

Minutes of the Annual Council Meeting of Holt Parish Council held on Thursday 21st May 2026 held in The Village Hall, starting at 7:30pm

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

In attendance: Cllr Carbin – Wiltshire Councillor.

Public Participation: There was one member of public present.

PRELIMINARIES

- 1/26 Cllr Siddall was nominated by Cllr Learoyd to remain as Chairman. All councillors present unanimously agreed. Cllr Siddall was duly elected Chairman for 2026/27 and will sign the Declaration of Acceptance of Office.
- 2/26 Cllr Goodman was nominated by Cllr Fletcher to remain as Vice-Chairman. All councillors present unanimously agreed. Cllr Goodman was duly elected Vice-Chairman for 2026/27 and will sign the Declaration of Acceptance of Office.
- 3/26 Apologies were received from Cllr Upton.
- 4/26 Cllr Wickes made a declaration of **Non-Pecuniary Interest** in relation to planning application PL/2026/00457.
- 5/26 No **dispensations** had been received.
- 6/26 Due to the confidential nature of the matters to be discussed, Council agreed to exclude the press and public from agenda item 37/26.
- 7/26 Council reviewed the **Councillor Working Groups** list (Appendix A). Cllr Wickes will now lead the Planning Working Group and Cllr Fox will continue to lead the Facilities Working Group.
- 8/26 A review of **Council asset register** was deferred until the June meeting.
- 9/26 The **dates and times of the ordinary meetings** for the ensuing year were agreed (Appendix B).
- 10/26 **Wiltshire Councillor** - Cllr Carbin reported that the Wiltshire Council Annual Meeting had taken place the previous week. He advised that work on the previous Wiltshire Local Plan had ceased and that a new Local Plan would be prepared in response to updated Government guidance and housing requirements. Cllr Carbin advised that the LHFIG meeting would take place on 8th June. He reported that the budget for substantive schemes had increased significantly. He also advised that substantive funding rounds would now be held twice yearly rather than annually and encouraged Holt Parish Council to resubmit its bid for The Common.
Cllr Carbin further reported that Wiltshire Council had passed a resolution opposing the proposed closure of local fire stations. He also advised that funding would be made available for 100 public bleed control kits.

PREVIOUS MEETING & MATTERS ARISING

- 11/26 **Previous meeting minutes:** The minutes for the Ordinary meeting held on 23rd April were approved by Council and signed by the Chair.

12/26 Council reviewed the following matters arising from previous meetings.

- Actioning Automatic Traffic Counters (ATCs) within the village, including one on the B3106. **No action was taken.**

PLANNING

13/26 Council considered the below planning application and will comment as follows:

Application Reference	Address	Proposed Works	Deadline for Comments	HPC Comments
PL/2026/02372	The Old Tractor Shed, Bradley Lane, Holt, Trowbridge, BA14 6QE	Lawful development: Existing use C3 Dwelling House	03/06/2026	Support
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	No Objection
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	Holt Parish Council supports the revised proposal reducing the number of solar panels, in line with the advice of the South Western Synod Property Committee. Holt Parish Council also agrees with the National Trust's view that the removal of a further three panels from the southern end of the roof would create a more balanced appearance and help reduce the impact on the setting of The Courts Registered Park and Garden. While supportive of renewable energy measures in principle, Holt Parish Council considers that heritage sensitivity in this prominent location remains an important consideration.
PL/2026/00457	243B Melksham Road, Holt, Trowbridge, BA14 6QW	Proposed Roof Alterations and Extensions	29/05/2026	Holt Parish Council would like Wiltshire Highways to review the Construction Management Plan and undertake a site visit before this is determined. From local knowledge, councillors are concerned about the practicality and safety of construction access to the site. Vehicles can travel in excess of the 30mph along this stretch, and the site access is already constrained, with a parked caravan on one side of the entrance and a neighbouring bungalow driveway opposite, which limits visibility and turning space for larger vehicles. As Holt Parish Council is the only consultee on these revised plans, we feel this is something that should be looked at on site rather than assessed solely from the submitted drawings.
PL/2026/03122	Merkins Farm, Bradford Leigh, Bradford On Avon, BA15 2RW	Steel framed agricultural building	N/A	N/A – no decision required.
PL/2026/03185	4 CHESTNUT CORNER, HOLT, TROWBRIDGE, BA14 6TB	Notification of proposed works to trees in a conservation area. Lime tree - remove small limb Holly tree – fell.	09/06/2026	No objection

14/26 **Decisions:** Council noted the decisions made by Wiltshire Council.

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

15/26 **Bewley** - Council noted that a developer has been identified to purchase the site.

Any changes would require a Section 73 planning application rather than a new reserved matters application and would be subject to public consultation.

16/26 **Redcliffe** – Council heard that Redcliffe has received reserved matters approval and hopes to begin building in the summer.

