

Notice of meeting
Full Council: Thursday 18th June 2026
Time: 7.00pm
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 June 2026



7:00pm **Public Participation** – including an update from the Neighbourhood Plan Steering Group on the findings of the recent community questionnaire.

This session is not part of the formal Council meeting and will be held at the Chairman's discretion. Members of the public may attend and listen but will only be invited to speak at the discretion of the Chairman.

AGENDA

- 39/26 Welcome and to receive **apologies** for absence. *At the time of publication, apologies had been received from Cllr Bloomfield.*
- 40/26 To receive any **declarations of Pecuniary and Non-Pecuniary Interests** pertaining to agenda items for this meeting.
- 41/26 **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.
- 42/26 **Exclusion of the Press and Public:** The Clerk advises there is no requirement to exclude the press or public. *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.*
- 43/26 **Council asset register** - to consider and approve amendments to the Council's Asset Register for the 2025/26 financial year.
- 44/26 **Wiltshire Councillor** - Council is asked to hear a report from Cllr Trevor Carbin

PREVIOUS MEETING

- 45/26 **Previous meeting minutes:** To receive and sign the minutes of the meetings held on Thursday 21st May 2026.

PLANNING

46/26 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/2026/02943	Land off Trowbridge Road, Bradford on Avon	Outline application (with all matters reserved except for access) for the erection of up to 224 residential dwellings (Class C3), 72-bed care home (Class C2), with sports pitch provision, country park, allotments, landscaping and open space.	26/06/2026
PL/2026/03491	Holt Farm, Ground Corner, Holt, Trowbridge, BA14 6RT	Variation of Condition 2 (Approved plans and documents) of PL/2026/00705 to allow for changes to the mounting system and an increase in 1 panel	10/07/2026

47/26 **Decisions:** Council is asked to note the below decisions:

Application Reference	Address	Proposed Works	HPC Comments	Wiltshire Council Decision
PL/2026/02056	9 STARFIELD COURT, STATION ROAD, HOLT, TROWBRIDGE, BA14 6RD	T1 - Crown reduce Yew tree by up to 1.5m to leave a natural shape.	Support	Approve with Conditions
PL/2026/02244	THE RETREAT, BRADLEY LANE, HOLT, TROWBRIDGE, BA14 6QE	Goat Willow - Fell	No Objection	No Objection
PL/2026/02549	5 CHESTNUT CORNER, HOLT, TROWBRIDGE, BA14 6TB	Large Copper Beech tree - Reduce the tree by 15% taking up to 1.8m off around the canopy of the tree.	Comment	Approve with Conditions
PL/2026/00702	396 Ham Green, Holt, Trowbridge, BA14 6PX	Two storey rear extension	Comment	Approve with Conditions
PL/2025/08648	Land North of Melksham Road, Holt	Reserved Matters Application for appearance, landscaping, layout and scale for 55 Residential Dwellings following Outline Planning permission ref PL/2024/05435	Comment	Approve with Conditions
PL/2026/01693	110A The Midlands, Holt, Trowbridge, BA14 6RG	Demolish existing lean-to laundry and erection of a single storey extension. New covered Entry porch, provide 2 No. bay windows/doors to Living Room, and to Bedroom 2, re-configure interior to contain new Utility Room.	No comment	Approve with Conditions

		Convert existing stone garage into an annex for a flexible space (Bedroom/study/workshop)		
PL/2026/02699	PHOENIX HOUSE, 318 STATION ROAD, HOLT, TROWBRIDGE, BA14 6RD	008 Sycamore - Section fell to ground level	No Objection	No Objection

48/26 **Bewley site** - Council is asked to hear any update.

49/26 **Redcliffe site** - Council is asked to hear any update.

50/26 **Redcliffe street names** – to consider the proposed street names for the Redcliffe development: *Breach Meadow, Breach Close, Oxen Way, Millwright Row, Breach Gate.*

FINANCE

51/26 **Internal audit report** – to receive the Internal Auditor's Report for the year ended 31st March 2026.

