

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 17th July 2025
commencing at 19:00.

MEMBERS PRESENT: Councillors, Michael Golden [MG], Mike Spencer [MS], Polly Carson [PC], Ewan MacKinnon [EMK], Kate Thompson [KT], Paul Savage [PS]

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

CHAIR: Michael Golden [MG]

APOLOGIES: Hayley Kington [HK]

ABSENT: None

Full Parish Council Meeting Opened: 19:28

FC25/26/051 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Cllr Hayley Kington [HK]

FC25/26/052 **DECLARATIONS OF INTEREST & APPLICATION FOR DISPENSATION**
Cllr Kate Thompson [KT] (FC25/26/&&) and Cllr Polly Carson [PC] (FC25/26/&&&) interests were declared

FC25/26/053 **MINUTES OF THE MEETING 15TH OF MAY 2025**
Proposed [KT] Seconded [MS] Passed

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 15th May 2025, be accepted as a true record.

FC25/26/054 **MINUTES OF THE MEETING 25TH OF JUNE 2025**
Proposed [KT] Seconded [MS] Passed

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 25th June 2025, be accepted as a true record.

FC25/26/055 **TO CONSIDER AND AGREE TO CO-OPT PAUL SAVAGE AS A PARISH CONCILLOR FOR ALTON PARISH COUNCIL**

FC25/26/056 **To Receive An Oral Presentation From Paul Savage**
Introduction and questions were asked of PS. CV and covering letter were received and reviewed.

FC25/26/057 **To Consider An Agree To The Co-Option Of Paul Savage**
Proposed [PC] Seconded [KT] Passed

IT WAS RESOLVED THAT The Council Co-Opt Paul Savage To Alton Parish Council.

FC25/26/058 **CHAIR'S ANNOUNCEMENTS**

The Clerk presented photographs of the kissing gate, prompting discussion on accessibility for disabled persons, those with prams, or larger individuals. Concerns were raised about heritage versus accessibility, with suggestions for alternative gates or pinning back existing ones. Maintenance issues were noted, with the gate's condition deteriorating. Cllr Michael Golden has contacted David Carson and will wait a response.

The open garden weekend was a great success and proved to be a successful event. Thanks were expressed for the exceptional event.

FC25/26/059 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT:**

- The Clerk confirmed the audit completion and exemption certificate acceptance by PKF Littlejohn.
- Monthly invoicing is being implemented to streamline processes.
- The Parish Emergency Assistance Scheme (PEAS) items (gel sacks, flood signs, etc.) remain sufficient, with no replacements needed.
- The Parish Council website was down briefly, and .gov email setup is in progress.
- **Action:** Clerk to follow up on .gov email setup and chase Hugo Fox for updates.

FC25/26/060 **PLANNING**

FC25/26/061 **TO CONSIDER THE FOLLOWING PLANNING REQUESTS:**

[PL/2025/03257](#)

Proposal: New garage with home office above and enclosed loggia garden room and conversion of domestic store.

Site Address: Mill House, Honeystreet, Pewsey, SN9 5PS

Application Type: Householder Planning Permission

Outcome: No Objection

[PL/2025/05763](#)

Proposal: Proposed 3 bay garage & stables

Site Address: Glebe House, Alton Barnes, Marlborough, SN8 4LB

Application Type: Householder Planning Permission

Outcome: Council is going to consult with the neighbours and have a look at the site before submission of comments.

[PL/2025/04149](#)

Proposal: Agricultural storage building

Site Address: Land north of Honeystreet, Pewsey, SN9 5PS

Application Type: Prior notification: Building

Outcome: Council will submit and Article 4 to Wiltshire Council.

