



FULL COUNCIL MEETING

Methodist Hall, Lottage Road, Aldbourn

9 September 2026 – 7.30 pm

To the Members of Aldbourn Parish Council:

You are hereby summoned to attend a meeting of Aldbourn 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
81/26. Apologies	To note apologies for absence.	
82/26. Interests	To receive pecuniary or non-pecuniary declarations of interest for agenda items and consider any dispensations requested.	
83/26. Minutes	To consider the Minutes of the last Full Council meeting.	
84/26. Planning Committee	To adopt the Minutes of the 1 & 29 July Planning Committee meetings.	
85/26. Outstanding Items	To report on the progress of outstanding items which do not require further decision.	✓
86/26. Accounts	To consider contractual & delegated payments and payments to be made and to approve two councillors to authorise payments.	✓
87/26. Clerks report	To receive verbal report from the Clerk.	
88/26. External Audit	To receive the External Auditor's Report and Certificate for 2025-26.	✓
89/26. Policies	a) To consider update to the Complaints and Investment Policies.	✓
	b) To consider adoption of a Subject Access Request Policy.	✓
90/26. Public Session	To receive questions and requests from members of the public (see Note ¹).	
91/26. Events	a) To consider request to hold a Community Market on the village green on 29 September 2026.	✓
	b) To consider request from Aldbourn & Ramsbury Art Group to have a fund-raising stall next to the pond area on 12 & 19 September 2026.	✓
92/26. Donation	To consider request for donation from Wiltshire Scouts Jamboree Unit for Jamboree participant from Aldbourn.	✓

93/26. Orchard Mammoth	To receive update on the replacement beams for the Orchard Mammoth unit in the Goddards Play Area.	Cllr Paterson	
94/26. 20-mph Project	a) To review the installation of the 20-mph scheme, including whether all required signage and street furniture are in place and whether any changes or additions are required. b) To consider how the effectiveness of the 20-mph scheme will be monitored, including the collection of relevant speed and road safety data, so that its impact can be assessed and the findings used to inform future road safety discussions in other areas.		
95/26. Highway Encroachment	To consider action in relation to plants/trees overhanging footpaths and roads from private property.		✓
96/26. ACFA	To consider extension to the Aldbourne-Creully Friendship Association remaining a steering group of the Parish Council.		✓
97/26. Local Plan	To consider a response to the Wiltshire Council Local Plan Scoping Consultation.		✓
98/26. Toilet Cleaning	To consider contractor for the cleaning of the public toilets in The Square.		
99/26. Councillor Reports	To note reports from councillors in relation to Parish Council business or village.		
100/26. Wiltshire Council	To receive verbal report from Aldbourne & Ramsbury ward councillor.		
101/26. Public Session	To receive questions and requests from members of the public (see Note ¹).		
102/26. Co-option	To consider co-option of one councillor.		
103/26. Next Meeting	To note date of the next meeting.		✓

Signed: *K. Clay*

Proper Officer & Responsible Financial Officer of the Council
3 September 2026

Note¹ – Aldbourne Parish Council meetings are held in public, but they are not public meetings. Members of the public are very welcome to attend and a total of up to 10 (ten) minutes will be allowed at this meeting for questions to the Chairman. Outside the two public sessions allocated members of the public may only make further comment upon the invitation of the Chairman. 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 85/26 Outstanding Items

Items and any updates are for information only. Existing delegation allows for items 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.

Date logged	Issue
06/03/2020	Red crossing strip renewal by the Marlborough Road junction.
02/11/2022	Poor road surface on Castle Street.
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.

Date logged	Issue	Update/further information
10/01/2024	Resurfacing of Oxford Street.	The planned gully repairs due to take place between 7-18 September have been delayed due to another job overrunning. They are being rearranged for early October, prior to the resurfacing during the October half term.
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. This will not commence until the building works nearby are completed.
10/09/2025	New benches - Goddards play area	Investigations ongoing into type and costs.
01/10/2025	Overhanging foliage on Southward Lane.	Wiltshire Council sent a letter to the resident towards the end of July 2026 requesting that the foliage be cut back. As yet, there has been no action.
01/10/2025	Bench in Rectory Wood.	Cllr Oswald is discussing possibly moving this bench to the Goddards play area.
04/03/2026	Parking in The Square.	A survey to find out what could be achieved was agreed at the May LHFIF meeting. There is no timeline for when this will be undertaken, but hopefully before the September LHFIF meeting (which is after the PC meeting).
06/05/2026	Bus stop electronic sign	The bus team at Wiltshire Council have confirmed that this has been added to the list of bus stop enhancements and will be reviewed and considered in accordance with the Bus Service Improvement Plan. There is no timeline for how long the process will take.
03/06/2026	CCTV	A briefing has been sent to the Council on the use of CCTV to allow for further consideration at the October meeting.

