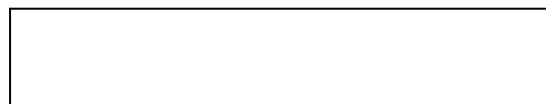


Notice of meeting
Full Council: Thursday 17th September 2026
Time: 7.30pm
Venue: The Village Hall, Holt

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 (Admission to Meetings) Act 1960, s.1, as extended by the Local Government 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 by email at clerk@holtparishcouncil.gov.uk or by phone on 07375 934468.

Charlotte Chappel - Parish Clerk
11th September 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.

AGENDA

102/26 Welcome and to receive apologies for absence. At the time of publication, apologies had been received from Cllr Fletcher.

103/26 To receive any declarations of Pecuniary and Non-Pecuniary Interests pertaining to agenda items for this meeting.

104/26 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.

105/26 Wiltshire Councillor – Council is asked to hear a report from Cllr Trevor Carbin.

PREVIOUS MEETING

106/26 Previous Meeting Minutes – To receive and sign the minutes of the meeting held on Thursday 16th July 2026.

PLANNING

107/26 Planning Applications – Council is asked to consider the planning applications listed below.

Application Reference	Address	Proposed Works	Deadline for Comments
PL/2026/03676	391c Ham Green, Holt, Trowbridge, BA14 6PZ	Single-storey extensions to front and rear, partial recladding, window reconfiguration, loft conversion and terrace over existing garage.	29/09/26
PL/2025/07044	Former Countrywide Site, Bradford Road, Melksham	Construction of a new discount foodstore, car parking, access and landscaping. Amended plans/additional information – Council to consider whether to submit further comments.	18/09/26
PL/2026/04774	Land off Melksham Road, Great Parks, Holt, BA14 6QP	Variation of conditions 1, 2, 3, 6, 7 and 8, and removal of condition 9 of PL/2025/04414 to allow minor amendments to plot layouts and accommodate revised house types following acquisition of the site by Bellway.	18/09/26
PL/2026/05061	The Courts, The Walk, Holt, Trowbridge, BA14 6RR	Works to various trees, including removal/felling, crown lifting/reduction and removal of a dying limb.	Extended to 18/09/26
PL/2026/04056	4a The Cottage and 4, Forewoods Common, Holt, BA14 6PJ	Retrospective planning permission for replacement boundary fencing.	Extended to 22/09/26
PL/2026/05202	119 The Midlands, Holt, Trowbridge, BA14 6RG	T1 Willow – pollard to approximate height 4m, removing around 3m of height and canopy spread.	Extended to 18/09/26

108/26 Planning Responses Submitted Under Delegated Authority – Council is asked to note the following planning responses submitted between meetings:

- PL/2025/06560 – Gaston Farm, Gaston – Comments submitted following consultation with Councillors by email.
- PL/2026/04793 – Marlborough House, 67 Ham Green – No Objection response submitted.
- PL/2026/04691 – 124 The Midlands – No Objection response submitted.

109/26 Planning Decisions – Council is asked to note the below decisions:

