



**FULL COUNCIL MEETING**  
**Memorial Hall, Oxford Street,**  
**Aldbourne**  
**4 February 2026 – 7.30 pm**

**To the Members of Aldbourne Parish Council:**

You are hereby summoned to attend a meeting of Aldbourne Parish Council when it is proposed to transact the business on the agenda.

Apologies for absence should be advised to the Clerk prior to the meeting.

**A G E N D A**

In accordance with the Public Bodies (Admissions to Meetings) Act 1960, the Council may decide to exclude the public on the grounds of the confidential nature of the business to be transacted on any item within this agenda.

Item	Detail	Enc
<b>183/26. Apologies</b>	To <b>note</b> apologies for absence.	
<b>184/26. Interests</b>	To <b>receive</b> pecuniary or non-pecuniary declarations of interest for agenda items and <b>consider</b> any dispensations requested.	
<b>185/26. Minutes</b>	To <b>consider</b> the Minutes of the last Full Council meeting.	
<b>186/26. Planning Committee</b>	To <b>adopt</b> the Minutes of the last Planning Committee meeting.	
<b>187/26. Meeting Dates</b>	To <b>consider</b> change of location for the September 2026 meeting.	✓
<b>188/26. Outstanding Items</b>	To <b>report</b> on the progress of outstanding items which do not require further decision.	✓
<b>189/26. Accounts</b>	a) To <b>ratify</b> expenditure of £2,332.00 for urgent repairs of the roof on the toilets/community room. b) To <b>consider</b> contractual & delegated payments and payments to be made and to <b>approve</b> two councillors to authorise payments.	✓
<b>190/26. Clerks Report</b>	To <b>receive</b> verbal report from the Clerk	
<b>191/26. Public Session</b>	To <b>receive</b> questions and requests from members of the public (see Note <sup>1</sup> )	
<b>192/26. Policies</b>	a) To <b>consider</b> adoption of Policy for use of Parish Council land to replace the current conditions for use process. b) To <b>consider</b> adoption of new Reserves Policy and Data Audit. c) To <b>consider</b> adoption of the following updated policies: i) Privacy, ii) Dignity at Work; iii) Expenses; iv) Press & Media.	✓ ✓ ✓

<b>193/26. Events</b>	To <b>consider</b> requests for use of the village green for the following events. a) Saturday 4 April 2026 – Annual Easter Eggstravaganza (Memorial Hall Committee) b) Saturday 27 June 2026 – Churches Together annual village fete.		✓
<b>194/26. Internal Auditor</b>	To <b>consider</b> appointment of internal auditor.		✓
<b>195/26. Grounds Maintenance</b>	To <b>consider</b> expenditure for cutting the Palmer's Field football pitch at the same frequency as the main football field.	Cllr Trayes	✓
<b>196/26. Equipment</b>	To <b>consider</b> use and/or storage of Council owned push mower and brush cutter.		
<b>197/26. Parking</b>	To <b>consider</b> submitting a request to LHFIFG for additional parking bays to be installed in The Square and to agree a notice to be placed on vehicles which are found to be parking inconsiderately and dangerously in this area whilst this process is undertaken.	Cllr Edmonds	✓
<b>198/26. Donations</b>	To <b>consider</b> donation request for £750 from Aldbourne Children's Book Group.		✓
<b>199/26. Playing/Sports Areas</b>	To <b>receive</b> verbal report on play area and football field inspections.	Cllr Paterson & Cllr Trayes	
<b>200/26. Councillor Reports</b>	To <b>note</b> issues raised in relation to Parish Council business or village issues.		
<b>201/26. Wiltshire Council</b>	To <b>receive</b> verbal report from Aldbourne & Ramsbury ward councillor.		
<b>202/26. Public Session</b>	To <b>receive</b> questions and requests from members of the public (see Note <sup>1</sup> ).		
<b>203/26. Next Meeting</b>	To <b>confirm</b> date of the April meeting and the Annual Assembly.		✓

Signed: *K. Clay*

Proper Officer & Responsible Financial Officer of the Council  
26 February 2026

**Note<sup>1</sup>** – Members of the public are very welcome to attend and up to a total of 10 (ten) minutes will be allowed at this meeting for questions to the Chairman. It should be noted however, that this is a meeting in public, not a public meeting and thus public participation is limited to within the two agenda items allocated. If detailed background information is required, prior notice to the Clerk is advised. No decisions can be made on questions or issues raised during the public items. If the Council so wishes, these can be added to a future agenda for consideration.

