



FULL COUNCIL MEETING

Memorial Hall, Oxford Street, Aldbourne

7 October 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
104/26. Apologies	To note apologies for absence.	
105/26. Interests	To receive pecuniary or non-pecuniary declarations of interest for agenda items and consider any dispensations requested.	
106/26. Minutes	To consider the Minutes of the September Full Council meeting.	
107/26. Planning Committee	To adopt the Minutes of the September Planning Committee meeting.	
108/26. Outstanding Items	To report on the progress of outstanding items which do not require further decisions.	✓
109/26. Accounts	To consider contractual & delegated payments and payments to be made and to approve two councillors to authorise payments.	✓
110/26. Banking	To consider the addition of at least three further councillors as signatories on the Lloyds Bank mandate.	✓
111/26. Clerks report	To receive verbal report from the Clerk.	
112/26. Public Session	To receive questions and requests from members of the public (see Note ¹).	
113/26. Local Plan	To receive update on the response sent to the Wiltshire Council Local Plan Scoping Consultation.	✓
114/26. Trees	To receive update on the trees inspection at Rectory Wood and Palmer's Field.	Cllr Rayner
115/26. CCTV	To consider the purchase and deployment of CCTV at locations to be agreed.	Cllr Edmonds ✓

116/26. SID	To consider the purchase of one additional Elan City Vision Speed Indicator Device (SID) for permanent deployment on an existing pole on Marlborough Road.	Cllr Warren	✓
117/26. Highways	To consider submitting a request to LHFIG for the installation of double yellow lines at the following two locations. 1) B4192 outside the property known as Toad Hall. 2) Marlborough Road opposite the Post Office to replace the current 'Keep Clear' signage.	Cllr Warren	✓
118/26. Bus Shelter	To consider any expenditure required for repairs to the bus shelter.	Cllr Lawler	
119/26. Events	a) To consider use of the village green by Aldbourne Band for four summer series concerts in 2027. b) To discuss the use of the village green by Aldbourne Band to hold a Band Contest in June 2027 and agree a liaison from the Council to work with the Band to establish whether the event would be feasible.		✓ ✓
120/26. Councillor Reports	To note reports from councillors in relation to Parish Council business or village.		
121/26. Wiltshire Council	To receive verbal report from Aldbourne & Ramsbury ward councillor.		
122/26. Public Session	To receive questions and requests from members of the public (see Note ¹).		
123/26. Next Meeting	To note date of the next meeting.		✓

Signed: *K. Clay*

Proper Officer & Responsible Financial Officer of the Council
1 October 2026

Note¹

Aldbourne Parish Council meetings are held in public, but they are not public meetings. However, members of the public are always very welcome to attend any meeting.

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 108/26 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
05/07/2023	20 mph project on roads to the South of the B4192	The works were due to be completed on 22 September. Mr Hind will be carrying out a post install inspection to ensure all required works have been undertaken. Discussions are ongoing in relation to post monitoring of the scheme.
10/01/2024	Resurfacing of Oxford Street.	The works to repair the damaged gully are currently being undertaken. Resurfacing of the road will be undertaken 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.
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.
01/10/2025	Bench in Rectory Wood.	The bench is being moved to the Goddards play area.
04/03/2026	Parking in The Square.	No obvious solution was identified and discussions centred around a topography survey. However, LHFIF felt this was an expensive solution when there were other cheaper/free options available. Awaiting contact from S. Hind to discuss this further.
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.

Aldbourn Parish Council – Supporting papers

03/06/2026	Neighbourhood Development Plan Update	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.
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 all information is available.
01/07/2026	Overhanging plants on the Lottage Rd raised path.	The parish steward has been asked to undertake clearance of this area during his October visit to the village.
01/07/206	Local policing	The Council continues to work on engagement with the NPT. A review of the issues raised will be undertaken at the November meeting.
09/09/2026	Overhanging vegetation	Some areas were cut back prior to the Council making contact. Letters have been sent to some properties. Several residents felt the areas in questions were not overhanging or the area in question was highways.
09/09/2026	Parking in The Square (B4192 between South St/West St)	A photograph of the issue was sent by Ramsbury Fire Station, and this was used on social media to demonstrate the issue and ask people to park with more consideration.
09/09/2026	Pointless barrier near Claridge Close	To be raised with Aster Properties/Wiltshire Council.
09/09/2026	Damaged railings at the end of South Street.	To be reported to Wiltshire Council.

