



**PARISH COUNCIL MINUTES**  
**WEDNESDAY 4 FEBRUARY 2026**  
**Memorial Hall, Oxford Street,**  
**Aldbourne**  
**7.30 pm**

**Members Present:**

**Councillors:** P. Lawler (Chairman), S. Muirhead (Vice-Chairman)  
 J. Aplin, M. Adams, T. Berisha, V. Butler, A. Edmonds, C. Elms,  
 R. Lester, R. Oswald, J. Paterson, C. Rust, P. Traves, R. Warren

**Officers Present:** Mrs K Clay, Parish Clerk/RFO

**In attendance:** 5 members of public

**160/26 Apologies**

Apologies noted from Councillor: J. Rayner

**161/26 Interests**

There were no declarations of interest.

**162/26 Minutes of the last meeting**

Proposer/Seconder: Cllr Aplin/Cllr Elms

The Council **RESOLVED** unanimously that the Minutes from the last meeting held on Wednesday 7 January 2026 be approved and signed as a true and accurate record.

**163/26 Planning Committee Minutes**

Proposer/Seconder: Cllr Aplin/Cllr Elms

The Council **RESOLVED** unanimously to adopt the Planning Committee Minutes from the meeting held on Wednesday 7 January 2026.

**164/26 Outstanding Items Review**

Update on the following items:

- a) (10/01/2024) 20-MPH project on roads to the south of the B4192 – LHFIFG has been advised of the Council's decision to continue with the project, and the request for further pedestrian safety signage to be added. The project will be discussed further at the next LHFIFG meeting on 5 February 2026.
- b) (04/02/2025) Jetting of culverts on Lottage Road – Cllr Warren advised that this work is unlikely to be undertaken and would make little difference if it was. It was agreed to remove the item from the outstanding issues log.
- c) (01/10/2025) Oaks at 80 – The tree is in Aldbourne and ready to be planted as soon as time/weather allows.
- d) (01/10/2025) Toilets/Community Room roof - The loose tiles have been replaced, and the tile guard will be fitted as soon as parts arrive. Deterioration of the 'valley' where the property meets the neighbouring one has been discovered following a water leak into the Heritage Centre. The cost to repair this will be £2,332. Whilst repairs have been agreed under financial delegation due to the emergency nature of them, the Council will need to ratify the expenditure at the March meeting. This expenditure will be taken from the Maintenance and Replacement Reserve.

- e) (05/11/2025) Toilet signage – The new signage has been delivered and will be installed as soon as time/weather permits.
- f) (07/01/2026) Community Governance Review – A response to advise that the Council felt the current number of councillors and parish area were correct and met the needs of residents has been sent.

### 165/26 Clerks Report

- a) The third quarter finance check has been undertaken by Cllr Muirhead, and she has confirmed that the figures reported were correct.
- b) The third quarter finance v budget was sent to all councillors on 13 Jan 2026.
- c) The debit card application for the Clerk was approved, and the card is now in use.
- d) Four councillors still need to set up their .gov. email accounts.
- e) There is a tree in Rectory Wood which is causing issues with a neighbouring fence. A tree surgeon is being sought to advise whether it requires urgent action or can wait until any main works in that area later in the year.
- f) Mr McGowan has advised he will be unable to continue to carry out the internal audits (including the 2025/2026 one). Attempts are being made to find a replacement.

### 166/26 Accounts

Proposer/Seconder: Cllr Rust/Cllr Oswald

The Council **RESOLVED** unanimously to approve the financial statement as presented by the Clerk.

A copy of the financial report is attached as Appendix A.

Payment approvals will be carried out by Cllr Lester and Cllr Trays.

### 167/26 Public Session

- Concern raised about the issues of parking in The Square. Cars are parking where there are no actual spaces and blocking routes for larger vehicles, such as the school bus. It also makes it very unsafe for pedestrians.
- Suggestion of putting notices on vehicles parked inconsiderately.

Item taken out of order

### 171/26 Ramsbury Fire Station Closures

It has been confirmed that the Ramsbury Fire Station is being proposed for closure. A D&WFRS members working group will be making recommendations on which stations should be closed at the Fire Authority meeting on 10 February. If the closure of Ramsbury Fire Station is approved, it will be part of a public consultation which will take place from 13 February until 15 May 2026.

The Council **RESOLVED** unanimously that if Ramsbury Fire station is approved for closure it will raise a robust objection during the public consultation. The Council will also continue to raise awareness of the proposed closure with Aldbourn residents.