Aldbourn Parish Council – Supporting papers

03/06/2026	Neighbourhood Development Plan	A meeting with Place Studio is being arranged. (Mutually convenient dates have not been found so far due to everyone's other commitments).
03/06/2026	Community-Led Housing	Investigations into setting up a community land trust and forming a committee are ongoing. A response from the Wiltshire Community-Led Housing is awaited.
03/06/2026	Vehicles use of PRow	Proof of the right to drive vehicles on a PRow have been provided. The residents were thanked for their assistance with the enquiry.
01/07/2026	Market Cross damage	The stonemason has confirmed that the scratches will wear away with the weather. An article was written about the history of the cross and recent damage by Cllr Rust and published in the most recent Dabchick.
01/07/2026	Verge & hedge cutting	The verge along the B4192 and the sports field hedge have both been cut.
01/07/2026	Future Capital Projects	Research into the suggested uses of surplus funds continues and will be brought back to the Council for consideration once further information is available.
01/07/2026	Pre-Planning meetings	Meetings were held with the developers for Windley Ridge and Little Acre Farm. Both were well received, and the full applications for both sites are now awaited.
01/07/2026	Farm waste being dropped on roads	A letter was sent to local farmers asking them to ensure that loads were secure and did not drop debris on the roads as they passed through the village. No responses have been received.
01/07/2026	Local policing	A meeting was held with Inspector Lemon following the last meeting. It was a positive meeting, and he took on board the issues raised. An update on the recent vandalism in the toilets is awaited from Sgt Laycock. It was agreed that the PC would do what it could to help support Inspector Lemon in his efforts to increase resources for Aldbourn. Sadly, resources are further stretched currently as the PCSO for Aldbourn is not available and PCSO Johnson (Marlborough & Pewsey) is now covering both areas. A follow up with Inspector Lemon will be undertaken and updates sent once available.
01/07/2026	Unclear road closures/diversions	Details of the One Network roadworks and mapping website have been advertised.
01/07/2026	Lottage Road verge cut	The small section which has been missed in the last few years was raised with Mr Cook again. If it is not cut again during the main verge cut by Wiltshire Council, the parish steward will be asked to clear it.
01/07/2026	Overhanging plants on the Lottage Rd raised path.	The parish steward has been asked to carry this out during his September visit.
01/07/2026	Ragwort and Plum Tree	Both issues raised with Carbon Neutral for them to action.
01/07/2026	Picnic Bench	A letter was sent to The Crown asking that their bench is not moved to the pond. No response has been received.

Item 86/26 Accounts

FINANCIAL STATEMENT

Bank Account Balances as at 03/09/2026

	£
Current account	2,381.96
Deposit account	70,745.31
95-Day Notice	<u>20,156.21</u>
Total	<u>93,283.48</u>

Receipts

	£
Category	Amount
CIL	2,276.05
VAT 126	1,377.94
Palmer's Field rent	1.00
	3,654.99

Payments

	£	£
Category	Net Total	VAT
Bank services fee	4.67	0.00
External audit	315.00	63.00
Grounds maintenance	160.00	32.00
Office costs	30.58	3.33
Pond	71.79	0.00
Staff/contract costs (inc all deductions)	748.80	0.00
Toilets/community room	452.84	9.51
Training	30.00	6.00
Venue hire	56.26	0.00
	1,869.94	113.84

Mrs K Clay
Responsible Financial Officer
03.09.2026

88/26 External Audit

The conclusion notice and Section 3 is shown below. It has been displayed on the noticeboard & website.

The recommendation is that the comments are noted and the report received.

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Aldbourn Parish Council - WI0001**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with **Proper Practices** which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

16/07/2026

Annual Governance and Accountability Return 2025/26 Form 3

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Local Councils, Internal Drainage Boards and other Smaller Authorities*

89/26 Policies - [Link to draft documents](#)

a) Updates

The Complaints Policy has been updated to include “Mishandling of Personal Data” under the “What is a Complaint” section, in line with changes to UK GDPR under the Data (Use and Access) Act 2025. A section on processing the complaint via a written process has also been added. All other information remains the same.

The Investment Policy has been updated to reflect the changes in the FSCS upper limit (2.7) from £85,000 to £120,000.

b) New

A Subject Access Request (SAR) Policy has been developed, following changes to UK GDPR under the Data (Use and Access) Act 2025.