FC25/26/062 **FINANCE MATTERS**

FC25/26/063 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**
Notice Board Repairs for £59.95

FC25/26/064 **To Receive For Information, Disbursements Made Since The Last Meeting**

Date	Payment	Description	Paid in	Paid out
10/07/2025	Direct Debit (GOCARDLESS) - HUGOF0XLTD - VR2QXGJ	Internet		£ 11.99
30/06/2025	Unity Trust Bank	Service Charge		£ 6.00
24/06/2025	Direct Debit (CHARLTON BAKER - 3W7WQGS LTD)	Payroll		£ 20.50
23/06/2025	B/P to: Elizabeth Martin - PAYROLL JUNE	Salary June		
23/06/2025	B/P to: Elizabeth Martin - ALLOWANCE JUNE	Allowance June		£ 25.00
23/06/2025	B/P to: HMRC Cumbernauld - 120PPC2174058 Q1	PAYE		
23/06/2025	B/P to: WALC - 25-26 FEES	Membership Fees		£ 113.17
23/06/2025	B/P to: Community First - INSURANCE 25-26	Insurance		£ 513.36
13/06/2025	5 Rectory Close	Wayleave 24/25	£ 230.00	
12/06/2025	5 Rectory Close	Wayleave 25/26	£ 230.00	
10/06/2025	Direct Debit (GOCARDLESS) - HUGOF0XLTD - VR2QXGJ	Internet		£ 11.99
05/06/2025	B/P to: Elizabeth Martin - SALARY MAY	Salary May		
05/06/2025	B/P to: Elizabeth Martin - ALLOWANCE MAY	Allowance May		£ 25.00
31/05/2025	Unity Trust Bank	Service Charge		£ 6.00
27/05/2025	Direct Debit (CHARLTON BAKER - 3W7WQGS)	Payroll		£ 20.50

FC25/26/065 **To Consider And Approve The Schedule Of Forthcoming Payments**
Proposed [MG] Seconded [MS] Passed

Payment	Description	Paid out
B/P to: Elizabeth Martin - PAYROLL JULY	Salary July	
B/P to: Elizabeth Martin - ALLOWANCE JULY	Allowance July	£ 25.00
B/P to: Ben Owen	Grass Cutting	£ 360.00
B/P to: Mulberry	Audit 24/25	£ 315.00
B/P to: Elizabeth Martin	SLCC Membership	£ 71.04
Direct Debit (GOCARDLESS) - HUGOF0XLTD - VR2QXGJ	Internet	£ 11.99
Direct Debit (CHARLTON BAKER - 3W7WQGS LTD)	Payroll	£ 20.50
Direct Debit (GOCARDLESS) - HUGOF0XLTD - VR2QXGJ	Internet (.gov)	£ 20.00
B/P to: Elizabeth Martin - PAYROLL August	Salary August	
B/P to: Elizabeth Martin - ALLOWANCE August	Allowance August	£ 25.00
Direct Debit (GOCARDLESS) - HUGOF0XLTD - VR2QXGJ	Internet	£ 11.99
Direct Debit (CHARLTON BAKER - 3W7WQGS LTD)	Payroll	£ 20.50

IT WAS RESOLVED THAT The Approval Of The Schedule Of Forthcoming Payments Be Accepted.

FC25/26/066 **To Receive The Bank Reconciliations As Presented**
Reconciliations were received as presented

FC25/26/067 **To Consider And Approve Mulberry Local Authority Services Ltd At The Cost Of £75 Per Hour + VAT To Carry Out The Parish Council Internal Audit For A Three Year Contract 2025-2028.**
Proposed [MG] Seconded [KT].

IT WAS RESOLVED THAT The Mulberry Local Authority Services Ltd At The Cost Of £75 Per Hour + VAT To Carry Out The Parish Council Internal Audit For A Three Year Contract 2025-2028 Be Accepted.

FC25/26/068 **TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

FC25/26/069 **LHFIG (Local Highway And Footway Improvement Group)**
Schedule Of Meetings 2025: Wednesday 30th July, Wednesday 22nd October, and Wednesday 18th February 2026, 10:00, via Teams

FC25/26/070 **Pewsey Area Board.**
Schedule Of Meetings for 2025: Monday 22nd September, Monday 24th November (Locations TBC).

FC25/26/071 **Transport Initiative Working Group**
No updates; linked to speed indicator device discussion.

FC25/26/072 **FLOOD RISK MANAGEMENT WORKING GROUP**

FC25/26/073 **To Discuss And Agree The Flood Survey**
Proposed [MG] Seconded [PC] Passed

IT WAS RESOLVED THAT The Parish Council Support The Request To Carry Out A Flood Survey At The Cost Of £650.00.