**168/26 Scout & Guide Hut Land Lease**

Proposer/Seconder: Cllr Rust/Cllr Elms

The Council **RESOLVED** unanimously to update the wording on the Scout & Guide Hut Land Lease from 'Landlord's adjoining property' to 'Landlords neighbouring Property' at Schedule 2, 1.2, and remove the wording 'and shown coloured on the Plan' at 1.1 Landlord's Neighbouring Property, for the Scout & Guide hut land lease, and that the amendments will be initialled by the two original signatories who signed on behalf of the Council on 6 March 2024, Mr W Brown & Mrs S Muirhead.

**169/26 Grounds Maintenance****170/26 Equipment**

Both items deferred to the March meeting due to Aldbourne Royals meeting (when proposals will be discussed) not due to be held until next week.

**171/26 Fire Station Closures**

Taken out of order before item 168/26

**172/26 SID Purchase**

Proposer/Seconder: Cllr Edmonds/Cllr Berisha

The Council **RESOLVED** unanimously to spend £2,442.97 on one Elan City Evolis solar SID, plus one battery monitor and straps.

**173/26 Assets**

Proposer/Seconder: Cllr Rust/Cllr Muirhead

The Council **RESOLVED** unanimously to approve the updated 2025/2026 Asset list, as presented by the Clerk.

A copy of the report is attached as Appendix B.

**174/26 Risk Management**

Proposer/Seconder: Cllr Rust/Cllr Muirhead

The Council **RESOLVED** unanimously to approve the updated 2025/2026 Risk Management, as presented by the Clerk.

A copy of the report is attached as Appendix C.

**175/26 Link Scheme**

Wiltshire Council is proposing to withdraw funding for all 43 volunteer driver Link Schemes and 22 Community Transport schemes within Wiltshire. The biggest expenditure for all the Link Schemes is the requirement for a DBS for each driver. Each scheme is a registered charity. The Aldbourne & Baydon Link co-ordinator confirmed that their scheme is in the fortunate position to be able to continue, but that there will be others which will struggle to continue to provide a service. Vital support services currently provided by Community First will also be lost.

Proposer/Seconder: Cllr Edmonds/Cllr Butler

The Council **RESOLVED** unanimously to write to Wiltshire Council to express concern at the withdrawal of funding for all Link Schemes, which provide a vital service for those unable to drive or use public transport.

**176/26 Playing/Sports Areas**

## a) Orchard Mammoth

Sutcliffe Play are coming out to inspect the issue and give advice on what action could be taken. Regular inspections continue and any further degradation will be reported.

## b) Inspections

The inspections have been logged on the software. Apart from still trying to get the tree in Claridge Close removed, there were no other issues to report.

**177/26 Councillor Reports**

- a) Request to add the issue of poor parking around The Square to a future agenda.
- b) Verges across the village continue to be damaged by thoughtless parking.
- c) Apart from one or two exceptions all the road drains are clearing water during periods of heavy rain.
- d) The flood wardens have identified areas of water ingress into the sewer network on Lottage Road and are attempting to work with Thames Water to resolve this. The ATAC unit was switched on yesterday due to surcharging near Strawberry Hill on South Street. The water levels are 1.5m lower than the usual level that the unit needs to be started. The pump on the unit installed this year is much smaller and quieter.
- e) Comments from many residents passed on about how extremely grateful they are that Castle Street did not need to be closed for the works to rethatch the property in this road.

**178/26 Wiltshire Council**

Cllr Sheppard was not in attendance.

**179/26 Public Session**

There were no further questions from those members of the public still present.

**180/26 Clerks Salary & Pension**

It was **RESOLVED** unanimously to approve the recommendation from Cllr Rayner in the confidential report provided, that the Clerks hourly rate will be increased by 3.2% and that a 3% pension contribution will be made on qualifying earnings with Nest Pensions from April 2026.

**181/26 Next Meeting**

Confirmed as Wednesday 4 March 2026 @ 7.30 pm in the Memorial Hall.

