

Clerk to Council: Elizabeth Martin

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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Alton Parish Council
held virtually on Thursday 19th November 2020
commencing at 7:30pm.

MEMBERS PRESENT: Councillors Polly Carson [PC], Alex Oliver [AO], Robert Carpenter Turner [RCT], Hayley Kington [HK], Carol Whittle [CW]

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

CHAIR: Robert Carpenter Turner

APOLOGIES: None Received

FC20/21/122 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
None.

FC20/21/123 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
PC stated an interest in agenda item 6b for planning application 20/05487/FUL, 20/08846/FUL. AO stated an interest in agenda item 6b for planning application 20/08332/FUL. MG stated an interest in agenda item 6b for planning application 20/09130/FUL.

FC20/21/124 **MINUTES OF THE PREVIOUS MEETING HELD ON SEPTEMBER 17TH**
Proposed PC. Seconded CW. Agreed.

IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 17TH September 2020 be accepted as written.

FC20/21/125 **TO CONSIDER AND AGREE THE CO-OPTION OF EWAN MACKINNON TO THE PARISH COUNCIL.**

Proposed RCT. Seconded PC. Passed

IT WAS RESOLVED THAT Mr Ewan MacKinnon be Co-Opted as a Parish Councillor for Alton Parish Council

FC20/21/126 **CHAIRMAN'S ANNOUNCEMENTS**

RCT mentioned he attended an accessibility course with WALC to better understand the new legislation surrounding what the Parish Council is required by law to provide on its website. The Council will need to run a test on the website that will point out specific areas that require improvement or change. Whilst the compliance date has passed, this work will be on-going. For the immediate future the Parish Council will need to provide an accessibility statement for the website whilst changes are being considered in order of priority.

FC20/21/127 **TO RECEIVE THE PLANNING REPORT DATED 12 NOVEMBER 2020**
Report received

FC20/21/128 **PLANNING**

New:

Application: 20/05487/FUL

Location: 2 Priory. Cottages, Village Street, Alton

Proposal: Creation of a new timber frame, timber clad, three bay building consisting of; covered open sided end bay, single garage, and garden/home store, new fence and gate

Response: Support

Application: 20/08332/FUL

Location: Land Adjacent To Chandlers House Browns Lane Alton
Branes, SN8 4JY

Proposal: Retention of temporary access

Response: Object - *The Council do not feel that this entrance is required. The Council refers back to the original planning application for works being done on the property when it was stated the access would never become permanent.*

The Council has received several parishioners concerns regarding this entrance and added with the belief this entrance is not required must object to it remaining permanent.

Application: 20/08846/FUL

Location: Alton 1 Priory Cottages Alton Priors, SN8 4JY

Proposal: Proposed two storey side extension over existing flat roof extension to create master bedroom and relocate family bathroom.

Response: Support

Application: 20/09130/FUL

Location: 1 The Bank Alton Barnes East C8 To District Boundary Alton Priors, Wiltshire, SN8 4JX

Proposal: Construction of two storey side extension

Response: Object - *The Council objects to this application. The Council believe there will be an issue with parking. For any 4-bedroom home there should be at least 3 parking places available. This is not possible for this application.*

The Council is also unsure why the extension is required. It was understood that it was required for additional residents to the property. It now understands that it may be required for a home office

