association (HSA) to hold an event on the recreation ground on 3rd July 2027, including a circus tent, bar and BBQ.

- 34/26 **Email from resident of Bradley Lane** - Council to note the resident's concerns regarding the incomplete pavement works adjacent to the Bewley Homes development, and that the matter has been referred to Cllr Trevor Carbin for advice and assistance in establishing responsibility.
- 35/26 **Email from resident re touch rugby** - Council to consider a request to use the recreation ground for weekly touch rugby sessions (Wednesdays, 7.00pm–8.30pm), including any conditions of use.
- 36/26 **Items for future meetings** - Council to consider any items for the June meeting and to note that the School Travel Plan and review of white line markings around the village are scheduled for the June agenda.
- 37/26 **Confidential item** - Council to receive a confidential update in relation to a sensitive matter.
- 38/26 **Date of next meeting:** Thursday 18th June – 7:30pm at Holt Village Hall.