The meeting concluded at 9.08 pm

Signature of the Chairman: \_\_\_\_\_ Date: 4 March 2026



## FINANCIAL STATEMENT

### Bank Account Balances as at 29/01/2026

	£
Current account	939.83
Deposit account	<u>86,731.42</u>
<b>Total</b>	<b><u>87,671.25</u></b>

<b>Receipts</b>	£
<b>Category</b>	<b>Amount</b>
No receipts	
	<b>0.00</b>

<b>Payments</b>	£	£
<b>Category</b>	<b>Net Total</b>	<b>VAT</b>
Bank services fee	4.25	0.00
Flood management/prevention	95.83	4.68
Football field maintenance	175.00	0.00
Play Areas	42.18	4.17
Pond	16.09	0.00
Staff/contract costs (inc payments to HMRC)	1,569.76	0.00
Toilets/community room	410.24	47.88
	<b>2,313.35</b>	<b>56.73</b>

Mrs K Clay – Responsible Financial Officer  
04.02.26

## Appendix B

## Aldbourne Parish Council Assets Register

1st April 2025 - 31st March 2026

Reviewed by Finance Group April 2025 and adopted by the Council 14 May 2025 (item 5/25)

End of year review &amp; adoption by Full Council 4 February 2026 (item 173/26)

Insurance values updated to the same as the insurance schedule June 2025

Item	Purchase Value	Insurance Value
<b>Property</b>		
Public toilets & sanitary fittings/Community Rm	£1.00	£205,339.52
Storage Rooms (including village store £4,000)	£1.00	£35,463.02
<b>Sub total</b>	<b>£2.00</b>	<b>£240,802.54</b>
<b>Land/Other</b>		
All items below are subject to TR17 planning policies and as such cannot be used for any other purpose; unless "it can be demonstrated that a development of a small part will provide improvements and facilities for their		
Claridge Close play area	£1.00	£0.00
Football pitch	£1.00	£0.00
Goddards Lane play area	£1.00	£0.00
Palmers Field	£1.00	£0.00
Rectory Wood	£1.00	£0.00
Southward Triangle	£1.00	£0.00
Tennis Court	£1.00	£0.00
The Green	£1.00	£0.00
Whitley playing field	£1.00	£0.00
<b>Sub total</b>	<b>£9.00</b>	<b>£0.00</b>
<b>Litter picking equipment</b>		
Bell bollards x 4 (around pump by bus stop)	£2,483.80	£0.00
Bus shelter by pond (thatched)	£1.00	£11,451.00
Interpretive board next to the pond	£1,185.00	£1,354.00
Market Cross on The Green	£1.00	£2,582.00
Noticeboard next to the pond	£3,707.58	£5,709.00
Pump - Decorative by Back Lane	£1.00	£1,325.00
Pump by bus stop (next to pond)	£1.00	£6,618.00
SID - Elan City Evolviz Radar x 1 - AC Version (inc 4 batteries & bracket)	£2,200.00	£2,200.00
SID - Elan City Evolviz Radar Solar x 2 (inc 2 x solar panels, mounting brackets & 4 x batteries)	£4,731.60	£4,731.60
SID - SID Signs x 2 and 2 x Solar panels (including fixing bracket)	£3,624.00	£4,017.00
<b>Sub total</b>	<b>£17,935.98</b>	<b>£39,987.60</b>
<b>2025-2026 Total value insured</b>		<b>£44,743.86</b>
<b>Play Areas</b>		
Embankment slide (Goddards)	£1,052.33	£1,380.00
Face bins x 2 (Goddards)	£254.40	£320.00
Face recycling bins x 2 (Goddards) [£154.99 each]	£309.98	£310.00
Fahr Betty Bee Springer (Goddards)	£997.00	£997.00
Sutcliffe 2 up 2 down multi-play unit (Including fireman pole/drag ramp/slide/seat & net) (Goddards)	£10,521.00	£13,661.00
Sutcliffe Orchard Mammoth multi climbing unit (Goddards)	£12,854.00	£14,829.00
Sutcliffe trim trail (Including stepping pods/edge along bridge/tunnel/balance beam & climber) (Goddards)	£5,857.00	£8,066.00
Swings (2 flat & 2 cradle) (Goddards)	£1,399.56	£2,750.00
Wicksteed Kevston metal picnic bench (Goddards)	£1,492.02	£1,826.00
Broxap Parklands Seat (Claridge)	£528.00	£528.00
Frog bin Claridge (Claridge)	£137.95	£167.00
Kompan Aquarius springer (Claridge)	£616.00	£991.00
Kompan horse springer (Claridge)	£967.00	£991.00
Kompan Spiroette (Claridge)	£1,152.00	£1,200.00
Proludic 4 seat see-saw 'Tree Frogs' (Claridge)	£2,164.00	£2,215.00
Proludic Diablo multi-play unit (Claridge)	£7,991.00	£8,465.00
<b>Sub total</b>	<b>£48,293.24</b>	<b>£58,696.00</b>

