



**ANNUAL PARISH COUNCIL
MEETING MINUTES
WEDNESDAY 6 MAY 2026
Memorial Hall, Oxford Street,
Aldbourne
7.30 pm**

Members Present:

Councillors: S. Muirhead (Vice Chairman)
M. Adams, J. Aplin, V. Butler, A. Edmonds, R. Lester, R. Oswald,
J. Paterson, J. Rayner, C. Rust, P. Trayes, R. Warren

Officers Present: Mrs K Clay, Parish Clerk/RFO

In attendance: 4 members of public
Cllr James Sheppard (Aldbourne & Ramsbury Ward)

In the absence of the Chairman, the Vice Chairman chaired the meeting

1/26 Elect Chairman

Proposer/Seconder: Cllr Rayner/Cllr Lester

The Council **RESOLVED** unanimously to elect Cllr Peter Lawler as the Chairman of the Council for 2026/2027.

2/26 Elect Vice Chairman

Proposer/Seconder: Cllr Edmonds/Cllr Butler

The Council **RESOLVED** unanimously to elect Cllr Sandy Muirhead as the Vice Chairman of the Council for 2026/2027.

3/26 Apologies

Apologies noted from Councillors: T. Berisha, C. Elms, P. Lawler

4/26 Interests

There were no declarations of interest.

5/26 Finance Group Report

Proposer/Seconder: Cllr Aplin/Cllr Adams

The Council **RESOLVED** unanimously to approve the finance report as presented and accept the recommendations made by the Finance Group within it for any item not listed separately on this agenda.

6/26 Reserves

The Council **RESOLVED** unanimously to approve movement of 2025/26 underspend/surplus into specified reserves as listed below:

- £500 (approved donation) - Defibrillators
- £200 - Flood management/prevention
- £571 (amenity upkeep) & £673 (toilets) - Maintenance & replacement
- £1,867 (play areas) - Recreational development
- £1,792 - Rectory Wood
- £5,125 (LHFIG for 20-mph) - Road safety/improvements
- £18,000 Capital Projects (to be considered at future meetings)

7/26 Year End Finance

Proposer/Seconder: Cllr Butler/Cllr Oswald

The Council **RESOLVED** unanimously to approve the Annual Financial Statement for 2025/26 and for the Chairman to sign them as a true record.

A copy of the report is attached to these minutes.

8/26 Internal Audit

Proposer/Seconder: Cllr Rust/Cllr Edmonds

The Council **RESOLVED** unanimously to accept the internal report from Working the Greener Way with the recommendations listed below to be actioned:

- Accounts package – To be reviewed as part of the 2027/2028 budget setting.
- VAT claims to be processed at the end of each full quarter.
- Continue to try and arrange playground inspection training (subject to costs and councillor availability).
- Work on drafting a separate playground risk assessment.

9/26 AGAR Section 1

Proposer/Seconder: Cllr Aplin/Cllr Oswald

The Council **RESOLVED** unanimously to approve Section 1 – Annual Governance Statement 2025/26 with yes response to all questions which apply.

10/26 AGAR Section 2

Proposer/Seconder: Cllr Butler/Cllr Traves

The Council **RESOLVED** unanimously to approve Section 2 – Accounting Statements 2025/26.

11/26 Community Infrastructure Levy

Proposer/Seconder: Cllr Edmonds/Cllr Traves

The Council **RESOLVED** unanimously to approve the 2025/2026 CIL report as provided.

The documents for items 5/26-11/26 will be added to the website as part of the external audit and year end process.

12/26 Investments

Proposer/Seconder: Cllr Lester/Cllr Rust

The Council **RESOLVED** unanimously that in line with the Council's Investment Policy, £20,000 will be invested in a 95-day notice account with Lloyds Bank.

13/26 Insurance

Proposer/Seconder: Cllr Lester/Cllr Rust

The Council **RESOLVED** unanimously to accept the 3-year LTA from CAS Insurance for £1,463.70, subject to a lower quote not being received from Zurich Insurance prior to the renewal date of 1 June 2026.

14/26 Subscriptions

Proposer/Seconder: Cllr Edmonds/Cllr Rust

The Council **RESOLVED** unanimously to renew the WALC subscription for 2026/27 at a net cost of £685.95 and reaffirm the SLCC subscription for 2026/27 at a cost of £107.50.