Cllr Wickes thanked Cllr Carbin for his work as liaison between the Council and the planning officer.

Redcliffe has confirmed that 11 parking spaces will now be provided and that garages cannot later be converted into living accommodation.

Redcliffe will also move forward with the Traffic Regulation Order to extend the 30mph speed limit further out of the village.

It was noted that Redcliffe had listened to and acted on the Council's comments throughout the process.

FINANCE

17/26 **Annual Accounts** – Cllr Goodman presented the accounts for the year ending 31st March 2026 and answered any questions. Council approved the accounts.

18/26 **Annual Governance and Accountability Report (AGAR)** – Council approved Section 1 of the AGAR.

19/26 **Annual Governance and Accountability Report (AGAR)** - Council approved Section 2 of the AGAR.

20/26 **Standing orders and direct debits:** Council authorised the Clerk to pay the following direct debits:

Monthly DD

EE – £26.68 (inc VAT)

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**

1. **Invoices** – Council approved the below invoices for payment - **£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

2. Council noted that the following reimbursements or invoices have been paid.

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

3. Council noted that the **bank balance** as of 30th April was £100,843.02.

22/26 Council approved the purchase of a Dell laptop for the Clerk at a cost of £650 inc. VAT. The current laptop is to be disposed of.

NEIGHBOURHOOD PLAN

23/26 Council received an update from the Neighbourhood Plan Steering Group and noted that work on the Holt Neighbourhood Plan will continue despite delays to the Wiltshire Local Plan.

Cllr Learoyd reported that the community questionnaire had received over 200 responses, which are now being analysed, with further public engagement planned. A separate public meeting will be held to discuss the questionnaire findings.

Council also discussed the village speed check data and how it could support other traffic initiatives.

VILLAGE MAINTENANCE

24/26 **Village inspection report:** Council noted the May inspection from Cllr Upton. The Clerk is to contact The Courts regarding overgrown vegetation and report other issues via My Wilts/to the Parish Steward.

25/26 **Village inspection:** Council noted the rota for monthly inspections and that in June the task falls to Cllr Warran.

26/26 **Parish Steward:** Council noted 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 noted this month's report which can be found on the website under 'Supporting Documents' for the May meeting.
- 28/26 **Play area inspection** – Council noted Cllr Warran's monthly play area inspection – no questions were raised.
- 29/26 **Holt FC** - Council received an update following the meeting with Holt FC attended by Cllrs Fox and Bloomfield. Holt FC will review its goalpost requirements and bring forward a revised proposal for dugouts. Pavilion improvements will be deferred pending the future of the Bowls Club. A further meeting with the sports clubs will be held, with Cllr Fox to report back to Council.
- 30/26 **Replacement bench at Holt Recreation Ground** - Council received an update on the replacement of the bench. Cllr Fox will obtain costings for recycled and timber options for consideration at the next meeting.

FLOODING

- 31/26 Council received an update from the **Operational Flood Working Group** meeting.

PROPERTY AND ASSETS

- 32/26 **Long Ground (field purchase)** - Council authorised the instruction of 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 considered the proposal and was supportive in principle, subject to further information on insurance, the number of vehicles, a management plan, toilet facilities, traffic and parking arrangements, and any licensing requirements. The Clerk will request the additional information.
- 34/26 **Email from resident of Bradley Lane** - Council noted the resident's concerns regarding the incomplete pavement works and agreed that the information received from Cllr Carbin would be forwarded to the resident.
- 35/26 **Email from resident re touch rugby** - Council considered a request to use the Recreation Ground for weekly touch rugby sessions and agreed that Cllr Fox would seek further information, with the resident potentially invited to a future Council meeting.
- 36/26 **Items for future meetings** – No additional items were raised.
- 37/26 **Confidential item** - Council received information regarding a sensitive matter and discussed the appropriate handling and disclosure of the information.
- 38/26 **Date of next meeting:** Thursday 18th June – 7:00pm at Holt Village Hall.

APPENDIX A – Councillor working groups

WORKING GROUPS - MAY 2026					
<i>Chair and Vice-Chair Ex-officio on all Working Groups</i>					
<i>Finance</i>	R Goodman	A Hendon	K Learoyd		
<i>Facilities</i>	N Fox	S Siddall	J Fletcher	C Warran	A Hendon
<i>Highways and Streetscene</i>	A Hendon	S Siddall	N Fox	K Learoyd	C Bertholle
<i>Planning</i>	L Wickes	S Siddall	K Learoyd	R Goodman	
<i>Neighbourhood Plan</i>	K Learoyd	J Bloomfield	N Fox	L Wickes	

APPENDIX B – Meeting dates

2026

June 18th

July 16th

No meeting in August

September 17th

October 15th

November 19th

December 17th

2027

January 21st

February 18th

March 18th

April 15th

May 20th