<b>Safety surfaces</b>		
Safety surface (Under equipment in Claridge)	£2,500.00	£3,691.00
Safety surface (Under equipment in Goddards)	£3,000.00	£6,260.00
<b>Sub total</b>	<b>£5,500.00</b>	<b>£9,951.00</b>
<b>Sports equipment</b>		
Goal posts & nets x 2	£200.00	£200.00
Goal posts & nets x 2	£1,443.00	£1,143.00
Tennis court (Fencing, surface & equipment)	£8,000.00	£9,229.00
Gooseneck in ground baseball hoop	£3,062.39	£3,062.39
Tgo dips and leg raise fitness machine	£2,590.80	£2,817.00
<b>Sub total</b>	<b>£15,296.19</b>	<b>£16,451.39</b>
<b>Play equipment, safety surfaces &amp; sports equipment total</b>		<b>£85,098.39</b>
<b>2025-2026 Total value insured</b>		<b>£88,818.50</b>
<b>Tools and machinery</b>		
Generator 0.8kva	£120.00	£130.00
Generator 2.2kw	£2,256.00	£2,382.00
LED lights 18,000 lumens rechargeable battery powered with 3.5m extendable tripod	£280.00	£304.00
Petrol generator Clarke FG4050ES	£479.00	£522.00
Pump HSEC650A 110 volt	£184.99	£200.00
Pump HSEC651A 110 volt	£199.00	£216.00
Puddle Pump	£129.99	£0.00
Hayter Ranger 3 in 1 autodrive rotary mower	£1.00	£600.00
Stihl brush cutter (SN 810776783)	£210.00	£215.00
Defibrillator x 4 (£1989 each - £1360 + £594 cabinet - gross)	£0.00	£7,956.00
<b>Sub total</b>	<b>£3,859.98</b>	<b>£12,525.00</b>
<b>2025-2026 Total value insured</b>		<b>£13,808.81</b>
<b>Outside Equipment/Fencing</b>		
Goddards Lane play area fence	£4,152.00	£4,152.00
Fence/barrier - Above Palmer's Field on South Street	£2,031.05	£2,031.05
Flood barriers 10 x pre-fill, 10 x open, 8 x multi hubs	£4,900.00	£5,328.00
<b>Sub total</b>	<b>£11,083.05</b>	<b>£11,511.05</b>
<b>Total purchase value/Fixed Asset Value</b>	<b>£101,979.44</b>	
<b>Total value (column c)</b>		<b>£389,924.58</b>
<b>2025-2026 Total insured value</b>		<b>£399,684.76</b>

**ALDBOURNE PARISH COUNCIL RISK ASSESSMENT/MANAGEMENT**

Adopted 6 June 2007

Review ed 23 April 2025 by Finance Group

Adopted by Full Council 14 May 2025 - Item 5/25

End of year review & adoption by Full Council 4 February 2026 (Item 173/26)

**Appendix C**

<b>AMENITY SPACE: Football pitch - Farm Lane</b>			
<b>Identified Risk</b>	<b>Probability Level</b>	<b>Effect Level</b>	<b>Management/Control of Risk</b>
Risk of harm to users through neglect of land	Low	Medium	1 Regular maintenance by grounds contractor (Own public liability & risk assessment).
			2 Regular inspection by responsibility group, whose lead reports back at Full Council meetings for any action. Area now also in regular use by ARFC, and they are currently undertaking regular maintenance. Any issue they cannot deal with are reported to the Council for action.
			3 Regular inspection by responsibility group, whose lead reports back at Full Council meetings for any action. Area now in regular use by ARFC, and they are currently undertaking maintenance and also report any issues to the Council.
Risk of harm from goal posts falling over, or being pulled over	Medium	Medium	1 Public Liability with Council's insurance.
			2 Ground anchors used to hold posts to ground. Monthly inspections by responsibility group. Goals are also now in regular use by ARFC, and they report any issues to the Council.
Risk of harm to parties using the field on a hire basis whether paid or FOC	Low	Medium	1 Users are provided with a list of conditions for use, which includes providing a copy of their public liability and risk assessment for the area.
Vandalism of equipment	Medium	Low	1 Covered by Council's insurance.

<b>AMENITY SPACE: Goddards Lane &amp; Claridge Close Play Areas (includes equipment)</b>			
<b>Identified Risk</b>	<b>Probability Level</b>	<b>Effect Level</b>	<b>Management/Control of Risk</b>
Risk of harm to users from negligence in upkeep of equipment or land, or vandalism to equipment.	Medium	Medium	1 Regular maintenance by grounds contractor (Own public liability & risk assessment).
			2 Yearly inspection by Wicksteed.
			3 Regular inspection by responsibility group whose lead reports back at Full Council meetings for any action. Inspections logged on Safety Culture software.
			4 Public Liability with Council's insurance.
			5 Statutory signs displayed in both play areas.