FC25/26/074 **TO DISCUSS AND AGREE THE MAINTANANCE OF THEY SPRING**
Proposed [MG] Seconded [MS] Passed

IT WAS RESOLVED THAT The Parish Council Agrees The Maintenance Of The Spring.

FC25/26/075 **TO DISCUSS AND AGREE THE SPEED INDICATOR DEVICE**
Proposed [KT] Seconded [MS] Passed

IT WAS RESOLVED THAT The Parish Council Agrees To Begin The Process To Purchase And Install A Speed Indicator Device To Be The Asset Of The Parish Council.

FC25/26/076 **TO DISCUSS AND AGREE THE REPAIR OF ONE NOTICE BOARD DOOR AT THE COST OF £59.95SPEED INDICATOR DEVICE**
Proposed [EM] Seconded [PC] Passed

IT WAS RESOLVED THAT The Parish Council Agrees The Repair Of One Notice Board Door At The Cost Of £59.95.

FC25/26/077 **To Discuss And Agree The Placement Of the third Notice Board By Honeystreet.**

The Council agreed with the permission of the Honeystreet Café to place the third notice board right before the iron gates to the Café on the left side of the property. This has been discussed and is supported by the Honeystreet Café owner.

FC25/26/078 **TO DISCUSS AND AGREE THE REFURBISHMENT OF THE TWO VILLAGE NOTICE BOARDS AT THE COST OF £180.00**
Proposed [PC] Seconded [JS] Passed

IT WAS RESOLVED THAT The Parish Council Agrees The Refurbishment Of The Two Village Notice Boards At The Cost Of £180.00

FC25/26/079 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

Correspondence included flooding updates, LHFIG, Pewsey Area Board, and an environmental survey showing Alton Barnes as third or fourth lowest in emissions (14–24 tons CO2).

FC25/26/080 **TO CONSIDER ITEMS OF MAINTENANCE**

A loose lock on the church gate was noted. The church committee is responsible, but [PS] offered to repair it.

The Clerk presented photographs from [EM] of the kissing gate, prompting discussion on accessibility for disabled persons, those with prams, or larger individuals. Concerns were raised about heritage versus accessibility, with suggestions for alternative gates or pinning back existing ones. Maintenance issues were noted, with the gate's condition deteriorating. [MG] has contacted David Carson and will wait a response.

FC25/26/081 **KEY MESSAGES**

FC25/26/082 Key messages included initiating capital expenditure projects (flood survey, SID) to improve resident quality of life and welcoming Paul Savage as a new Councillor.

FC25/26/083 **NEXT MEETING**

The next meeting date will be on the Thursday 18th September 2025 at 7:00pm at the Coronation Hall.

Meeting Closed 21:03

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

Signed _____ Date _____

Summary Of Public Participation Section (Part A)

Public Participation Opened 19:01 and closed at 19:46

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

Paul Oatway reported on Wiltshire Council's financial updates, including a £4.853 million forecast adjustment primarily from adult social care. Government funding cuts were highlighted, including the withdrawal of support for Neighbourhood Development Plans and rural services grants, impacting Wiltshire Council's budget by £3 million and Dorset & Wiltshire Fire and Rescue by £4 million. Fire station closures and rationalisation of resources were noted, with some stations only 5 miles apart from one another deemed unnecessary. Housing allocation plans require an additional 8,000 houses in Wiltshire, with large villages like Upavon needing 20–80 new homes. The Household Support Fund has been expanded to include a wider range of eligible groups, but with no additional funding, spreading resources thinner. Devolution discussions for the "Heart of Wessex" region are progressing, with potential for an elected Mayor.

II. Report from Community Police Officer, PCSO

The Clerk presented the Q2 2025 police report: 144 drivers offered speed awareness courses, 26 have been fined and received points, 3 have been reported to court for excessive speed. one crime, three incidents, and one theft have been reported. Surgeries scheduled for 16th July (Prospect) and 31st July (Wootton Rivers).

Report attached as part of these minutes

III. To receive reports from Village Groups & Organisations

No reports were received from village groups or organisations.

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

No reports were received from members of the public.