

**Clerk to Council: Elizabeth Martin**

Website: <https://altonsandhonestreet.org.uk/the-parish-council-2013/>  
Email: [clerk@altonsandhonestreet.org.uk](mailto:clerk@altonsandhonestreet.org.uk)  
Telephone: 0773 059 4658

Ivy House  
72 The Green  
Poulshot  
SN10 1RT

## PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Alton Parish Council  
held at the Coronation Hall on Wednesday 25<sup>th</sup> May 2025  
commencing at 19:30.

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

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

**CHAIR:** Michael Golden [MG]

**APOLOGIES:** Hayley Kington [HK]

**ABSENT:** None

Full Parish Council Meeting Opened: 19:46

FC25/26/001 **TO SIGN THE DECLARATION OF OFFICE FOR ALL COUNCILLORS**  
Declarations were signed

FC25/26/002 **ELECTION OF CHAIR FOR THE ENSUING YEAR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**  
Proposed [KT]. Seconded [EM]. Agreed.

**IT WAS RESOLVED THAT Cllr Michael Golden Be Duly Elected As Chair Of Alton Parish Council For The Forthcoming Year 2025-2026.**

MG signed the acceptance of office

FC25/26/003 **ELECTION OF VICE CHAIR FOR THE ENSUING YEAR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**  
Proposed [KT]. Seconded [EM]. Agreed.

**IT WAS RESOLVED THAT Cllr Mike Spencer Be Duly Elected As Vice Chair Of Alton Parish Council For The Forthcoming Year 2025-2026.**

MG signed the acceptance of office

FC25/26/004 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Cllr Hayley Kington [HK].

FC25/26/005 **DECLARATIONS OF INTEREST & APPLICATION FOR DISPENSATION**  
No declarations of interest declared.

## FC25/26/006 **MINUTES OF THE MEETING 18<sup>TH</sup> OF JANUARY 2025**

Proposed [MS] Seconded [PC] Passed

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 18<sup>th</sup> January 2025, be accepted as a true record.**

## FC25/26/007 **CHAIR'S ANNOUNCEMENTS**

The Chair announced the open gardens event, volunteers needed, and parking plans. Springs strimming to be funded by the Parish Council with monies held for the Springs work.

## FC25/26/008 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT:**

- Audit season is approaching EM has placed an agenda item on to ask the Council for an additional meeting to sign off the internal audit documents before the end of June. The Council agreed to hold an additional meeting on the 25<sup>th</sup> of June.
- The clerk will be drafting an IT policy for September. This policy has become mandatory for all Parish Councils and Alton currently do not have one.
- The notice boards need some maintenance. EM will approach the crafts person who made the notice boards for a quote to be brought back to Council for the July meeting.
- EM to canvas Honeystreet for a new placement of the third notice board.
- The Parish Council will need to migrate to a .gov email set up. This will be part of the governance for audit going forward. EM has put in an application for the .gov provision.

## FC25/26/009 **PLANNING**

### FC25/26/010 **To Consider The Following Planning Applications**

No Planning Application For Review

### FC25/26/011 **To Delegate Power To The Clerk To Make Comment On Notice Of Consultation On Draft Setting Of The Stonehenge, Avebury And Associated Sited World Heritage Site Supplementary Planning Document On Behalf Of The Council Before June 17<sup>th</sup> 2025**

This will be looked at by EM and MG

## FC25/26/012 **GOVERNANCE REVIEW**

### FC25/26/013 **To Review And Approve The Council's Standing Orders**

Proposed MG. Seconded KT. Passed

**IT WAS RESOLVED To Accept With Changes The Approval Of The Council's Standing Orders.**

- FC25/26/014 **To Review And Approve The Council's Financial Regulations**  
Proposed MG. Seconded KT. Passed  
**IT WAS RESOLVED To Accept With Changes The Approval Of The Council's Financial Regulations.**
- FC25/26/015 **To Review And Approve The Council's Asset Register**  
Proposed MG. Seconded KT. Passed  
**IT WAS RESOLVED To Accept And Approve Of The Council's Asset Register.**
- FC25/26/016 **To Review And Approve The Council's Code Of Conduct**  
Proposed MG. Seconded KT. Passed  
**IT WAS RESOLVED To Accept And Approve Of The Council's Code Of Conduct.**
- FC25/26/017 **FINANCE MATTERS**
- FC25/26/018 **To Receive For Information, Disbursements Made Since The Last Meeting**  
Attached As Part Of The Minutes
- FC25/26/019 **To Consider And Approve The Schedule Of Forthcoming Payments**  
Proposed [MG] Seconded [MS] Passed  
**IT WAS RESOLVED THAT The Approval Of The Schedule Of Forthcoming Payments Be Accepted.**
- FC25/26/020 **To Receive The Bank Reconciliations As Presented**  
Reconciliations were received as presented
- FC25/26/021 **To Receive The Council's Insurance Renewal 2025-2026 At The Cost Of £513.36**  
Proposed [KT]. Seconded [MG]. Passed  
**IT WAS RESOLVED THAT The Council's Insurance Renewal 2025-2026 Be Accepted At The Cost Of £513.36.**
- FC25/26/022 **To Consider And Agree To Continue The Council Payroll Provider Charlton Baker (Direct Debit of £20.50) per month.**  
Proposed [MG] Seconded [PC].  
**IT WAS RESOLVED THAT The Council Retains The Payroll Provider Charlton Baker (Direct Debit of £20.50) per month.**
- FC25/26/023 **To Consider And Agree The Grass Cutting Quote From Ben Owen For 2025-2026 At The Cost Of £1080.**  
Proposed [MG] Seconded [PC].  
**IT WAS RESOLVED THAT The Grass Cutting Quote From Ben Owen For 2025-2026 At The Cost Of £1080 Be Accepted.**