### **Item 187/26 Outstanding Items**

Aldbourn Band has asked if the Parish Council would be able to move their meeting due to be held on Wednesday 9 September 2026. The band are entering the British Open again and that week is the last one before the competition. If they could use the Memorial Hall that evening it would save them having to move heavy equipment to an alternative venue.

The Methodist Hall is available on 9 September, so could be used as the alternative venue for the Full Council Meeting. The Memorial Hall will still be available from 7.00–7.30 pm for any Planning Committee meeting required.

### **Item 188/26 Outstanding Items**

Items and any updates are for information only. Existing delegation allows for items to be chased if required, but otherwise no decisions can be made on any items listed below.

NB: All items listed may not be discussed at each meeting.

### **Long term issues which are waiting action by Wiltshire Council.**

<b>Date logged</b>	<b>Issue</b>
06/03/2020	Red crossing strip renewal by the Marlborough Road junction.
10/09/2020	Missing right of way sign on ALDB23 by White Pond Cottage.
02/11/2022	Poor road surface on Castle Street.
01/02/2023	Missing right of way sign on ALDB19 Sheep Walk.
10/01/2024	Resurfacing of Oxford Street - On the forward plan list for 2026/2027. [Photographs of the continued deterioration sent to Wiltshire Council and chased by Cllr Sheppard on 12/12/25.]
03/04/2024	Damage to byway ALDB19 Sheepwalk). [On the list for repair by Wiltshire Council, when funds and materials are available]

### **Ongoing issues, still to be actioned or updated and updates on issues from previous meetings.**

<b>Date logged</b>	<b>Issue</b>	<b>Update/further information</b>
05/07/2023	20-mph Project on roads south of the B4192	There was no further update at the LHFIG meeting held on 5 February. The Clerk is liaising with Mr Hind re pedestrian safety signs on Marlborough Road as a minimum as the two existing ones are at the top of the road.
04/06/2025	Affordable rural housing	The rural enablers will be attending the annual assembly on 29 April 2026.

Aldbourn Parish Council – Supporting papers

09/07/2025	Further clearing of the grips on the Four Barrows bridleway.	Reported to Wiltshire Council and the neighbouring resident has also agreed to help.
10/09/2025	New benches - Goddards play area	Investigations ongoing into type and costs.
01/10/2025	Overhanging foliage on Southward Lane	Still awaiting a response/action from Wiltshire Council.
01/10/2025	Bench in Rectory Wood	Cllr Oswald is liaising with the owner about moving it to a better position.
01/10/2025	Oaks at 80	The tree was planted on Palmer's Field on the 14 February.
01/10/2025	Toilet/Community Room roof	Works are ongoing.
07/01/2026	Proposed closure of Ramsbury Fire Station.	The public consultation is now open and runs until 15 May 2026. All councillors and residents are encouraged to respond to the survey. The Council will be sending a response (further information to use as support for the station is being formulated). There is an online public meeting on 15 April (details can be found in the link below). <a href="https://www.dwfire.org.uk/about-us/your-fire-and-rescue-service/proposed-station-closures/">https://www.dwfire.org.uk/about-us/your-fire-and-rescue-service/proposed-station-closures/</a>
04/02/2026	Withdrawal of funding for the Link Driver Scheme	Wiltshire Council has reversed the decision to remove this funding.