<b>AMENITY SPACE: Palmer's Field</b>			
<b>Identified Risk</b>	<b>Probability Level</b>	<b>Effect Level</b>	<b>Management/Control of Risk</b>
Risk of harm to users through neglect of land	Low	Medium	1 Regular maintenance by ARC
			2 Regular inspections by ARC.
			3 ARC have insurance for the area, including public liability.
Risk of liability due to misuse or default by tenants	Low	Medium	1 Lease with ARC from July 2019 until 2024 if no work is carried out within 5 years, or 2049 if work starts within 5 years. 3 July 2024 item 68/24 the date was extended the period if no work is carried out to July 2026.

<b>AMENITY SPACE: Pond - The Square</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Risk of drowning	Low	High	1 Public Liability with Council's insurance.
Risk of contamination	Low	Medium High	1 Any reported instances investigated immediately. Public liability with Council's insurance.

<b>AMENITY SPACE: Rectory Wood</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Risk of harm to users through neglect of land	Medium	Medium	1 Public Liability with Council's insurance.
			2 Regular inspections by cllr responsible for Rectory Woods – Currently Cllr Rayner – who reports back to full PC meeting for any action.
			3 Maintenance plan in place and followed as agreed by Council. Including Ash die back inspections.
Tree health	Medium	Medium	1 Regular inspections by third party arboriculturist at least every other year, or less if advised.
Personal safety of councillors and volunteers	Low	Low	1 Training in correct use of equipment and ensure correct safety equipment used.

<b>AMENITY SPACE: Southward Triangle</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Risk of harm to users through neglect of land	Low	Medium	1 Public Liability with Council's insurance.
			2 Regular inspections by Cllr Edmonds & Cllr Butler.
			3 Regular maintenance by grounds contractor (Own public liability & risk assessment).

<b>AMENITY SPACE: Tennis Court/Basket Ball Hoop</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Risk of harm to users from negligence in upkeep of equipment or land, or vandalism to equipment.	Low	Medium	1 Regular inspection by responsibility group whose lead reports back at Full Council meetings for any action. Inspections logged on Safety Culture software.
			2 Regular maintenance of the outside area by grounds contractor (Own public liability & risk assessment).
			3 Public Liability with Council's insurance.
Vandalism of equipment	Medium	Low	1 Covered by Council's insurance.

<b>AMENITY SPACE: The Green</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Risk of harm to users through neglect of land	Low	Medium	1 Public Liability with Council's insurance.
			2 Regular maintenance by grounds contractor (Own public liability & risk assessment).

<b>AMENITY SPACE – Whitely Road Playing Field (includes equipment)</b>			
<b>Identified Risk</b>	<b>Probability Level</b>	<b>Effect Level</b>	<b>Management/Control of Risk</b>
Risk of harm to users from negligence in upkeep of equipment or land, or vandalism to equipment.	Medium	Medium	1 Regular maintenance by grounds contractor (Own public liability & risk assessment).
			2 Yearly inspection by Wicksteed.
			3 Regular inspection by responsibility group whose lead reports back at Full Council meetings for any action. Inspections logged on Safety Culture software.
			4 Public Liability with Council's insurance.
			5 Statutory signs displayed.
Risk of harm from goal posts falling over, or being pulled over	Medium	Medium	1 Public Liability with Council's insurance.
			2 Ground anchors used to hold posts to ground. Regular inspections by responsibility group. Inspections logged on Safety Culture software.
Vandalism of equipment	Medium	Low	1 Covered by Council's insurance.

<b>DOCUMENTS MANAGEMENT: Paper &amp; Electronic</b>			
<b>Identified Risk</b>	<b>Probability Level</b>	<b>Effect Level</b>	<b>Management/Control of Risk</b>
Damage or loss due to fire or flood.	Medium	High	1 Document Retention policy used to ensure old documents are not stored at Clerk or councillors' homes. Old records to either be stored at Swindon & Wiltshire History Centre or securely disposed of. Documents to be held in a filing cabinet, and if possible, in the upstairs part of the house.
			2 Docs last deposited at SWHC January 2018.
			3 As per document retention policy, rolling disposal of items in place since March 2018.
Loss due to computer failure	Medium	High	1 Documents held on USB. Backed up a minimum of once a week to Cloud Storage.
Loss of continuity due to Clerk illness, leaving or dismissal.	Low	High	1 List of all logins and passwords held on a document on the Council USB/cloud drive. Password for this document & cloud drive held in a sealed envelope with the Chairman. To be opened by the Chairman and the Vice Chairman, or Lead of the Finance Responsibility Group, if logins/passwords are required.
Data protection	Low	Medium	1 All data handled in accordance with the Councils Data Protection Policy.
			2 The Council is registered as a Data Processor with the Information Commissioner's Office (ICO).
			3 All councillors issued with a .gov. email.