**FC25/26/024 ANNUAL RENEWAL MEMBERSHIPS**

**FC25/26/025 To Consider And Agree To The Renewal Of Membership Of WALC/NALC (Wiltshire Association Of Local Councils/National Association Of Local Councils) At A Cost of £113.17pa.**  
Proposed [PC] Seconded [MG]

**IT WAS RESOLVED THAT The Renewal Of Membership Of WALC/NALC (Wiltshire Association Of Local Councils/National Association Of Local Councils) At A Cost of £113.17pa Be Accpeted.**

**FC25/26/026 To Consider And Agree To The Renewal Of Membership Of ICO (Information Commissioners Office) At A Cost Of £40pa.**  
Proposed [MG] Seconded [PC]

**IT WAS RESOLVED THAT The Renewal Of Membership Of ICO (Information Commissioners Office) At A Cost Of £40pa Be Accepted.**

**FC25/26/027 TO CONFIRM MEMBERS FOR THE FOLLOWING GROUPS**

**FC25/26/028 Traffic Initiative Working Group**  
Proposed MG. Seconded PC.

**IT WAS RESOLVED THAT The Council Agrees To Mike Spencer [MS], And A Member Of The Public (TBC) To Be Named On The Traffic Initiative Working Group.**

**FC25/26/029 Local Highways And Footway Improvement Group – LHFIG – (One Or More Members)**  
Proposed MS. Seconded PC.

**IT WAS RESOLVED THAT The Council Agrees To Micheal Golden [MG], And Kate Thompson To Be Named As The Council Representatives For The LHFIG (Local Highway And Footway Improvement Group)**

**FC25/26/030 Pewsey Area Board (One Or More Members)**  
Proposed MS. Seconded MG.

**IT WAS RESOLVED THAT The Council Agrees That All Council Members Be Named As The Council Representatives For The LHFIG (Local Highway And Footway Improvement Group)**

**FC25/26/031 Flood Risk Management Working Group**  
Proposed MS. Seconded PC.

**IT WAS RESOLVED THAT The Council Agrees To Michael Golden [MG] Be Named As The Council Representative For The Flood Risk Management Working Group**

**FC25/26/032 TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

**FC25/26/033 LHFIG (Local Highway And Footway Improvement Group)**

Next meeting scheduled for 21st May 2025, 14:00, Via Teams. Schedule Of Meetings 2025: Wednesday 30<sup>th</sup> July, Wednesday 22<sup>nd</sup> October, and Wednesday 18<sup>th</sup> February 2026.

**FC25/26/034 Pewsey Area Board.**

Next Meeting 9<sup>th</sup> June 2025, 19:00, Great Bedwyn Village Hall, SN8 3PD  
Schedule Of Meetings for 2025: Monday 22<sup>nd</sup> September, Monday 24<sup>th</sup> November (Locations TBC).

**FC25/26/035 Transport Initiative Working Group**

No Update

**FC25/26/036 Flood Risk Management Working Group**

Elizabeth Martin [EM] To Attend Webinar On 21 May 14:00-15:30

**FC25/26/037 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

None

**FC25/26/038 TO CONSIDER ITEMS OF MAINTENANCE**

Faded signs, overgrown paths, and bird spikes discussed.  
Actions:

Clerk to investigate path ownership.

Clerk to report signs.

Clerk to coordinate with Ben Owen.

Cllr MacKinnon [EM] to replace spikes at the play park.

**FC25/26/039 KEY MESSAGES**

The council identified two key messages from the meeting:

- Re-election and leadership continuity highlighted. The decision to
- The commitment to reinvigorate the Traffic Initiative Working Group, with a strategy to be developed by September.

**FC25/26/040 NEXT MEETING**

The next meeting date will be on the Thursday 17<sup>th</sup> July 2025 at 7:00pm at the Coronation Hall.

**FC25/26/041 To Consider And Agree An Additional Meeting On June 25<sup>th</sup> To approve Audit Material Only**

Proposed [MG] Seconded [PC]

**IT WAS RESOLVED THAT An Additional Meeting On June 25<sup>th</sup> To approve Audit Material Only Be Accepted.**

Meeting Closed 20:43

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

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

Paul Oatway congratulated Councillors on their re-election and reported on Wiltshire Council's post-election status, noting no party secured a majority. He discussed the 4.5% precept increase, expressed disappointment with the Liberal Democrats' absence from budget discussions, and reaffirmed his community support.

### ***II. Report from Community Police Officer, PCSO***

The Clerk presented the Q1 2025 police report: 47 drivers offered speed awareness courses, two fined, zero court cases, two crimes, one theft. Police are relocating to London Road HQ. Surgeries scheduled for 4 June (Woodborough) and 17 June (Pewsey).

### ***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.***

Residents from Honeystreet reported a five-year harassment issue, including verbal abuse, criminal damage, and a recent assault. They cited 40 police reports with minimal action. The Council proposed a meeting with Inspector Garrett, a case conference, and a potential letter to the Police and Crime Commissioner.