



Alton Parish Council

Minutes of the Meeting held on Wednesday 8th October 2025 at 7pm

Present: Councillor J. Shepherd (Chair), P. Gwinnett (Vice Chair), Councillor P. Ballard, Councillor E. Brindley, Councillor R. Wood, Councillor A. Dronzek, N. Moulton (SMDC).

Mr S.J. Burton (Clerk).

Three members of the public.

Apologies: Councillor N. Conway, Councillor S. Beardmore (SCC).

Cllr J. Shepherd (Chair) declared the meeting open at 7pm.

150/25. Declarations of Interest.

- i. Cllr Gwinnett declared an interest in planning application SMD/2025/0364.

151/25. Minutes of the meeting held on Wednesday 10th September 2025.

- i. The minutes of the above meeting were declared a true record proposed by Cllr Shepherd and seconded by Cllr Dronzek and agreed by all and were signed by the Chair and the clerk.

152/25. Matters arising.

- i. Cllr Beardmore was not present so the action regarding original reports from the clerk and Cllr Wood regarding why a broken stile were not showing on the SCC system is carried forward. (Minute 86/25 ii). **Action: Cllr Beardmore.**
- ii. Cllrs Shepherd and Dronzek have not yet been able to attend to the painting of the bench and tarmac of the footpath in the cemetery. Carried forward. (minute 125/25 ii). **Action: Cllrs Shepherd and Dronzek.**
- iii. Cllr Shepherd reported that he has spoken to someone to arrange the clearing of footpath 25. Action closed.
- iv. The clerk reported he had written to the owner of the farm in Bradley where the footpath in the field had been planted with crop and overgrown (footpath 38). A positive reply had been received with owner working with SCC Footpath enforcement to correct the problem (minute 137/25 iii). Action closed.
- v. Cllr Shepherd stated he has reported to SCC that footpath 28 has been diverted (minute 137/25 iv). Action closed.
- vi. Cllr Dronzek reported that he and Cllr Shepherd now have a written plan of the church yard at St. Peters regarding the work required on trees and how each one will be managed (minute 141/25 i).
- vii. The clerk reported that for free or a small charge .gov.uk emails can be arranged for the council. **Action: Each councillor to let the clerk know if they want such an email address.**

153/25. Alton Towers.

- i. No date for a meeting is yet arranged. Cllr Moulton will keep following up. **Action: Cllr Moulton.**

154/25. Footpaths.

- i. Footpath 19. The field is being ploughed to the edge. Cllr Shepherd to follow up. **Action: Cllr Shepherd.**



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155/25. Village Hall.

- i. The clerk reported that the village hall have been awarded a grant to replace the front windows and doors at the hall, but require a letter supporting this from the council as landlords. Cllr Shepherd proposed and Cllr Wood seconded the clerk write a letter of support to the village hall committee, this was carried. **Action: The clerk.**
- ii. A discussion took place regarding the relationship between the village hall committee and the council. Cllr Gwinnett volunteered to look into and prepare a document outlining the exact responsibilities between the parish council and the village hall committee. **Action: Cllr Gwinnett.**

156/25. Lengthsman.

- i. Cllr Gwinnett reported that the Lengthsman has made a good effort to catch up with his work and to be more proactive.
- ii. Cllr Gwinnett reported that she and Cllr Wood were working together on the tendering process for the Lengthsman and ground maintenance contract and that both were also doing further work on the new contract, which will contain performance management. **Action: Cllrs Gwinnett and Wood.**

157/25. Highways and Road Safety.

- i. Cllr Wood reported he has spoken to Mr David Rushton (SCC) regarding the potholes at the Saltersford Lane junction. All non-urgent road repairs have been suspended for the autumn months (Sept, Oct, Nov).
- ii. The potholes in the High Street have been reported by Cllr Wood.
- iii. Cllr Ballard mentioned heavy lorries in the village, but as there are no weight restrictions, no offences appear to have been committed.

158/25. Parish Cemetery and St. Peter's Church Yard.

- i. Cllr Dronzek stated the Lengthsman is keeping the cemetery tidy.
- ii. Cllr Dronzek reported molehills in the cemetery. **Action: Cllr Shepherd will deal with the issue.**

159/25. Councillor Shepherd declared an open forum to allow parishioners present to ask questions/raise issues.

- i. A member of the public stated vehicles are parking on the footpath outside the Round House. A bollard is missing and when replaced by SCC that will solve the issue.

160/25. Planning and Licensing Applications.

- i. SMD/2025/0364. Mr L. Hayes, Osprey Development Ltd. Conversion of barn to dwelling. The council objects to this application for a conversion to a dwelling on the grounds that it will increase traffic outflow onto the main road, over and above that of the original development, via what is already a small area with narrow access and also that the development is unneighbourly due to windows overlooking nearby properties. The motion was proposed by Cllr Shepherd and seconded by Cllr Brindley and carried. Cllr Gwinnett did not take part in the process.



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- ii. SMD/2025/0401. Mr Tellwright, The Old Parlour, Castle Hill Road, Alton. Demolition of existing outbuilding and erection of replacement building for use as holiday accommodation. Cllr Shepherd proposed and Cllr Dronzek seconded no objections to this application. This was carried.

161/25. Planning decisions.

- i. SMD/2025/0356. 24 , Glen Drive , Alton. Proposed single storey rear extension Planning Permission – Approved.

The planning decision was read out by Cllr Shepherd.

162/25. Section 106 funds for playing field and play area update.

- i. Cllr Shepherd reported the next meeting will be on 22nd October when tenders for fencing in the play area and equipment for the playing field will be discussed.

163/25. Parish Council Updates.

- i. Round House maintenance: Cllr Shepherd will be weeding the roof of the Round House as soon as drier weather permits. **Action: Cllr Shepherd.**
- ii. The clerk reported that the Transparency code will be circulated to the council, which will result in some small changes to the way the council is administered.
- iii. The clerk reported that the Asset Register will be posted onto the website.

164/25. Correspondence requiring response.

- i. Email to SMDC updating their records re councils asking permission to co-op two new members and reply. The clerk stated that the notice re two new councillors required is now on the notice board and website.
- ii. Letter sent re Alton footpath 38 and response (discussed minute 151 iv).

165/25. Correspondence for Information.

- i. Email re funding opportunities (circulated).
- ii. Building resilient communities together email (circulated).
- iii. Road closure Knight Lane, Alton (circulated).
- iv. Email to Cllr Beardmore requesting highways work from Cllr Wood.
- v. Request for extension for comment planning application SMD/2025/0392.
- vi. Photographs of Buxus Green work (circulated).
- vii. NALC Elections (circulated).
- viii. Email from resident re overhanging tree on Alton Bridge (further reported by the clerk).
- ix. Temporary Road Closure Notice - Alton 2026 (circulated).
- x. Email from SMDC re residents survey (circulated).

The clerk read out the correspondence.



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166/25. Finance.

- i. Clerk salary £467.48
- ii. HMRC October £1,138.64
- iii. Buxus Green invoice September £724.27 (paid).
- iv. Adam Dronzek invoice £21.60 (paint for cemetery gates). Paid (minute 125/25 ii).
- v. Income Lengthsmans scheme £400.00
- vi. Income SMDC precept (final payment) £9,043.12
- vii. Interest income September £25.96
- viii. Authorised payments were signed off by the Council.
- ix. Current bank balances were signed off by the Council.

The finances were read out by the clerk. There were no items to vote on.

There being no other business the meeting was closed by Councillor Shepherd at 7.55pm.

Signed..... Chairman Wednesday 12th November 2025

Signed..... Clerk