15/26 Meeting Dates

The Council **RESOLVED** unanimously that the meetings between October 2026 and July 2027 will be held at 7.30 pm in the Memorial Hall on the following dates (all dates are a Wednesday):

2026 – 7 October, 4 November

2027 – 6 January, 3 February, 3 March, 7 April, 28 April (Annual Assembly - time TBA), 5 May (Annual Council), 2 June, 7 July

16/26 Planning Committee

Proposer/Seconder: Cllr Butler/Cllr Edmonds

The Council **RESOLVED** unanimously that Cllr Rust will be the Chairman of the Planning Committee

Proposer/Seconder: Cllr Butler/Cllr Warren

The Council **RESOLVED** unanimously that Cllr Muirhead will be the Vice Chairman of the Planning Committee

17/26 Appointments

The Council **RESOLVED** unanimously that the Councillor Responsibilities, Representation and Liaison roles will remain the same as in 2025/26 for the 2026/27 year. The Carbon Neutral working party will be renamed the Sustainability Liaison working party. Its responsibilities will remain the same.

18/26 Policies

Proposer/Seconder: Cllr Rust/Cllr Aplin

The Council **RESOLVED** unanimously to update the current Complaints Policy to show the latest legislation - Local Audit and Accountability Act 2015.

A copy of the updated policy will be added to the website.

19/26 Minutes of the last meeting

Proposer/Seconder: Cllr Trayes/Cllr Rust

The Council **RESOLVED** unanimously that the Minutes from the last meeting held on Wednesday 1 April 2026 be approved and signed as a true and accurate record.

20/26 Planning Committee Minutes

Proposer/Seconder: Cllr Aplin/Cllr Rayner

The Council **RESOLVED** unanimously to adopt the Planning Committee Minutes from the meeting held on Tuesday 31 March 2026.

21/26 Outstanding Items Review

Update on the following items:

- a) (05/07/2023) 20mph project on roads to the south of the B4192 – A plan of the works has been received. A further update is anticipated at the 7 May 2026 LHFIF meeting.
- b) (10/01/2024) Resurfacing of Oxford Street - Cllr Sheppard confirmed that this road is on the 2026/2027 works list.
- c) (01/10/2025) Overhanging foliage on Southward Lane - Chased again with Wiltshire Council highways and cc'd Cllr Sheppard 21 April 2026.
- d) (07/01/2026) Proposed closure of Ramsbury Fire Station – The consultation closes on 15 May 2026. <https://www.dwfire.org.uk/about-us/your-fire-and-rescue-service/proposed-station-closures/>

- e) (04/03/2026) Parking in The Square – It is hoped there will be an update at the LHFIC meeting on 7 May 2026.
- f) (01/04/2026) NDP Review – Update to be given at the June 2026 meeting.
- g) (01/04/2026) The pond – Discussion on any works to be undertaken at the June 2026 meeting.

22/26 Accounts

Proposer/Seconder: Cllr Aplin/Cllr Rust

The Council **RESOLVED** unanimously to approve the financial statement as presented by the Clerk. Payment approvals will be carried out by Cllr Lester & Cllr Trayes.

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

23/26 Clerks Report

- a) In early March 2026, Openreach dug across the village green to install cabling but gave no notice to the Parish Council of these works. Openreach were contacted about the lack of contact and reinstatement of the grass, and the fact that the cable is only 30 cm deep, despite them being asked to install it at the deeper depth of 60 cm to avoid any potential damage from marquee tent pegs. It was advised that no liability would be taken should the cable be damaged due to their error. There has been no acknowledgement or response from Openreach to emails from the Clerk or Cllr Lawler.

24/26 Public Session

- Comment in relation to the resurfacing of Oxford Street and utilities.
- Suggestion of a display sign by the bus stop to provide updates on services. Not everyone has a smart phone to be able to check for delays or cancellations.
- Comment about the 20-mph project.
- Concern raised about parking around the Post Office.

25/26 Local Policing

Cllr Edmonds and Cllr Lawler met with PCSO Camilleri, and it was helpful to hear about how the lack of resources affect how PCSO Camilleri can undertake her job. There are 45 villages covered by the Marlborough NPT, and PCSO Camilleri works 14 shifts a month. There are now far fewer uniformed and community support officers across Wiltshire. PCSO Camilleri has now arranged with the Community Junction to hold her events there during the day.

26/26 Asset Disposal

The Council **RESOLVED** unanimously to dispose of the two SID Sign SIDs and all associated items. The item will be removed from the asset list, effectively immediately.

27/26 Goddards Play Area

Proposed/Seconded: Cllr Trayes/Cllr Warren

The Council **RESOLVED** unanimously that regrettably the Orchard Mammoth will have to be removed due to it no longer being safe because of large-scale rot within several of the wooden supports. A budget of up to £1,725 (net) is approved for its removal and making good of the ground afterward. Various options for removal will also be investigated. The item will be updated on the assets list to show disposal once removed.