Item 109/26 Accounts

FINANCIAL STATEMENT

Bank Account Balances as at 01/10/2026

	£
Current account	9,709.47
Deposit account	88,774.38
95-Day Notice	20,204.16
Total	<u>118,688.01</u>

Receipts	£
Category	Amount
Aldbourn-Creully FA	210.00
Precept	29,213.50
Toilets/community room	154.28
Wayleave	2.00
	29,579.78

Payments	£	£
Category	Net Total	VAT
Amenity upkeep	30.00	0.00
Bank services fee	4.25	0.00
Donation	100.00	0.00
Library	2,700.00	0.00
Office costs	78.00	0.00
Pond	14.55	0.00
Staff/contract costs (inc all deductions)	696.00	0.00
Toilets/community room	363.13	7.63
Venue hire	50.63	0.00
	4,036.56	7.63

Mrs K Clay
Responsible Financial Officer
01.10.2026

110/26 Banking Mandate

Recommendation: At least a further 3 councillors are added as signatories to the bank mandate.

113/26 Local Plan Scoping Consultation

A copy of the Councils representation sent can be [viewed here](#).

114/26 CCTV

The Council can legally install and run a CCTV system. There is no requirement for any type of licence if the footage is not being live viewed. The Council is already registered with the ICO as a data controller. Ideally, any cameras should be installed on property owned by the Council. Though, a wayleave agreement could be sought from the owners to install it on property not owned by the Council. They may wish to receive rent of some form to do this.

The type of CCTV cameras available are wide ranging, from fully installed systems which require mains and a device to hold the recordings, to those which are stand alone and are powered by battery/and or solar and record to a SIM card held within the unit.

There is usually an app which can be used to set the area to be monitored and view the recordings. The simpler cameras can be purchased easily online. The better the camera definition, the better the picture you will get and the more likely it will be of use for any action.

As there is no Wi-Fi network a mobile network SIM would be required, which will add an extra monthly cost. Trail cameras are standalone units and require no mobile network, but this does mean they have to be removed to download the data.

Before any agreement is made to install a CCTV, the Council must complete a Data Protection Impact Assessment (DPIA). This will establish whether any camera is necessary, targeted, and proportionate for the legitimate purpose of preventing crime or protecting public assets.

In order to run a CCTV camera, the Council will need a policy on its use. This should include information such as:

- A named individual who is responsible for the operation of the system (this is usually the Clerk)
- A named individual (or no more than 2 people – 1 being the Clerk), who is responsible for processing requests to view/process any footage.
- Who any footage would be released to (upon request). This is usually only organisations such as the police or insurance companies, rather than a member of the public or a councillor.
- Data deletion timeline.
- Compliance with current GDPR and Data Protection laws to ensure that the data captured is only used for the stated purposes.

Other issues to consider

- Privacy and field of view.
- Signage.
- A strong network connection (such as 4G) if using Wi-Fi enabled devices.
- Night vision capability.

Information Commissioner's Office information on CCTV use

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/cctv-and-video-surveillance/guidance-on-video-surveillance-including-cctv/>

Feedback from other Councils

It can take an hour or two to review footage when requested by the police or insurance and this does obviously impact on the Clerks workload. Some have a service level agreement with the police which means they review the footage, though this tended to be in councils where they had an office. Obviously, the amount of time will be dependent upon how often footage has to be reviewed.

The cameras have been located to monitor a variety of areas, including public toilets, recreation/sports fields and village halls.

On the whole the responses received were positive and all advised that there had been a reduction in ASB where cameras had been sited.

Decisions Required

- Does the Council wish to purchase and use CCTV cameras?
- How many?
- Budget and which reserve will be used?
- Where will they will be sited?

If the Council agrees to purchase/use CCTV, this will be subject to a DPIA being undertaken, and a policy for use being approved before use

16/26 Purchase of a further SID unit

Background information from Cllr Warren

Following the introduction of the 20 mph speed limit area on Marlborough Rd, deployment of a SID mounted on the existing pole near the junction of Valley View will reinforce the new speed limit and enable monitoring of inbound and outbound speeds of vehicles entering the 20 mph limit area.

This SID will be solar powered, similar to the other four SIDs in operation in Aldbourn and will require no attention other than monthly downloads of statistics and occasional battery health checks, both accomplished by Bluetooth.

In addition, this SID would be set up with messages warning of potholes, similar to the messaging on the Oxford St SID.

A Quote has been obtained from the manufacturer of the Elan Vision SID for £2,339.99 ex VAT. This is the same price as for the last two units purchased by APC and includes the same 100% discount on the solar kit and batteries plus an additional commercial discount.