<b>FINANCIAL MANAGEMENT</b>			
<b>Identified Risk</b>	<b>Probability Level</b>	<b>Effect Level</b>	<b>Management/Control of Risk</b>
Adequacy of precept	Low	High	<ol style="list-style-type: none"> <li>1 The Clerk prepares a draft budget annually, which is reviewed by the finance group. Their recommendations for the budget and precept are presented to Full Council for approval by no later than January of each year.</li> <li>2 Precept request is submitted by the Clerk by the return date set by Wiltshire Council.</li> </ol>
Mismanagement resulting in loss/unavailability of funds and inability to carry out Powers	Low	High	<ol style="list-style-type: none"> <li>1 Financial regulations - Reviewed and updated March 2025.</li> <li>2 Council Insurance (inc Fidelity).</li> <li>3 Annual budget prepared and approved at meeting.</li> <li>4 Monthly statement of finances presented to meeting and minuted.</li> <li>5 All payments presented to meetings for approval.</li> <li>6 Two councillors to sign cheques/authorise payments online. All invoices presented for checking prior to signature/authorisation.</li> <li>7 Accounts audited annually by internal auditor approved by the Council until the 2025/26 audit, and external auditor assigned by Smaller Authorise' Audit Appointments Ltd - Currently PKF Littlejohn LLP until 2026/27 audit.</li> <li>8 Bank reconciliation checked at least quarterly by councillors who are members of the finance responsibility group.</li> </ol>
Loss of continuity due to Clerk illness, leaving or dismissal.	Low	High	<ol style="list-style-type: none"> <li>1 List of all logins and passwords held on a document on the Council USB/cloud drive. Password for this document &amp; cloud drive held in a sealed envelope with the Chairman. To be opened by the Chairman and the Vice Chairman, or Lead of the Finance Responsibility Group, if logins/passwords are required.</li> <li>2 Key person cover £100k (limit)/£500 -£100pw (sum insured)</li> </ol>
Mismanagement of online banking	Low	High	<ol style="list-style-type: none"> <li>1 All payments to be set up by the Clerk and authorised by two councillors. At least five councillors are authorised signatories. Payments processed as per Financial Regulations.</li> </ol>
Loss of Council ability to authorise payments due to signatories due to elections.	low	Medium	<ol style="list-style-type: none"> <li>1 The Clerk is a signatory on the bank account. This allows them to set up payment controls and if necessary authorise payments (subject to approval by the Council and in line with Financial Regulations).</li> </ol>
Access to bank account by councillors no longer on the Council	Low	Medium	<ol style="list-style-type: none"> <li>1 The Clerk can remove authorisation access from councillors no longer on the Council immediately and arrange for them to be removed from the bank mandate.</li> </ol>
Security of online banking	Low	High	<ol style="list-style-type: none"> <li>1 Covered by Financial Regulations 6.11 - 6.17</li> </ol>
Mismanagement of salaries and payments to HMRC	Low	Medium	<ol style="list-style-type: none"> <li>1 The Council is registered with HMRC as an employer.</li> <li>2 A payroll system approved by HMRC, and linked to their system, is used to record salaries and other liabilities.</li> <li>3 PAYE and NIC payments due are paid quarterly to HMRC by direct debit.</li> <li>4 At least one councillor has access to the HMRC account.</li> </ol>

<b>SPORT EQUIPMENT: TGO Gym Machine – Farm Lane next to football pitch</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Risk of harm to users from negligence in upkeep of equipment, or vandalism to equipment.	Low	Medium	1 Regular inspection by responsibility group, whose lead reports back at Full Council meetings for any action. Inspections logged on Safety Culture software.
			2 Public Liability with Council's insurance.
Vandalism of equipment	Medium	Low	1 Covered by Council's insurance.

