

**Clerk to Council: Elizabeth Martin**

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## PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Alton Parish Council  
held at the Coronation Hall on Thursday 28<sup>th</sup> September 2023  
commencing at 7:00pm.

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**MEMBERS PRESENT:** Councillors Ewan MacKinnon [EMK], Kate Thompson [KT],  
Michael Golden [MG], Mike Spencer [MS]

**OFFICERS PRESENT:** Elizabeth Martin [EM], Clerk to Council

**CHAIR:** Michael Golden [MG]

**APOLOGIES:** Polly Carson [PC], Hayley Kington [HK]

Meeting Opened: 19:07

FC23/24/037      **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Polly Carson [PC] and Hayley Kington [HK]

FC23/24/038      **DECLARATIONS OF INTEREST & APPLICATION FOR  
DISPENSATION**  
None Declared

FC23/24/039      **MINUTES OF THE PREVIOUS MEETING**  
Proposed MS. Seconded EM. Passed

**IT WAS RESOLVED THAT The Minutes Of The Parish Council  
Meeting Held On 10<sup>th</sup> May 2023 Be Accepted As Written.**

FC23/24/040      **CHAIR'S ANNOUNCEMENTS**  
No additional announcements, all items for discussion are within the  
agenda.

FC23/24/041      **TO RECEIVE FOR INFORMATION, THE CLERK'S REPORT**  
The RoSPA Playground report has been completed. EM to send the  
report to Aplin's for review and a quote for work to be completed.

The Council discussed at length potential traffic projects (Speed Awareness) and initiatives that may be considered for 2024 and agreed that continuing the traffic initiative brought to the Council earlier by a Parishioner family needs to remain in place and working with Wiltshire Council to progress. The community police officer will be invited to future meetings to hold further discussions on traffic issues and building a relationship for help in this project. KT to design a proforma of reporting for the traffic issues in the village. EM – to invite Steve Hepworth to a future meeting for more discussion, MS to look at known initiatives surrounding cameras that record number plates of traffic issues for reporting to Wiltshire Police, EM to liaise with the local SID team on how data information may be reported to Wiltshire Police for collation for local Parish Council purchased SIDs.

FC23/24/042

**PLANNING**

FC23/24/043

**To Consider Planning Applications****Application:**[PL/2023/06133](#)**Location:**

Newtown Dairy, Alton Barnes, Marlborough,  
SN8 4LB

**Proposal:**

The addition of four roof lights to barn roof: two Velux Conservation Roof Windows GPL to north elevation and two Velux Heritage Conservation Roof Window GCL to the south elevation.

**Response:**

No Objection

**Application:**[PL/2023/07969](#)**Location:**

Coronation Hall, Alton Barnes, Marlborough,  
SN8 4LB

**Proposal:**

Poplar tree (T1 of TPO E/150) - fell

**Response:**

The Council has no objections but notes the tree has been removed prior to approval.

FC23/24/044

**TO CONSIDER A COUNCILLOR TO ATTEND THE WILTSHIRE  
LOCAL PLAN MEETING ON 9<sup>TH</sup> OCTOBER 2023**

EM to attend one of the events across Wiltshire and Report back.

- FC23/24/045      **TO DISCUSS THE HONEYSTREET BUILDINGS IN DIS-REPAIR**  
The sale of this building has been withdrawn. The building is leaning, and the Council holds concerns over the safety of the notice board. All the Parish Councils attempts to reach the owner for a discussion over the matter have not been responded to. EM to contact Wiltshire Council over health and safety concerns for and follow up on next steps.
- FC23/24/046      **TO CONSIDER WHETHER TO PARTICIPATE IN THE NEIGHBOURHOOD WATCH PROGRAMME MEETING ON 7<sup>TH</sup> OCTOBER**  
The Parish Council would like to raise this with the PCO for further guidance on continuing in the scheme with a named person. The Council is aware that they may register for information to be sent via email for the public to be made aware through the Clerks email address in the event of any issues.
- FC23/24/047      **TO CONSIDER AND AGREE TO PARTICIPATE IN A VILLAGE CHRISTMAS EVENT**  
Proposed EM. Seconded MG. Passed  
**IT WAS RESOLVED THAT The Council Will Participate In A Village Christmas Event To The Amount Of £50.**
- FC23/24/048      **FINANCE MATTERS**
- FC23/24/049      **To Receive An Update On The Councils Banking Arrangements.**  
Information received and EM will send an email to the Council for banking.
- FC23/24/050      **To Receive For Information, Disbursements Made Since The Last Meeting**  
Received
- FC23/24/051      **To Consider And Approve The Schedule Of Forthcoming Payments**  
Proposed KT. Seconded EM. Passed  
**IT WAS RESOLVED THAT The Schedule Of Forthcoming Payments Be Accepted As Presented**
- FC23/24/052      **To Consider And Agree To Pay For A Council Only Website For 6 Months At A Cost Of £9.99 Per Month**  
Proposed EM. Seconded MS. Passed  
**IT WAS RESOLVED THAT The Parish Council Would Pay For A Council Only Website For 6 Months At A Cost Of £9.99**
- FC23/24/053      **To Receive And Approve To Pay For The Current Village Website Domain For Three Years At A Cost Of £17.97**  
Proposed MS. Seconded EM. Passed