**Item 189/26 Accounts**

*(Due to restrictions under GDPR an abridged version of this report is released publicly)*

**FINANCIAL STATEMENT**

**Bank Account Balances as at 26/02/2026**

	£
Current account	2,327.57
Deposit account	<u>81,270.63</u>
<b>Total</b>	<b><u>83,598.20</u></b>

**Receipts**

	£	
<b>From</b>	<b>Net Total</b>	<b>Category</b>
Aldbourne Heritage Group	251.06	Toilets/community room
<b>Total</b>	<b>251.06</b>	

**Payments (contractual/approved/delegated)**

		£	£	
	<b>Payee</b>	<b>Net Total</b>	<b>VAT</b>	<b>Category</b>
DD	Lloyds bank	4.25	0.00	Banking services fee
DD	Octopus Energy	78.24	3.91	Toilets/community room
DD	Castle Water	135.43	15.65	Toilets/community room
DD	Castle Water	106.72	0.00	Pond maintenance
DEB	Amazon UK	18.32	3.67	Speed Indicator Devices
BP	Mr S Watts	147.34	0.00	Toilets/community room
BP	ElanCity	2,339.99	468.00	Speed Indicator Devices
DEB	Post Office	2.70	0.00	Office costs
SO	Mrs K Clay	670.16	0.00	Staff costs
SO	Mrs L Keen	247.00	0.00	Toilets/community room
	<b>Total</b>	<b>3,750.15</b>	<b>491.23</b>	<b>£4,241.38 Gross total</b>

**Payments (to be authorised)**

		£	£	
	<b>Payee</b>	<b>Net Total</b>	<b>VAT</b>	<b>Category</b>
BP	Mrs K Clay	74.38	0.00	Office/Staff costs
BP	BWP Creative Limited	200.00	40.00	Website
	<b>Total</b>	<b>274.38</b>	<b>40.00</b>	<b>£314.38 Gross total</b>

Mrs K Clay  
 Parish Clerk & Responsible Financial Officer  
 04.02.26

### **192/26 Policies**

The Parish Council has always asked anyone wishing to use land within its responsibility for events or activities to request permission. In late 2024 the Council attempted to unify the process with a standard set of conditions for every request. Whilst this has worked reasonably well, it has caused additional administrative work for the Clerk and organisers. The proposal is to have a policy on use of land within the Council's responsibility to simplify the process.

Whilst the primary responsibility for events/activities lies with the organisers, the Parish Council should protect itself from liability by requesting, and seeking confirmation, that the correct procedures are in place, such as insurance, risk assessments and any licences required.

[Link to proposed new Policy for use of Parish Council land.](#)

It is best practice to have a policy which defines how the Council deals with its reserves. The new policy sets out how the Council already deals with reserves.

[Link to proposed new Reserves Policy](#)

As part of GDPR, the Council should undertake regular audits of the data it holds and for what purpose.

[Link to proposed Data Audit.](#)

As part of GDPR the Council must have privacy policies. All the policies are broadly the same but adapted for the individual needs. Only the general policy is published.

[Link to the proposed updated Privacy Policies.](#)

The following policies have had minor updates as part of a review of them.

[Link to proposed updated Dignity at Work, Expenses and Press & Media Policies.](#)

All current documents/policies are available to view on the website.

<https://aldbourne-pc.gov.uk/>

### **193/26 Events**

Both events are annual ones, and the recommendation is that they are approved. In line with the new policy to be agreed in item 192/26a the organisers will be sent a copy of the new policy and be asked to complete the request form as a record of their acceptance of the new policy.

### **194/26 Internal Auditor**

As reported at the February meeting, there is a need to find an internal auditor due to the current one being unable to continue from this year. At least three quotes have been sought from auditors listed on the Internal Audit Forum database, with the two received shown below (others did respond but due to the time of year they had no availability). As usual they will be referred to as A & B rather than by name during any discussions in public. Both companies can carry out the audit remotely.

Auditor A (Mulberry Local Authorities Limited) <https://mulberrylas.co.uk/>

£75 per hour (+VAT) they anticipate it will take 3-5 hours to carry out the audit. Though, it could be longer depending on the findings, where additional testing may be needed if any concerns arise.

Auditor B (Working the Greener Way) <https://wgwonline.org/>

£295 per day. They would anticipate that the audit would take no longer than a day. £75.00 an hour for any additional work as agreed in advance and in writing.