<b>LAND: Goddards Lane Play Area – Land for Scout &amp; Guide hut</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Risk of harm to users through neglect of land	Low	Medium	1 Regular maintenance by Aldbourne Scouts & Guides.
			2 Regular inspections by Aldbourne Scouts & Guides.
			3 Aldbourne Scouts & Guides have insurance for the area, including public liability.
Risk of liability due to misuse or default by tenants	Low	Medium	1 Lease of land where Aldbourne Scouts & Guides hut is situated signed 3 April 2024 and runs until April 2054 (30 years)

<b>SPORTS EQUIPMENT: BMX Track – Palmer's Field</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Risk of harm to users through neglect of upkeep to track	Medium	Medium	1 ARC organise yearly inspections by professional body.
			2 Regular inspections by ARC.
Risk of liability due to misuse or default by tenants	Low	Medium	1 Lease with ARC from July 2019 until 2026 if no work is carried out within 5 years, or 2049 if work starts within 5 years.
Risk of harm to users through failure to wear safety equipment	Medium	Medium	1 Signs displayed advising safety equipment must be worn. Inspected and maintained by ARC.

<b>SPORTS EQUIPMENT: Zip Wire - Palmer's Field</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Risk of harm to users through neglect of upkeep to track	Medium	Medium	1 ARC organise yearly inspections by professional body.
			2 Regular inspections by ARC.
Risk of liability due to misuse or default by tenants	Low	Medium	1 Lease with ARC from July 2019 until 2026 if no work is carried out within 5 years, or 2049 if work starts within 5 years.

<b>PROPERTY: Bus Shelter</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Risk of harm to users through neglect of upkeep, or vandalism.	Low	Medium	1 Regular inspection by responsibility group, whose lead reports back at Full Council meetings for any action.
Destruction by fire or another event	Medium	High	1 Covered by Council's insurance.
Flooding	Medium	Medium	1 Covered by Council's insurance.
Personal injury claim	Low	High	1 Covered by Council's insurance.
Vandalism	High	High	1 Covered by Council's insurance.

<b>PROPERTY: Community Room – The Square (Next to toilets)</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Destruction by fire or another event	Medium	High	1 Covered by Council's insurance.
Burglary/Theft of property	Low	Low	1 Covered by Council's insurance.
Flooding	Low	Low	1 Covered by Council's insurance.
Personal Injury claim	Low	Low	1 Covered by Council's insurance.
Vandalism	Low	Low	1 Covered by Council's insurance.
Risk of injury to passing pedestrians or damage to vehicles due to loose roof tiles	Low	High	1 Tile guard fitted to edge of the roof facing the footpath/road.
	Low	High	2 Covered by Council's insurance.
Risk of liability due to misuse or default by tenants	Low	Medium	1 Lease with Aldbourne Heritage Group from 1 April 2021 – 31 March 2036.

<b>PROPERTY: Community Room Loft</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Destruction by fire or another event	Medium	High	1 Covered by Council's insurance.
Burglary/Theft of property	Low	Low	1 Covered by Council's insurance.
Flooding	Low	Low	1 Covered by Council's insurance.
Personal Injury claim	Low	Low	1 Covered by Council's insurance.
			2 Correct loft ladder installed.
Vandalism	Low	Low	1 Covered by Council's insurance.
Risk of liability due to misuse or default by tenants	Low	Medium	1 Licence with Aldbourne Heritage Group from 1 April 2021 (Six month notice to quit either side)

<b>PROPERTY: Interpretive Board – Next to pond, The Square</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Destruction by vehicles	Medium	Low	1 Covered by Council's insurance.
Vandalism	Medium	Low	1 Covered by Council's insurance.
Personal injury claim	Low	Low	1 Covered by Council's insurance.

<b>PROPERTY: Notice Board – Next to pond, The Square</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Destruction by vehicles	Medium	Low	1 Covered by Council's insurance.
Vandalism	Medium	Low	1 Covered by Council's insurance.
Personal injury claim	Low	Low	1 Covered by Council's insurance.

<b>PROPERTY: Pump – Next to bus stop, Oxford Street</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Destruction by vehicles	High	Medium High	1 All four corners protected by bell bollards. 2 Covered by Council's insurance.
Personal injury claim	Low	Medium	1 Covered by Council's insurance.

<b>PROPERTY: Pump – Back Lane</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Destruction by vehicles	Low	Low	1 Risk so low as to not present a problem.
Personal injury claim	Low	Low	1 Risk so low as to not present a problem.