**IT WAS RESOLVED That The Parish Council Would Pay For The Current Village Website Domain For Three Years At A Cost Of £17.97**

FC23/24/054 **To Consider And Agree To The Internal Auditor for 2023/2024 (Bridget Bowen) At A Cost Of £200**

Proposed KT. Seconded EM. Passed

**IT WAS RESOLVED That The Parish Council Agree To Use Bridget Bowen As The Internal Auditor For 2023-2024 At A Fee Of £200**

FC23/24/055 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

Wiltshire Local plan details have been published for Consultation from Wednesday 27<sup>th</sup> September 2023 – Wednesday 22 November 2023 17:00. Documents may be found here: [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan) or by email using the form available at [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan) and returning to [spatialplanningpolicy@wiltshire.gov.uk](mailto:spatialplanningpolicy@wiltshire.gov.uk) or by post in writing to Spatial Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

FC23/24/056 **TO CONSIDER ITEMS OF MAINTENANCE**

FC23/24/057 **To Receive An Update On Bakers Corner**

Bakers Corner review remains unresolved. Wiltshire came to Alton and carried out a review of the Bakers Corner work completed last year in the area. The work carried out is considered good and viable but there does need to be further work carried out to the bank to re-establish it and to protect the large oak tree that is being affected by the condition of the area. It was also accepted that there are issues with the drain just past the bridge, which appears to go nowhere. Wiltshire Council will be undertaking some investigations of where that drain leads to as it fills with water and debris.

[MS] to write to Highways regarding remedial work of the issue and a possible timeline of work.

FC23/24/058 **To Receive An Update On The Parish Steward And Discuss Next Steps**

EM would like to discuss further with the Parish Council regarding urgent areas of the Village that require help from the Parish Steward. A substantive list with What3words would be very helpful for the Council to put together.

EM also suggested that the Parish Council put in place a FB page to gain insight information from the public on two-way communication with the Parish Council.

FC23/24/059      **To Discuss A Letter From War Memorial Trust Regarding The RAF Memorial**

A member of public has asked for the RAF Memorials current condition to be reviewed. The RAF Memorial has been requested to be maintained and the landowner and future maintenance understanding to be obtained by the Parish Council to agree next steps. MS to provide the W3W for the memorial location.

EM to talk to the War Memorial people to understand whether the Parish Council is responsible.

FC23/24/060      **To Discuss The Condition Of The Ramp At Honeystreet**

A ramp was built to allow for cattle to cross the canal. A resident has asked to that the Council look to clear the area of the ramp. Action: MG and EMK will look.

FC23/24/061      **KEY MESSAGES.**

The Council is consulting with Wiltshire Council on Bakers Corner  
Improving the Parish Steward Scheme

FC23/24/062      **NEXT MEETING.**

The next meeting date will be on the Wednesday 15<sup>th</sup> November 2023 at 7:00pm at the Coronation Hall.

Meeting Closed 21:05

These minutes are accepted as a true and accurate record: -

Signed \_\_\_\_\_ Date \_\_\_\_\_

Opened at 19:06

## **Summary Of Public Participation Section**

I. To Receive a report from the Unitary Councillor Paul Oatway.

Apologies accepted from Cllr Oatway.

II. Report from Community Police Officer, PCSO

Not in attendance and no report circulated.

III. To receive reports from Village Groups & Organisations

No reports received.

IV. Comments from members of the public to be considered by the Council regarding items on the Agenda.

No queries received, no members of the public in attendance.