Application: 20/10068/TCA

Location: Tithe Barn Cottage, Alton Barnes Marlborough Wiltshire,
SN8 4LB

Proposal: Crown reduce Beech & Whitebeam by 30% with shaping Fell
8 small Acers

Response: No Objections

- FC20/21/129 **TO DISCUSS THE EMAIL DATED 27 OCTOBER 202 REGARDING THE CONDITION AND NEEDED WORKS TO BROWN LANE.**
 The Council discussed the works that need to be done on Brown’s Lane. This Lane involves Highways. Paul Oatway will be meeting with Richard Dobson (Highways Engineer) and Cllr Haley Kington to see what work needs to be completed. Highways has been out with PO recently to review other areas in Alton such as the T-junction by the Manor to be recited so that it is more visible for drivers. Another area being looked at by PO and Highways is a sign that advises drivers of a dead end but is hidden by a hedge. Highways is working to make sure that concerns are being addressed. The email that was circulated mentioned several different areas through the Village so each area will be reviewed and assessed.
- FC20/21/130 **TO RECEIVE FOR INFORMATION, THE CLERK’S REPORT**
 EM advised that the January meeting is due to take place after the precept is required to be sent to Wiltshire Council. The Council was asked to amend the date of the next meeting for January to meet the required deadline.
 The draft budget has been circulated for review. Any queries from the Council are welcomed before January.
 EM has put forward for a review of the insurance policy for Alton to ensure the Village is paying proportionate rates.
- FC20/21/131 **FINANCE MATTERS**
- FC20/21/132 **To Receive for information, Disbursements made since the last meeting**
- | | | |
|-------------|-------------------------|--------|
| WALC | Accessibility Training | £18 |
| E Martin | Payroll May - Oct | £XX |
| E Martin | Allowance May – Oct | £XX |
| Play Safety | ROSPA Annual Inspection | £94.80 |
- FC20/21/133 **To Receive The Bank Reconciliations As Presented**
 The bank reconciliations were presented
- FC20/21/134 **To Receive The Presentation On The 21-22 Budget**
 The budget was presented
- FC20/21/135 **To Consider And Agree The Payroll Fees To Charlton Baker Be Made By Direct Debit**
 Proposed RCT. Seconded PC. Agreed.
IT WAS RESOLVED THAT The Payroll Fees to Charlton Baker be made by Direct Debit.
- FC20/21/136 **To Consider And Agree The ICO annual membership fee be paid by direct debit at a cost of £35.**
 Proposed RCT. Seconded PC. Agreed.
IT WAS RESOLVED THAT the ICO membership fee will be paid by direct debit.

- FC20/21/137 **TO CONSIDER AND APPROVE A GRANT OF £200 TO THE VILLAGE HALL FOR ASSISTING WITH THE MAINTENANCE OF THE PARISH DEFIBRILLATOR AND THE RECENT REPLACEMENT OF THE BATTERY.**
Both PC and RCT stated an interest on this item and stepped away. MG assumed the chair.
Proposed RCT. No Objections
The Council discussed the Defibrillator motion. The Grant was proposed.
Proposed AO. Seconded HK. Agreed.
IT WAS RESOLVED THAT A Grant be given to the Village Hall of £200 pounds.
RCT and PC re-joined the meeting
Having completed the motion RCT re-assumed the Chair.
- FC20/21/138 **RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
All information sent out is on the Parish website for the Council.
- FC20/21/139 **TO CONSIDER ITEMS OF MAINTENANCE.**
CW – Green waste is being dumped on the waterways. Garden waste needs to be dumped in the areas that are designated for green waste so that the rights to place green waste is not revoked. This is considered to possibly be a local issue to Honeystreet so a small sign locally in the first instance will be created to help direct people on where to deposit green waste.
Bakers Corner – The area is under water and although there has been some maintenance it has been determined not to have made a massive difference. When PO meets with Highways, this will be looked at.
MG – The Parish Steward cleaned out the drain by his residence. Just to note that it has again filled up with leaves and needs to be done again.
A Parishioner reported that a culvert under the road that is broken and needs to be addressed please.
- FC20/21/140 **KEY MESSAGES.**
The Council would like to introduce the newly Co-opted Parish Councillor Ewan MacKinnon to the Alton Parish Council.
- FC20/21/141 **NEXT MEETING.**
The next meeting will be held on Thursday 7th January 2021, 7:30pm. Unless otherwise notified, this and all subsequent meetings will be 'virtual' meetings in accordance with the current legislation, up to and including 5th May 2021.
- FC20/21/142 **UPDATE FROM PAUL OATWAY**
Paul was asked to give an update
As pandemic continues, WC is continuing to operate as normal. Around 98% of staff working from home. Additional funding allocated as part of second lockdown to support businesses. Further support for residents who can apply via the hubs. There will be investment in Chippenham rail station and in a potential Melksham bypass. More and more libraries are now opening on a restricted basis. All 26 gritters were replaced this year and are ready for the winter season.

FC20/21/143 **IN VIEW OF THE CONFIDENTIALITY OF THE FOLLOWING ITEMS, TO CONSIDER A RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, IN ORDER TO DISCUSS THE ITEMS IN ACCORDANCE WITH STANDING ORDER 3(D)**
Proposed RCT. Seconded CW. Passed.