Application Reference	Address	Proposed Works	HPC Comments	Wiltshire Council Decision
PL/2026/03794	Land off Melksham Road, Holt	LDC to confirm that outline permission PL/2022/03315, with Reserved Matters approval PL/2025/04414, has been lawfully commenced.	Comment	Approve – 17/07/26
PL/2025/06848	Thurles, Ham Green, Holt	Creation of modified internal structural opening and replacement of existing window with French doors.	No comment	Approve with Conditions – 27/07/26
PL/2026/04730	330 The Street, Holt, BA14 6QH	Cherry tree (dead) – fell.	N/A	Dead/Dangerous Tree confirmed – 28/07/26
PL/2026/04158	4 Chestnut Corner, Holt	Copper Beech – height reduction and crown reduction by 35%.	Object	Withdrawn by Applicant – 31/07/26
PL/2026/01112	Land south east Forewoods Common	New agricultural residential dwelling with a Section 106 TCPA 1990 Agreement.	Object	Withdrawn by Applicant – 04/08/26
PL/2026/02372	The Old Tractor Shed, Bradley Lane, Holt	Certificate of Lawfulness for Existing Use to confirm dwelling substantially completed before expiry of three years from approval 20/07474/PNCOU.	Support	Approve – 06/08/26
PL/2026/04170	Ash House, 124a The Midlands, Holt	Single-storey rear extension, conversion/extension of garage and front entrance porch.	No comment	Approve with Conditions – 18/08/26
PL/2026/04608	Merkins Farm, Bradford Leigh	New agricultural barn – steel frame clad in timber with low-level brick base.	N/A	Prior Approval Refused – 19/08/26
PL/2026/04691	124 The Midlands, Holt	Field Maple – crown reduction up to 20%, retaining natural shape/form, and removal of deadwood.	No Objection	No Objection – 02/09/26
PL/2026/03491	Holt Farm, Ground Corner, Holt	Variation of Condition 2 of PL/2026/00705 to allow changes to the solar-panel mounting system and an increase of one panel.	Comment	Approve with Conditions – 03/09/26

110/26 Redcliffe Development – Street Naming – Council to note that Wiltshire Council has confirmed the three street names as Deer Park Drive, Breach Close and Oxenleaze Way for the development.

111/26 Whistle Mead Solar Farm Appeal – PL/2023/01914 / Appeal Ref. 6009873 – Council to note that the appeal hearing will commence on 22nd September 2026 and to receive any update on Holt Parish Council’s participation.

HOLT NEIGHBOURHOOD PLAN

112/26 Holt Neighbourhood Plan Review – Council to receive an update on the next stages of the Neighbourhood Plan Review, and consider and approve an increase in the total HNP budget from £5,000 to £15,000 including VAT.

FINANCE

113/26 Banking

a. Invoices/expenses – Council is asked to approve payment of the following:

Payee	Description	Gross
C Chappel	Printer ink cartridges and delivery	£33.63
Director Payroll Ltd	Payroll services August 2026–January 2027	£127.80
C Chappel	ChatGPT subscription expenses – July and August	£35.82

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
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Alan Hendon	Defibrillator battery	£192.00
ScottishPower	Pavilion electricity	£40.02
Mark Parsons	Caretaking	£142.50
ST Environmental	Waste removal	£42.80
EE Limited	Mobile phone	£24.00
C Chappel	Salary/allowance	£645.63
Alan Hendon	Handrail paint	£130.00
Holt Village Hall	Invoice HVH-2026-0281	£144.00
PATAS	Internal audit	£195.00
Bank	Service charge	£4.25
J S Fletcher	Bin liners	£9.49
J S Fletcher	Bin liners	£28.56
C Chappel	ChatGPT expenses	£18.21
ScottishPower	Pavilion electricity	£40.02
Mark Parsons	Caretaking	£142.50
P Eysers	Grass cutting	£380.00
ST Environmental	Waste removal	£45.90
EE Limited	Mobile phone	£24.00
HMRC	PAYE	£68.53
P Eysers	Grass cutting	£540.00
C Chappel	Salary/allowance	£645.63
Bank	Service charge	£4.25
C Chappel	Laptop	£628.99

c. Bank Balance – Council to note the bank balance as at 31st August 2026 was £89,844.15.

114/26 Defibrillator Battery – Council to note the use of delegated authority between meetings to approve the urgent purchase of a replacement battery for the Pavilion defibrillator, at a cost of £192.00, to ensure the defibrillator remained operational.

115/26 Parish Council Insurance Renewal – Council to consider and approve renewal of the Parish Council’s insurance policy through Clear Councils at a total premium of £1,558.83, from 1st October 2026.

116/26 Office Filing Cabinet – Council to approve expenditure of up to £275 for the purchase of a lockable two-drawer filing cabinet for Parish Council records, to be located in Holt Village Hall.