Funding Information – From the Clerk

There is £5,801.93 of CIL (Community Infrastructure Levy) which could be used towards the purchase of another SID unit. This would mean that other general reserves could still be maintained for other capital projects currently being researched following discussions at the July 2026 meeting.

Since 2023, £9,361.57 (net) of the £18,193.93 CIL received since 2019, has been used to purchase four SIDs.

117/26 Highways (Double Yellow Lines)

Background information from Cllr Warren

Location 1

For the entire length of the kerb line outside Toad Hall on the B4192.

When vehicles are parked on the north side of the B4192 behind Pond House, which is almost always any vehicle parked on the opposite side of the road, i.e. in front of Toad Hall, severely restricts the roadway width. This causes a constriction by reducing it in effect to mostly allowing only one vehicle at a time to pass through from either direction. This has been the cause of many recent back-ups on West St and South St, especially when traffic has been diverted through Aldbourne during M4 closures. Toad Hall has its own area of off-street parking, and so its occupants would not be unduly inconvenienced by the installation of double yellow lines.



Location 2

Opposite the Post Office, from the junction of Marlborough Rd and the B4192 past Marlborough House. This would replace the current single white line and “Keep Clear” message painted parallel to the kerb.

At the kerb line opposite the Post Office, from the junction of Marlborough Rd and the B4192 past Marlborough House, where there is already a single white line and a “Keep Clear” notice painted on the carriageway. Unfortunately, this has proved to be mostly ineffective and inadequate in preventing parking on that section, causing large vehicles great difficulty in making the turn into and out of Castle St. This often results in back-ups on to the B4192, causing confusion and frustration with drivers encountering the stationary traffic.



Information from the Clerk

The Council will be required to pay 25% of any install costs. Until a request is submitted it is not known how much this is likely to be.

When issues of poor/dangerous parking have been raised in the past, Wiltshire Council has always stated that as there are no lines to enforce, nothing can be done. Though, having double yellow lines in place does not guarantee being able to get a traffic enforcement officer to visit the village to take action if vehicles are parking on them.

Social media posts have recently been published on the double parking on the B4192, with a very useful visual representation of the issue provided by Ramsbury Fire Station.

If the Council are going to consider these two areas, should others also be considered? Additional works could potentially make any expenditure more cost effective.

Issues raised via LHFIG do take a considerable amount of time to be actioned, so this is unlikely to be a quick process. The white T-bar line painted on the B4192 opposite where the double yellow lines are proposed took 4 years to be actioned.

118/26 Events

a) Aldbourne Band summer series

Aldbourne Band has requested to use the village green for their regular summer concert series on the following dates/times in 2027:

Sunday, 6 June 7.00 pm – 8.30 pm

Sunday, 4 July 7.00 pm – 8.30 pm

Sunday, 1 August 4.00 pm to 6.00 pm

Sunday, 5 September (Carnival Concert) 6.15 pm – 8.30 pm

Set up will commence 30 minutes prior to each event and breakdown of the events will take place immediately after each one (approximately 30-45 mins).

There will be a sound system for the Band Conductor to speak and introduce the music, but otherwise the events are non-amplified.

The band would also like to hold their usual tea/cake and raffle at the August event, which will involve having a couple of tents/marquees. There may be a requirement to drive vehicles onto the grassed area for some of the concerts.

Proposed Resolution:

To approve the use of the village green by Aldbourne Band for their 2027 summer series band concerts to be held on the village green on the dates/times specified with use of tents/marquees approved for the 1 August event. Vehicles may be driven onto the grassed area to deliver equipment as required, subject to the ground conditions being suitable at that time.

b) Possible future Brass Band Contest

Aldbourne Band are researching holding a Brass Band Contest on 6 June 2027, with the concert from 7.00 pm being the finale of that event. Before making a final decision on whether to hold this event, they would like to liaise with the Parish Council to discuss whether it would be feasible and how it might work (taking into account the Council's event policy and any rules that Wiltshire Council may require).

Ideally a councillor from the village green responsibility group (Cllrs Rust, Butler & Warren) would be available as the liaison, but if they are unable to do this, it would be perfectly acceptable for any councillor to take on this role. The Parish Clerk would also be on hand to answer any questions and help as required.

The Band will make a formal request to use the village green if they decide to proceed with the event. However, it would be helpful at this point for the Council to consider whether it agrees 'in principle' to such an event taking place. This would save the possibility of a lot of hard work being undertaken, only to then find out that there was no support for such an event.

122/26 Next Meeting

Next Full Council meeting – Wednesday 4 November at 7.30 pm in the Memorial Hall.