IT WAS RESOLVED to exclude the press and public to enable HR and Staffing Matters to be completed as Council Business

FC20/21/144 **TO CONSIDER AND APPROVE THE SUCCESSFUL COMPLETION OF THE CLERK'S PROBATION PERIOD**
Proposed RCT. Seconded All. Passed.

Members thanked EM for her work over the past 6 months.

IT WAS RESOLVED to end the Clerk's Probation period and continue on a permanent contact.

Meeting Closed.

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

Signed _____

Date 7th January 2021

Summary Of Public Participation Section

I. To Receive a report on policing from PCSO Paul Whiteside, Temporary Community Policing Team East.

The Council has received a Police Report from July. The report will be posted on the website. This is likely to be last Report as the process is under review.

II To Receive a report from the Unitary Councillor Paul Oatley.

Cllr. Oatley asked to defer to later in the meeting, see Minute 142.

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

None received

Alton Parish Council

Planning Report

Date: 19th November 2020

This report does not include any applications or decisions made in the last 5 days. Verbal updates will be provided at the Parish Council Meeting, if required

New Applications Received in the Parish since the last meeting

These are application that have been made to and accepted as valid by Wiltshire Council, the Planning Inspectorate or the Secretary of State and are open to Consultation

[20/05487/FUL](#) 2 Priory Cottages, Village Street, Alton Priors SN8 4JY

Creation of a new timber frame, timber clad, three bay building consisting of; covered open sided end bay, single garage, and garden/home store, new fence and gate

[Revised Plans To be reviewed 19 November 2020]

[20/08332/FUL](#) Land Adjacent To Chandlers House Browns Lane Alton Barnes SN8 4JZ

Retention of Temporary Access

[To be reviewed 19 November 2020]

[20/08846/FUL](#) Alton1 Priory Cottages Alton Priors SN8 4JY

Proposed two storey side extension over existing flat roof extension to create master bedroom and relocate family bathroom.

[To be reviewed 19 November 2020]

[20/09130/FUL](#) 1 The Bank Alton Barnes East C8 To District Boundary
Alton Priors Wiltshire SN8 4JX

Construction of two storey side extension

[To be reviewed 19 November 2020]

[20/10068/TCA](#) Tithe Barn Cottage Alton Barnes Marlborough Wiltshire
SN8 4LB

Crown reduce Beech & Whitebeam by 30% with
shaping Fell 8 small Acers

[To be reviewed 19 November 2020]

Decided Applications since the last meeting

These are applications that Wiltshire Council, the Planning
Inspectorate or the Secretary of State have made a decision.

[20/06215/FUL](#) Ridgeway Cottage Honey Street North C38 To Alton
Barnes Alton Barnes SN8 4LB

Convert Ridgeway Cottage and adjoining Hillsboro into
one house. Alter the vehicle access and provide new
double garage. Alter the pedestrian access, construct a
new wall and provide bin stores. Provide two new
windows and provide alterations at back of property.

[Approve w/Conditions]

[20/06813/FUL](#) Honey Street Sawmills, Honeystreet, Pewsey, Wiltshire,
SN9 5PS

Retention of Kiln and provision of boundary wall

[Approve w/Conditions]

Open Applications (Still awaiting Decision)

These are application that Wiltshire Council, the Planning Inspectorate or the Secretary of State have yet to make a decision.

[20/05487/FUL](#) 2 Priory Cottages, Village Street, Alton Priors, SN8 4JY

Creation of a new timber frame, timber clad, three bay building consisting of; covered open sided end bay, single garage, and garden/home store, new fence and gate

[The Parish Council have reviewed the above application and make the following points:

The Council in principle supports this application. However, the Council is not in support of the garage front on the road. It is felt that it is not in keeping to the property. The Council does not support the removal of the hedge.]

Non-Statutory Consultations

These are Consultations that are “voluntarily” given but are rolled out by UK Government Policies, such as Telecoms, road repairs, etc and as such we have no statutory input.

None

Withdrawn Applications

These are applications that the applicant has withdrawn but may be resubmitted at a later date.

None

Future Applications

These are applications that have yet to be submitted to Wiltshire Council or the Planning Inspectorate for consideration.

None