28/26 Events

The Council **RESOLVED** unanimously to allow the football field to be used by the Carnival Committee on 29 & 30 August 2026. They will be asked to liaise with ARFC on their arrangements.

29/26 Planning

Proposer/Seconder: Cllr Butler/Cllr Edmonds

The Council **RESOLVED** unanimously that Cllr Rust, Cllr Butler, Cllr Edmonds, Cllr Muirhead, Cllr Adams & Cllr Warren will meet to consider what might be required to be included in any new build proposals brought forward to the parish. The proposals agreed will be brought to a future meeting for consideration as a policy by the Council.

Cllr Sheppard offered to help with this project, and his offer was accepted.

30/26 Advertising

The Council **RESOLVED** unanimously that as the promotion was a commercial venture, the Council could not support the display of this advertisement banner.

31/26 Councillor Reports

- a) Comment about the ongoing issues of long-term parking in The Square, with several vehicles possibly being owned by the same person.
- b) Comment about overhanging branches on Lottage Road.
- c) Everyone is encouraged to continue to report potholes via MyWilts.
- d) The ATAC has now been stopped, and some parts have been removed. There is a very unpleasant smell emanating from it currently, and Thames Water have been asked to remove the remainder of the unit ASAP.
- e) An aquatic expert has looked at the pond and advised that overall it is in good health. They recommended regularly water top ups to ensure oxygenation, and to consider a small fountain to help with this, too.
- f) The Sustainability Liaison group met with Carbon Neutral Aldbourne to discuss their initiatives and how the Council might help with these. CNA are very keen to be involved in the Wiltshire Council EV project.
- g) Vehicles were recently seen on the Four Barrows bridleway which were not there in connection with the allowed works be undertaken by a neighbouring property. The driver stated they had a right of access to a property further up the bridleway. Wiltshire Council will be contacted about access rights from a bridleway.

32/26 Wiltshire Council

Cllr Sheppard had nothing further to report.

33/26 Public Session

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

34/26 Next Meeting

Confirmed as Wednesday 3 June 2026 @ 7.30 pm in the Memorial Hall

The meeting concluded at 8.54 pm

Signature of the Chairman: _____ Date: 3 June 2026



FINANCIAL STATEMENT

Bank Account Balances as at 29/04/2026

	£
Current account	6,405.87
Deposit account	<u>104,337.15</u>
Total	<u>110,743.02</u>

Receipts	£
Category	Amount
Goddards land rent	1.00
Storage rooms	100.00
Precept	29,213.50
Toilets & Community Room	100.96
	29,415.46

Payments	£	£
Category	Net Total	VAT
Audit (internal)	295.00	0.00
Bank services fee	4.25	0.00
Friendship Association	915.20	0.00
Grounds maintenance (village and football field)	2,284.00	456.80
Grounds maintenance (Palmer's Field)	316.00	63.20
Grounds maintenance (Southward Triangle)	153.33	30.67
Library	2,700.00	0.00
Mildenhall	1.00	0.0
Office costs	19.67	3.33
Playing fields/areas	35.98	7.19
Pond	10.91	0.00
Staff/contract costs (inc all deductions)	1,383.06	0.00
Subscriptions	793.45	137.19
Toilets/community room	3,768.30	6.22
Venue hire	81.75	0.00
	12,761.90	704.60

Mrs K Clay
Responsible Financial Officer
06.05.26



Finance Report from Meeting Held Monday 27 April 2026

1. Review of the reserves

There was surplus of £23,000 in the 2025/26 year, which was a combination of the previous year's general reserves and a £10,126 underspend across various budgets.

Underspent amounts to be vired to reserves:

- £800 (approved donations) – Defibrillators
- £200 - Flood management/prevention
- £571 (amenity upkeep) & £673 (toilets) – Maintenance & replacement
- £2,660 (football field), £1,435 (Palmer's Field), £1,867 (play areas), £5,000 (YC) – Recreational development
- £1,792 – Rectory Wood
- £5,125 (LHFIG for 20-mph) – Road safety/improvements

This leaves a general reserve of £25,136.25, which is circa 6-months of expenditure.

The Council tries to maintain a total reserve fund of one years' worth of precept (plus restricted reserves). Apart from the restricted reserves, any fund can be vired to another or new reserve if required (following approval by the Council). The Finance Group will ask all councillors to consider capital projects which could be implemented to use some of the circa £18,000 surplus reserves. These should be items which are not part of normal expenditure and be items which are an investment in the future infrastructure of the village and benefit a wide range of residents.