HIGHWAYS

117/26 20mph Speed Limit – Council to consider and agree submitting a request for a 20mph speed limit throughout the village, potentially including side roads, in line with Wiltshire Council’s new policy for villages.

118/26 B3107 Highway Improvements – Council to consider and agree re-submitting a substantive highway bid for improvements to the B3107 and to agree an increase in the Parish Council contribution from the previously agreed £10,000 to either £15,000 or £20,000.

119/26 Speed Gun Update – Council to receive an update from Cllr Hendon.

120/26 Bradford on Avon LHFIG – Council to note that the next Bradford on Avon LHFIG meeting will take place on 12th October 2026 at 4.00pm, and to note the following **new** highway proposals/issues being submitted to LHFIG:

- White lining near 121 The Midlands
- White lining at the entrance to Leigh Road
- White lining on a narrow section of Ham Green
- Highway safety concerns at the zebra crossing on The Common

121/26 Public Rights of Way – Proposed Diversion of BGIF15 and HOLT61 (P/2024/005) – Council to consider and agree its response to Wiltshire Council’s consultation to divert Footpaths Broughton Gifford 15 and Holt 61. Consultation deadline: 23rd September 2026.

122/26 Temporary Road Closures – Council to note the following forthcoming temporary road closures affecting Holt and surrounding routes:

- Winsley Road (part), Bradford on Avon – 21st September 2026, 19:00–23:00, Wessex Water works. Diversion via B3108, A36, A361, B3105 and B3109.

- Mill Lane (part), Broughton Gifford – from 5th October 2026, 08:00–18:00 for up to 4 days, Openreach works. Diversion via Mill Lane, B3107, Broughton Road, The Green and The Street.
- C211 (part), Holt – from 11th November 2026, 08:00–18:00 for up to 3 days, Openreach works. Diversion via the unaffected C211, C212 and B3107.

VILLAGE MAINTENANCE

123/26 Village Inspection Reports – Council to note Cllr Fox’s August Village Inspection Report and Cllr Hendon’s September Village Inspection Report.

124/26 Village Inspection Rota – Council is asked to note the rota for monthly inspections and that Councillors are asked to complete their inspections by the 8th of the month, ahead of the Parish Steward’s visit.

Month	Councillor
October	Cllr Bertholle
November	Cllr Learoyd
December	Cllr Bloomfield
January 2027	Cllr Siddall

125/26 Parish Steward – Council to note that the Parish Steward is on annual leave in September. The Parish Steward will be visiting Holt on 12th and 13th October, 10th and 11th November and 8th December 2026.

126/26 Dog Waste and Bin Provision – Council to consider whether any additional dog waste facilities are required, including at Little Parks and the cemetery, and whether current bin provision across the village is adequate.

FACILITIES

127/26 Facilities Working Party – Council to note the Facilities Working Party’s monthly report.

128/26 Play Park Inspection – Council to note Cllr Warran’s August Play Park Inspection Report.

129/26 Parish Council Office Space – Holt Village Hall – Council to consider and approve the Village Hall Committee’s offer for the Parish Council to use the office for 3 hours per month at a cost of £25 per month, payable six months in advance.

130/26 Hearing Assistance Equipment – Council to receive feedback on the quotations and options obtained for hearing assistance equipment and to consider and agree the next steps.

FLOODING

131/26 Holt Parish Council Flood Plan – Council to consider and approve the updated Holt Parish Council Flood Plan 2025–2026 and, subject to approval, authorise its publication and implementation.

ADMINISTRATIVE

132/26 Best Kept Village Competition 2026 – Council to note that Holt achieved second place in the Large Village category in Round 2, scoring 81 points, one point behind the category winner.

133/26 December Meeting – Council to consider and agree the date of the December Full Council meeting.

134/26 Items for Future Meetings – Council to consider any items for the October meeting.

135/26 Date of Next Meeting – Thursday 15th October 2026 at 7.30pm at Holt Village Hall.