### **195/26 Grounds Maintenance**

The additional cost to cut Palmer's Field at the same time as the football field is £80 a cut. £880 a year (11 cuts). This further expenditure has not been budgeted for in 2026/2027. It is anticipated that Cllr Traves will have an update available at the meeting from ARFC about whether they would be willing to help with funding or not.

### **196/26 Equipment**

There is a push mower and strimmer (brush cutter) that has been used by volunteers who maintained Southward Triangle. They are no longer required for this since the area is now part of the maintenance contract. A decision on what will be done with these items, and where there will be stored, if kept, is required.

### **197/26 Parking in The Square**

From Cllr Edmonds

Following on from discussion at the last PC meeting re excessive parking in the Square and with reference to the Traffic Plan 2013 I wish to propose that the council ask LHFIC to look at providing a few more marked parking bays in The Square. By doing so it will limit the number of parked vehicles in the roadway at the centre of the area.

All the marked parking bays by the pond are full so at times there are up to 11 or so vehicles parked in the centre of The Square with the result that there is no clear way through. The Square is also used by pedestrians to access facilities, and it is where the school bus stops.

As part of this proposal I suggest that polite parking notices are available to be placed on parked cars which are obstructing The Square.

[Link to 2013 Traffic Plan and 2021 Review of the plan.](#)

Suggested wording for a notice

The village square is a shared space and where you have parked your vehicle is not a designated parking bay.

Parking here has blocked access for larger vehicles such as the school bus or emergency vehicles. It has also made the area much less safe for pedestrians.

Please consider how parking outside of designated parking bays affects others who use this space when parking in this area in the future.

Thank you for helping keep Aldbourne safe for everyone.

Aldbourn Parish Council

**198/26 Donation**

The donation budget is £100. Any donations above this would have to come from general reserves.

Name of organisation	Aldbourn Children’s Book Group
What the organisation does	<p>Aldbourn Children’s Book Group organises book related activities for children aged 0-18 and their families. Our aim is to promote enjoyment and interest in children’s books and reading and to encourage the availability of books for children of all ages, from first picture books to young adult.</p> <p>Our activities include one-off events like our Roald Dahl Garden Party (September 2025), held at the Malt House on South Street.</p> <p>Some of our work is based in schools; for example, our pre-school <b>Stay and Play</b> sessions in the summer holidays are for children up to 7 years old and our <b>shadow reading</b> of book award shortlists takes place in St Michaels as well as other North Wiltshire Schools. Our <b>Book Swap</b> on World Book Day is held at St Michael’s school and includes all 200 children.</p> <p><b>Our family membership stands at 49 and most families have more than one child, so any donation from the Parish Council will potentially benefit well over 100 children.</b></p> <p>Aldbourn Children and families will benefit from this donation by having fun and engaging with books at this event. This is the <b>National Year of Reading</b> and the initiative aims to inspire more young children and families to develop habits of reading. Regular reading has been shown to improve mental health, educational outcomes and life chances for children and young people.</p> <p>Our events also bring families together, an important social and community experience.</p>

<p>What will the money be used for</p>	<p>The money will be used for a one-off event: our <b>Summer Garden Party on 17<sup>th</sup> July</b>.</p> <p>The main expense is the cost of bringing a published author to lead an inspiring session with our children and families. The fees for the author and the travelling expenses will be several hundred pounds, which we don't have.</p> <p>The event will also include activities (like last year's <b>Roald Dhal Scavenger Hunt</b> ) to engage the children and the cost of creating these activities is the cost of the craft materials to create posters and props.</p>
<p>Amount being requested</p>	<p>£750</p>
<p>Delete as applicable</p>	<p>Donation/<del>Underwritten</del></p>

**203/26 Next Meeting**

Wednesday 1 April March at 7.30 pm in the Memorial Hall

Annual Parish Assembly - Wednesday 29 April at 7.30 pm in the Memorial Hall

**Please ensure items for the April agenda are submitted by no later than the end of Monday 23 March 2026. Where possible, this should include requests for re-imburement of any money owed for expenditure on behalf of the PC.**

Please contact the Clerk if you would like a form to submit your request on.