<b>PROPERTY: Speed Indicator Devices (SID) – West Street, South Street (SID Signs) &amp; mobile (Elan)</b>			
Identified Risk	Probability Level	Effect Level	Management/Control of Risk
Destruction by vehicles	High	Medium High	1 Covered by Council's insurance.
Vandalism	Low	Medium	1 Regular inspections by councillor responsible for SIDs who reports back at Full Council meetings for any action. 2 Covered by Council's insurance.
Personal safety of councillors and volunteers	Medium	High	1 Councillors and volunteers to undertake Speed Indicator Device (SID) Safety Awareness course (provided by Wiltshire Council). 2 All councillors and volunteers to be provided with a specific SID risk assessment. 3 Volunteers must agree and sign the SID agreement for volunteers. 4 High Viz clothing must always be worn when attending the units. 5 Unit to be lifted to person on ladder by someone on the ground. Batteries should be removed prior to lifting. 6 Ladder to held by another person at the bottom. It should be on stable and level ground. 7 Data download to be carried out by councillors only. To be stored by the Clerk and sent to the police by the Clerk. 8 Covered by Council's insurance.
Data download from unit	Medium	High	1 To be carried out from a safe position, facing oncoming traffic. The use of a vehicle for protection is recommended.
Processing and storage of data	Low	Medium	1 Data to be sent to the Clerk, who will send it in the required format to Wiltshire Police. 2 Data to be stored by the Clerk and, if required, lead councillor for the SIDS.
Battery charging (non solar)	Low	Low	1 To be charged indoors, using correct charging cable provided.

<b>PROPERTY: Storage Rooms and Village Store – Farm Lane</b>			
<b>Identified Risk</b>	<b>Probability Level</b>	<b>Effect Level</b>	<b>Management/Control of Risk</b>
Destruction by fire or another event	Medium	High	1 Covered by Council's insurance. Maintenance and inspections made by tenants – Carnival Committee & village store committee.
Burglary/Theft of property	Medium	Medium	1 Covered by Council's insurance, maintenance and inspections made by tenants – Carnival Committee & village store committee Carnival Committee also hold own contents insurance. No contents cover on village store.
Flooding	Medium	Medium	1 Covered by Council's insurance. 2 Maintenance and inspections made by tenants – Carnival Committee & village store committee.
Personal injury claim	Low	High	1 Covered by Council's insurance. Maintenance and inspections made by tenants – Carnival Committee & village store committee.
Vandalism	Medium	Medium	1 Covered by Council's insurance. Maintenance and inspections made by tenants – Carnival Committee & village store committee.
Risk of liability due to misuse or default by tenants	Low	Medium	1 Lease with Carnival Committee until 30 July 2030.
Damage to property due to overgrowing plants	Low	Medium	1 Regular maintenance of the surrounding outside area carried out by the Carnival Committee.

<b>PROPERTY: Toilets – The Square</b>			
<b>Identified Risk</b>	<b>Probability Level</b>	<b>Effect Level</b>	<b>Management/Control of Risk</b>
Destruction by fire or another event	Low	High	1 Covered by Council's insurance.
Burglary/Theft of property	Low	Medium	1 Covered by Council's insurance.
Flooding	Low	Low	1 Covered by Council's insurance.
Personal injury claim	Medium	High	1 Covered by Council's insurance.
Vandalism	Medium	Medium	1 Covered by Council's insurance. 2 Vandal proof electric doors fitted in 2022, which are set to lock automatically overnight.
Unreported damage to equipment	Low	Low	1 5-day cleaning with 7-day inspection. 2 Correct grade of equipment installed.
Lock failure	Medium	Medium Low	1 Correct standard of lock installed. New locking doors fitted in 2022
Risk of harm from cleaning materials	Low	Low	1 Only approved and safe products used, area always rinsed down with mains water. 2 All items kept in locked cupboard.
Danger from electrics	Low	Low	1 No switches available to the public as lights and heating are all automatic. All electrics inspected as required by building regulations.
Personal safety of cleaner	Low	Low	1 Training and correct equipment supplied.

<b>TREES: On Parish Council owned land, or land Parish Councils is responsible for</b>			
<b>Identified Risk</b>	<b>Probability Level</b>	<b>Effect Level</b>	<b>Management/Control of Risk</b>
Personal injury claim	Medium	Medium	1 Public liability with Councils insurance. Trees are assessed by a qualified arboriculturist.
Damage to property	Medium	Low	1 Public liability with Councils insurance. 2 Trees in Rectory Wood & Palmers Field and by the pond are regularly inspected by a qualified arboriculturist. 3 Regular maintenance of the trees in Rectory Wood and on Palmers Field is ongoing.