



Alton Parish Council

Minutes of the Meeting held on Wednesday 13th August 2025 at 7pm

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

Mr S.J. Burton (Clerk).

No members of the public.

Apologies: Councillor S. Beardmore (SCC).

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

117/25. Declarations of Interest.

- i. None.

118/25. Minutes of the meeting held on Wednesday 9th July 2025.

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

119/25. 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. Cllr Dronzek has not heard back from Mr Massey (SMDC) for a meeting regarding reducing the size of the large Yew tree in St. Peter's Church Yard. (Minute 86/25 iv). **Action: Cllr Dronzek.**
- iii. Cllr Shepherd reported that the owner of the car which parkes by the water pump (minute 90/25 ii) has now moved house. He will keep an eye on the area in case anyone else parks there. **Action Closed.**
- iv. Cllr Wood reported that the bollard missing from the footpath at the Round House is on order and that the pothole in the High Street has been marked for repair (Minute 108/25 i).
- v. The clerk reported he sent a thank you email to Croxden PC regarding filling the verges and had received an acknowledgement (minute 108/25 iv).
- vi. Cllr Wood has reported the faint road markings at Tythe Barn junction with Saltersford Lane.

120/25. Alton Towers.

- i. Cllr Kelsall gave report on the fact that Alton Towers have not put any traffic management in place during August this year, she has an email trail of the contact with the organisation regarding this. There is also no progress on other matters like the playground at St. Peter's School or the 'no left turn' sign from Malthouse Road into New Road. There is a meeting with Alton Towers on 25th August which Cllr Kelsall will attend although she wishes to step down from the role afterwards due to a change in personal circumstances, a new representative will be chosen in due course.



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- ii. Cllr Moulton mentioned that the residents of Malthouse Road may be willing to pay for the 'no left turn' sign if necessary.
- iii. Cllr Conway proposed and Cllr Shepherd seconded that the council write a formal letter to Alton Towers if the meeting on 25th August does not produce any progress on the issues mentioned, this was carried. **Action: Cllr Kelsall update at the next meeting.**

121/25. Footpaths.

- i. Cllr Conway reported that the recurring issue of poor drainage from Bridlepath 13 has been repaired.

122/25. Village Hall.

- i. Cllr Ballard reported that the Village Hall now has a very good fund-raising committee.

123/25. Lengthsman.

- i. **Councillor Liaison with the Lengthsman/Groundsman (Buxus Green).** Cllr Gwinnett reported that she and the clerk had liaised and sent a letter to Buxus Green regarding work that had not been completed either at all or on time. The letter had also offered support and stated the contract will go to tender later in the year. The letter suggested a councillor should be appointed as the liaison officer. Following a short discussion Cllr Shepherd proposed and Cllr Conway seconded that Cllr Gwinnett should be the liaison officer, this was carried.
- ii. **Lengthsman and Ground Maintenance Contract.** The current contracts require amending to tighten up procedures to ensure clarity and fairness for all the work required to both the contractor and the parish council. Cllr Shepherd proposed and Cllr Brindley seconded that the contract is re-written by the clerk working with Cllr Gwinnett and that when the draft is complete Cllr Wood will proofread with any suggested amendments before it is presented to the council for approval. This was carried. **Action: Cllrs Gwinnett, Wood and the clerk.**

124/25. Highways and Road Safety.

- i. Cllr Wood will write to Cllr Allen (SCC) regarding the faded road markings Tythe Barn junction Saltersford Lane. **Action: Cllr Wood.**
- ii. Cllr Brindley reported that the speed awareness sign outside the post office in the village has been removed. Cllr Wood will write to SCC to request an explanation. **Action: Cllr Wood.**
- iii. Cllr Moulton reported the hedge Saltersford Lane (by the Blacksmiths Arms) has now been cut back by the owner (minute 86/25 viii).

125/25. Parish Cemetery and St. Peter's Church Yard.

- i. Cllr Dronzek reported that the cemetery has been visited by Buxus Green today and it is in good order.
- ii. Cllr Dronzek volunteered to paint a bench in the cemetery that requires attention, also some cold lay tar is needed for a pothole in the cemetery footpath. Cllr Shepherd proposed that up to £50 be made available to Cllr Dronzek for this work, this was seconded by Cllr Wood and carried. **Action: Cllr Dronzek.**

126/25. Planning and Licensing Applications.

- i. SMD/2025/0356. Jack Hicton, 24 Glen Drive, Alton. Proposed single storey rear extension. There were no objections to this application.



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127/25. Planning decisions.

- i. SMD/2025/0144. The Old Vicarage, Dimble Lane Alton. Proposed extension to form a Living / Kitchen and Utility room. **Planning permission approved.**
- ii. SMD/2025/0182. Fair Holme, Limekiln Lane, Alton. Single storey rear extension to replace the existing conservatory. **Planning permission refused.**
- iii. DET/2025/0021. Bradley Hall Farm, Bradley Lane, Bradley In The Moors. Application to determine if prior approval is required for the change of use of agricultural building to form 1no. dwellinghouse and associated building operations (Class Q Permitted Development). **Prior Approval Refused.**

The planning decisions were read out by Cllr Shepherd.

128/25. Section 106 funds for playing field and play area update.

- i. Cllr Shepherd reported that at the meeting of the Section 106 committee on Wednesday 30th July three quotes for repair and updating the childrens play area were discussed, the quotes were from the following companies as follows:
 - a. Redlynch. Gross £33,640.80. Net £28,034.00. VAT £5,606.80.
 - b. Live Play Educate Ltd. Gross £38,526.00. Net £32,105.00. VAT £6,421.00.
 - c. The Playground Company. Gross £35,880.00. Net £29,900.00. VAT £5,980.00.The committee recommend to the parish council that the Redlynch quote be accepted, it is best value for money and this company took over from the company who completed the original play area so the equipment matches. Cllr Shepherd proposed and Cllr Brindley seconded that the quotes be forwarded to SMDC with the recommendation that the Redlynch quote be accepted. This was carried. **Action: The clerk to forward the quotes and recommendation to SMDC.**

129/25. Parish Council Updates.

- i. Round House maintenance: Cllr Shepherd-Two stones need to be replaced near to the door of the Round House. He is looking into getting the repair completed. **Action: Cllr Shepherd.**

130/25. Correspondence requiring response.

- i. A parishioner requesting advice regarding planning at his house. Advice given by the clerk who also urged the gentleman to view the SMDC planning portal for further information.
- ii. Letter to Buxus Green regarding work in the parish and response. The letter from the council is already mentioned earlier in these minutes. The letter was well received and the reply showed a willingness to work with the council to achieve the necessary standard of work.

131/25. Correspondence for Information.

- i. Planning for 'non-planners' online course (circulated).
- ii. Martyn's Law course (circulated).
- iii. Email to Croxden PC thanking them for improving Alton Lane verges. Reply acknowledging the email received.



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The clerk read out the correspondence.

132/25. Finance.

- i. Clerk salary £456.55 (under payment of £3.20 added).
- ii. Buxus Green invoice July £724.27 (paid).
- iii. Nettlebank income £45.00.
- iv. Uttoxeter funeral services income £182.00.
- v. VAT refund income £902.76
- vi. Interest income July £25.65.
- vii. Budget forecast to year end. Sent to all parish councillors.
- 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 to the meeting and were proposed by Cllr Shepherd and seconded by Cllr Gwinnett and carried.

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

Signed..... Chairman Wednesday 10th September 2025

Signed..... Clerk