52/26 **Annual Governance and Accountability Report (AGAR)** – to approve section 1 - Annual Governance Statement 2025/26.

53/26 **Annual Governance and Accountability Report (AGAR)** – to approve section 2 - Accounting Statements 2025/26.

54/26 **Exercise of public rights** - to approve the period for the exercise of public rights and to authorise publication of the Notice of Public Rights and associated AGAR documents, with the Clerk proposing a period commencing on 1st July 2026 and ending on 11th August 2026.

55/26 **Banking**

a. **Invoices** – Council is asked to approve payments for the below invoices this month - **£17.90 inc VAT.**

Payee	Description	Net	VAT	Gross
C Chappel	ChatGPT subscription	17.90	-	17.90

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
C CHAPPEL	Chat GPT expenses (authorised at May meeting)	17.82
HOLT MAGAZINE	Clerk yearly subscription	10.00
JRB ENTERPRISE LTD	Dog waste bags	76.68
J S FLETCHER	Bin bag expenses	25.47
MARK PARSONS	Caretaking	112.50
P EYERS	Grass cutting	390.00
SCOTTISH POWER	Pavillion electric	40.02
ST ENVIRONMENT	Waste removal	24.20
EE LIMITED	Mobile phone line rental	24.00
C CHAPPEL	Wages + WFH allowance	645.63
WATER2BUSINESS	Pavillion water use (14/11/25 - 11/05/26)	124.82

c. To note the **bank balance** as of 31st May was £97,433.75.

NEIGHBOURHOOD PLAN

56/26 If needed, Council is asked to hear an update from the **Neighbourhood Plan** working group.

HIGHWAYS

57/26 **LHFIG** – to receive a report from the recent meeting and consider any actions arising.

58/26 **White lines around the village** – to consider locations that may benefit from the provision of white lines.

59/26 **TTRO's**. Council to note the following TTRO's:

- Temporary Closure of: B3107 (Part), Holt. From its junction with Little Parks to its junction with Great Parks. This Order will come into operation on 27 July 2026 and the closure will be required between the hours of 09:30 and 15:30 for 5 days.
- C224 (Part), Holt; from its junction with B3107 Bradford Road to the property known as Number 46 Leigh Road. These works will commence on 6th July 2026 at 9am and are anticipated to be required for 3 days .

VILLAGE MAINTENANCE

60/26 **Village inspection report:** Council is asked to note the June inspection from Cllr Warran.

61/26 **Village Inspection:** Council is asked to note the rota for monthly inspections. Noting that in July the task falls to Cllr Fletcher. Councillors are asked to complete their inspections by the 8th of the month ahead of the parish stewards visit.

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

62/26 **Parish Steward:** Council to note the Parish Steward's report from his June visit.

The Parish Steward will be visiting Holt on the following dates in **2026:**

9th and 13th July, no visit during August, 9th and 10th September, 12th and 13th October, 10th and 11th November and 8th December.

FACILITIES

63/26 **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.

64/26 **HSRC** - to consider HSRC's proposed access through the play area for Court 2 floodlight replacement works and any conditions attached to such access.

65/26 **Holt FC agreement** – to consider the wording of the agreement for the 2026/27 football season.

66/26 **Replacement bench at Holt Recreation Ground** - Council to receive options for the replacement bench.

ADMINISTRATIVE

67/26 **Request from Holt School Association** - to consider further information and determine the proposed Happy Circus, bar & BBQ event on the Recreation Ground on 3rd July 2027.

68/26 **Email re Wiltshire Council Bus Infrastructure Plans** – to consider the invitation and appoint a councillor to attend a one-hour Teams meeting.

- 69/26 **Councillor Fundamentals Course** – to consider approving attendance by councillors wishing to attend the WALC Councillor Fundamentals course at a cost of £40 plus VAT per councillor.
- 70/26 **Items for future meetings** - to consider any items for the July meeting.
- 71/26 **Date of next meeting** - Thursday 16th July – 7:30pm at Holt Village Hall.