Holt Parish Council
The Village Hall, The Street, Holt, BA14 6QH Tel 07375 934468
Clerk: Charlotte Chappel

Notice of meeting
Full Council: Thursday 19th November 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
13th November 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

167/26 Welcome and to Receive Apologies for Absence. At the time of publication, apologies had been received from Cllr Learoyd.

168/26 Declarations of Interest – To receive any declarations of Pecuniary and Non-Pecuniary Interests pertaining to agenda items for this meeting.

169/26 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.

170/26 Wiltshire Councillor's Report – To receive a report from Cllr Trevor Carbin.

PREVIOUS MEETING

171/26 Minutes of the Previous Meeting – To approve the minutes of the meeting held on Thursday 15th October 2026.

NEIGHBOURHOOD PLAN

172/26 Holt Neighbourhood Plan – To hear an update from the Neighbourhood Plan Steering Group.

PLANNING

173/26 Planning Applications – To consider the following planning applications:

Application	Location and Proposal	Deadline
PL/2026/02943	Land off Trowbridge Road, Bradford on Avon – Amended outline application for up to 224 dwellings, a 72-bed care home, sports pitch, country park, allotments and open space.	30th November
PL/2026/03676	391c Ham Green, Holt – Amended proposals for single-storey front and rear extensions, recladding, alterations to windows, loft conversion and terrace.	30th November
PL/2026/07129	12 Lions Orchard, Holt – Single-storey rear extension.	4th December
PL/2026/06922	Land adjacent to former Drying House, Holt Tannery, The Midlands – Retrospective Portacabin for office use and proposed close-boarded fence.	25th November
PL/2026/06298	Glove Factory Studios, 1 Brook Lane, Holt – Replacement enclosed café canopy with PV panels,	Extension to 20th November

	servery and kitchen, storage, staff facilities and associated drainage works.	
PL/2026/06769	321 Station Road, Holt – Erection of a detached carport using the existing vehicle access.	Extension to 20th November

174/26 Planning Decisions – To note the following planning decision:

Application	Location and Proposal	Decision
PL/2026/05732	325 Station Road, Holt – Re-pollarding of sycamore and ash trees to previous pollard points.	No Objection

175/26 Aldi Food Store – Bradford Road, Melksham (PL/2025/07044) – To receive an update following the Western Area Planning Committee meeting on 18 November 2026.

176/26 Bellway Development – Land South of Melksham Road (PL/2026/04774) – To receive any update.

177/26 Redcliffe Development – Melksham Road, Holt (PL/2026/04447) – To note the Parish Council's response to the Construction Management Statement (Discharge of Condition 13).

178/26 Merkins Farm Agricultural Barn Appeal (PL/2026/04608) – To note that an appeal has been submitted against Wiltshire Council's refusal of planning permission.

FINANCE

179/26 Banking

1. Invoices/Expenses for Approval – Council is asked to consider and approve the following payments. Total - £601.21 gross.

Payee	Description	Amount
Parish Council Websites	Annual website hosting and support	£273.60
Holt Village Hall	Hall hire - Oct, Nov and Dec	£91.14
RoSPA	Annual playground inspections	£218.40
C Chappel	Chat GPT expenses	£18.07

2. Payments Made – Council is asked to note the following payments made.

Payee	Description	Amount
Bank	Bank charges	£4.25
C Chappel	Salary + WFH allowance	£645.63
Holt Village Hall	Hall hire – June, July and Sept	£97.89
C Chappel	Chat GPT expenses	£18.18
Clear Insurance	Parish insurance	£1,588.83
N Fox	Expenses – Memorial bench and shelter parts	£495.79
ST Environmental	Waste removal	£43.92
EE	Mobile phone	£24.00
Mark Parsons	Caretaking	£128.65
ScottishPower	Electricity - Pavilion	£40.02
P Eyers	Grass cutting	£380.00

3. Transfer to Savings Account - To note the transfer of £85,000 on 4th November 2026 to an instant-access, interest-bearing savings account, following the Internal Auditor's recommendation.

4. Bank Balance - To note the bank balance of £111,021.61 as at 31st October 2026.

180/26 Budget and Precept 2027/28 – To consider the draft budget for 2027/28 and agree the proposed precept.

181/26 Capital Replacement Fund – To consider a proposal for an annual contribution of £5,000 to the fund, with unspent balances carried forward to subsequent financial years.

182/26 Clerk Back Pay – Council to consider and approve back pay of £158.08 following implementation of the 2026/27 NJC pay award, effective from 1 April 2026, reflecting the Clerk's increased hourly rate from £17.47 to £18.04.

HIGHWAYS

183/26 LHFIG – To receive an update from the October LHFIG meeting and approve a contribution of £2,500 from the Village Development Fund towards dropped kerbs and footway improvements at Station Road and Little Parks.

184/26 Temporary Road Closures – To note the following temporary road closures:
• The Star, Holt – 2nd December 2026, for Openreach pole replacement works.
• B3107 near Melksham – 6th -7th January 2027, 9.30am–3.00pm, between Melksham Lane and Farmers Roundabout, for Openreach cabling works.

185/26 Public Rights of Way – Broughton Gifford 15 / Holt 61 – To note Wiltshire Council's Footpath Diversion Order dated 5th October 2026. The Parish Council previously resolved to raise no objection.

VILLAGE MAINTENANCE

186/26 Village Inspection Report – Council to note Cllr Learoyd's November Village Inspection Report.

187/26 Village Inspection Rota – Council to note the forthcoming inspection rota:

December 2026 – Cllr Bloomfield
January 2027 – Cllr Siddall

188/26 Parish Steward – To receive the November report and note the next scheduled visit on 8th December 2026.

FACILITIES

189/26 Facilities Working Party – Council to note the Facilities Working Party's monthly report.

190/26 Play Area Surfacing – To consider the findings of the RoSPA inspection report and agree any necessary action regarding the play area surfacing.

191/26 Recreation Ground Flood Prevention – To consider a contribution of £500 towards flood prevention measures at the Recreation Ground.

192/26 Pre-School Defibrillator – Council to consider and approve expenditure of £1,658.25 (excluding VAT) for the defibrillator, cabinet and electrical installation, with £1,000 funded by the Safari Supper contribution, leaving a net cost to the Parish Council of £658.25.

ADMINISTRATION

193/26 Christmas Tree Lights Switch On – Council to consider granting permission for the Christmas tree lights switch on at Ham Green on Sunday 29th November 2026 at 4.30pm.

194/26 Bradford on Avon Area Board – To receive an update from the meeting held on 11th November 2026.

195/26 Best Kept Village Competition Prize – To consider how to use the £300 prize money, including a suggestion to replace the village footpath map.

196/26 April 2027 Meeting Date – To agree moving the April 2027 Council meeting from Thursday 15th April to Thursday 22nd April 2027, due to the Village Hall being unavailable.
To note that the December 2026 and January 2027 meetings will be held in the downstairs room at Holt Village Hall, as the upstairs room is unavailable following changes to the meeting dates.

197/26 Items for Future Meetings – Council to consider any items for the December meeting.

198/26 Date of Next Meeting – Thursday 10th December 2026 at 7.30pm in the downstairs room at Holt Village Hall.