91/26 Community Market

a) The risk assessment and TENS have been received from the organisers. The event will be run the same as previous community markets and is raising funds for the Aldbourn Youth Council.

The recommendation is that the event is approved and traders are allowed to park on their pitch if required, subject to the ground conditions being suitable.

Aldbourn Parish Council - Events on Council Land Policy

Application to hold an event on land owned or under the responsibility of the Aldbourn Parish Council

Organisation Details

Organisation/Group Name	Aldbourn Youth Council
Contact Name	Louise Whatley

Dates & Times

Date	27/09/2026
Start time	11.30am
Duration	3.5 hours
Set up start time	9am
Breakdown end time	5pm

Details

Location	The Green Aldbourn
Description of Event	Community Market
Type of Event (see item 3)	Community Market
Please give the details of the event. e.g. Whether there will stalls, marquees, food vans, sound systems, lighting, stages, toilet facilities, etc. NB: The Council may request a site plan for the event.	There will be stalls of different types, including BBQ, plants, Cider, Antique chair repairing, cake, teas & coffees, local art work, Honey. Some traders would like to park on the grass next to allow for awnings to be used in the event of sun/rain. Pitches to be marked out with non-permeant chalk spray.

Submission

I confirm that the organisation/group applying for this event have read and understood the policy for use of land under the ownership or responsibility of Aldbourn Parish Council and agree to abide by the requirements for event approval and provide any paperwork, plans or other information that is requested by Aldbourn Parish Council.

Form completed by (name)	Louise Whatley
Date	30/08/26

b) The two sales will be small-scale for the sale of Christmas cards to raise funds for the group. The Council has approved such events in this location in the past.

The recommendation is that the event is approved.

Aldbourn Parish Council - Events on Council Land Policy	
Application to hold an event on land owned or under the responsibility of the Aldbourn Parish Council	
Organisation Details	
Organisation/Group Name	Ramsbury Aldbourn Ant Group
Contact Name	May Cohen
Contact Email	[REDACTED]
Contact Telephone No	[REDACTED]
Dates & Times	
Date	12 September & 19 September
Start time	10:00
Duration	about 3 hrs.
Set up start time	10:00
Breakdown end time	1:00
Set up date & time (if different from event date)	
Breakdown date & time (if different from event date)	
Details	
Location	POND.
Description of Event	
Type of Event (see item 3)	community fund raise.
Please give the details of the event. e.g. Whether there will stalls, marquees, food vans, sound systems, lighting, stages, toilet facilities, etc.	Ramsbury Aldbourn Ant Group.
NB: The Council may request a site plan for the event.	
Submission	
I confirm that the organisation/group applying for this event have read and understood the policy for use of land under the ownership or responsibility of Aldbourn Parish Council and agree to abide by the requirements for event approval and provide any paperwork, plans or other information that is requested by Aldbourn Parish Council.	
Form completed by (name)	[REDACTED]
Date	2 September '26.

92/26 Donation

The donation request is for £200 and has been sent by the District Lead Volunteer and the Aldbourn Scout Group's Group Lead Volunteer on behalf of a Savernake Explorer Scout, who is an Aldbourn resident and was a Scout in the Aldbourn group when they were selected as one of the 36 participants for the 2027 World Scout Jamboree in Poland. The participant has around £500 left of the £3,450 they are required to raise.

Donation budget - £100.

95/26 Highway Encroachment

As often happens at this time of year, complaints about plants & trees overhanging footpaths and roads have been received. It is the duty of the property owner, under Section 154(1) Highways Act 1980, to ensure that plants, etc do not overhang highway and footpaths.

Wiltshire Council's preference is that the parish and town councils make contact in the first instance. The Council does have a standard template letter which can be sent out (adapted from one provided by Wiltshire Council), or the Council may wish for one of two councillors to speak to the residents in the first instance.

96/26 ACFA

The Aldbourn Creully Friendship Association are still not currently in a position to be a stand-alone group. They would benefit from the Parish Councils support for up to another 12 months, whilst they continue to raise funds from selling the keepsake items purchased and recruit new members.

The group has assisted with a successful visit of children from École Cecil Newton with St Michaels School in April, and some of the members visited Creully (in a personal capacity) in June. They are currently assisting with a possible fund-raising visit to Creully by residents in 2027.

97/26 Local Plan

If it is required, delegation can be assigned to the Clerk to make a response in consultation either the whole council or specified councillors.

103/26 Next Meeting

Next Full Council meeting – Wednesday 7 October at 7.30 pm in the Memorial Hall.