Recommendation to Full Council: To approve the changes to the reserves as listed and recommend consideration of future capital projects. (Agenda item 6/26)

2. Review of the internal audit

The internal report was reviewed, and the following items were noted for future action:

- Accounts package – To be reviewed as part of the 2027/2028 budget setting. It was felt there was no rush to change this year, as the spreadsheets being used currently do work. Also, with all councils having to have a dedicated accounts package, new ones may come on the market and make pricing more competitive.
- VAT claims to be processed at each full quarter.
- Continue to try and arrange playground inspection training (subject to costs and councillor availability).
- Work on drafting a separate playground risk assessment.

Recommendation to Full Council: To accept the internal report from Working the Greener Way and the recommendations within it to be actioned as listed above. (Agenda item 8/26)

3. External Audit 2025/26

I. Review of the 2025/26 finance

The end of year report was reviewed, and it was confirmed that the expenditure minus income final figures matched the bank balances at 31 March 2026, and those entered on the AGAR.

Recommendation to Full Council: To accept and adopt the 2025/26 Finance Statement. (Agenda item 7/26)

II. Consider responses to questions on AGAR Section 1 – Annual Governance Statement and recommendation to Full Council

Recommendation to Full Council: The response to all questions should be 'Yes' on Section 1 of the 2025/26 AGAR. (Agenda item 9/26)

III. Review of the AGAR Section 2 – Accounting Statements

IV. Review of bank reconciliation

Both documents were reviewed in conjunction with the 2025/26 Financial Statement, and the figures recorded by the RFO were confirmed as correct.

Recommendation to Full Council: To approve Section 2 of the 2025/26 AGAR. (Agenda item 10/26)

V. Review of explanation of variances

The explanation for the variance on receipts and expenditure as recorded by the RFO were reviewed.

Recommendation to Full Council: To accept the 2025/26 explanation of variance. (Part of agenda item 9/26)

VI. Confirm Exercise of Public Rights

The notice to be displayed from 1 June 2026 was confirmed to have the correct dates included.

Recommendation to Full Council: To accept that the Exercise of Public Rights notice for the 2025/26 audit is correctly dated.

4. Review of Community Infrastructure Levy receipts & payments

Following receipt of a year-end report from Wiltshire Council it was discovered there was some historical CIL from 2016 which APC never received. Wiltshire Council has agreed to pay this amount (£1,625.82) to the Council. Whilst it will show in the 26/27 accounts, Wiltshire Council asked that it be included in the 2025/26 CIL Report (because it is from 2016). The date for use of this CIL is until 2031.

Recommendation to Full Council: That the 2025/26 CIL report provided by the RFO is correct and should be approved by the Council. (Agenda item 11/26)

5. Discuss investment of reserves into a savings account

Various savings accounts were discussed. It was felt for ease of set up and because the funds may be required before any fixed term ended, that moving some funds into a higher interest account with Lloyds was the best solution at present. At least £10,000 must remain in the account to receive the higher rate, and 95-day notice is required for withdrawal of funds.

Recommendation to Full Council: To invest £20,000 into a 95-day notice account with Lloyds Bank. (Agenda item 12/26)

6. Insurance Renewal

At the time of this meeting, one quote from Community Action Suffolk Insurance had been received. Whilst the policy covers flood risk in the Toilets/Community Room building, no other asset would be covered for flooding (due to the higher flood risk in Aldbourne). The FG felt that the risk of flooding in other assets was very low/negligible and thus this lack of cover would not present a problem. The premiums are £1,495.99 1 year or £1,463.70 for 3-year LTA. The budget for 2026/27 is £2,200.

Recommendation to Full Council: To accept the 3-year LTA from CAS Insurance for £1,463.70, subject to a lower quote not being received from Zurich Insurance prior to the renewal date of 1 June 2026. (Agenda item 13/26)

7. Update on changes to financial practice from 2027 and beyond

Following consultation the Small Authorities Proper Practices Panel (SAPPP) will be making changes to the Practitioners Guide for 2027 (and beyond). The changes will:

- Give stronger clarity on accounting methods (payments & receipts v income & expenditure).
- Enhanced transparency and accountability through improved governance.
- Stronger more consistent internal audit standards.
- Proportionate and accessible training.

Other changes are:

- A new fully digital AGAR will be rolled out from 2027.
- During the 2027/2028 year there will be a requirement for councils to use an accounting package for accounts. (See item 2)
- Plans beyond 2028 for there to be a requirement for council owned devices to be used for council business by all members.

Mrs K Clay
Responsible Financial Officer
27 April 2027