



FULL COUNCIL MEETING
Memorial Hall, Oxford Street,
Aldbourne
10 September 2025 – 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 |
|---------------------------|---|-------------|
| 74/25. Apologies | To note apologies for absence. | |
| 75/25. Interests | To receive pecuniary or non-pecuniary declarations of interest for agenda items and consider any dispensations requested. | |
| 76/25. Minutes | To consider the Minutes of the last Full Council meeting. | |
| 77/25. Planning Committee | To adopt the Minutes of the last Planning Committee meeting. | |
| 78/25. Outstanding Items | To report on the progress of outstanding items which do not require further decision. | ✓ |
| 79/25. Accounts | <ul style="list-style-type: none">To consider contractual & delegated payments and payments to be made.Update on authorised signatories and consider approval of further signatories. | ✓ |
| 80/25. Clerks report | To receive verbal report from the Clerk. | |
| 81/25. Documents Review | To review the following documents and consider any changes recommended. <ul style="list-style-type: none">• Code of Conduct• Data Protection Policy• Document Retention Policy• Memorial Policy• Pre-panning Application Meetings• Guidance Following the Death of a Senior or National Figure• Large Projects Procedures | ✓ |
| 82/25. Public Session | To receive questions and requests from members of the public (see Note ¹) | |
| 83/25. Community Room | To consider request for installation of a storage pod in the attic above the Community Room (Heritage Centre). | Cllr Rust ✓ |

| | | | | |
|--------|-----------------------------------|--|-----------------------------|---|
| 84/25. | Trees | To receive update on the latest tree inspection report. | Cllr Rayner | |
| 85/25. | SIDs | To consider the purchase of 2 x Elan City Speed Indicator Devices to replace the two existing obsolete and malfunctioning units currently deployed on West St and South St. | Cllr Warren | ✓ |
| 86/25. | Football Field | <ul style="list-style-type: none"> To consider use of the football field by Ramsbury Football Club U15&U16 teams during the 2026/2026. To consider storage/changing container on the football field. | Cllr Paterson & Cllr Trayes | ✓ |
| 87/25. | Playing/Sports Inspections | To receive verbal report on play area and football field inspections. | Cllr Paterson | |
| 88/25. | Councillor Reports | To note issues raised in relation to Parish Council business or village issues. | | |
| 89/25. | Wiltshire Council | To receive verbal report from Aldbourne & Ramsbury ward councillor. | | |
| 90/25. | Public Session | To receive questions and requests from members of the public (see Note ¹). | | |
| 91/25. | Next Meeting | To confirm date of the next meeting. | | ✓ |

Signed: *K. Clay*

Proper Officer & Responsible Financial Officer of the Council
4 September 2025

Note¹ – Members of the public are very welcome to attend and up to a total of 10 (ten) minutes will be allowed at this meeting for questions to the Chairman. It should be noted however, that this is a meeting in public, not a public meeting and thus public participation is limited to within the two agenda items allocated. If detailed background information is required, prior notice to the Clerk is advised. No decisions can be made on questions or issues raised during the public items. If the Council so wishes, these can be added to a future agenda for consideration.

Item 78/25 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. |
| 10/09/2020 | Missing right of way sign on ALDB23 by White Pond Cottage. |
| 02/11/2022 | Poor road surface on Castle Street. |
| 01/02/2023 | Missing right of way sign on ALDB19 Sheep Walk. |
| 10/01/2024 | Resurfacing of Oxford Street. [On the forward plan list for 2026/2027] |
| 03/04/2024 | Damage to byway ALDB19 (Sheepwalk). [05/04/24 - 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 | Installation of 20-mph limit on various roads south of the B4192. | Wiltshire Council Highways StreetScene and Flooding Cabinet Member reviewed the objections received following the public consultation and their decision was that the scheme should be implemented as advertised. Cllr Warren attended the LHFIG meeting on 31 July and (in line with Council concerns previously raised) asked that the number of repeater signs be minimised and to use road markings only if/where possible. The works package and implementation are now to be progressed by LHFIG, with a further update expected at the 9 October meeting. |
| 05/02/2025 | Jetting of culverts on Lottage Road | The highways engineer has confirmed that these are programmed in for action but has no date for when the work will be carried out. This action has been chased again. |
| 04/06/2025 | Rural Housing | Cllr Edmonds and Cllr Butler continue with investigations into this issue. |
| 04/06/2025 | Clearance of the winterbourne | Enquires are being made with the EA and Thames Water about the possibility of them helping to undertake this work. |

Aldbourn Parish Council – Supporting papers

| | | |
|------------|--|--|
| 04/06/2025 | Pump plate out of alignment | Cllr Adams organised the re-alignment of the base plate and it is now back in the correct orientation. |
| 09/07/2025 | B4192 and football field hedge cut | Both carried out shortly after the July meeting. |
| 09/07/2025 | Clearance of the allotments | The contractor has been advised, and the work will be carried out in next few months. |
| 09/07/2025 | Abandoned vehicles | Wiltshire Council and the police could not provide any assistance with the badly parked vehicle in The Square. The vehicle did move about 2 weeks after the July meeting. The vehicle on Farm Lane was reported to enforcement at Wiltshire Council and the DVLA as it had no tax or MOT. Before any action could be taken it disappeared! |
| 09/07/2025 | Overhanging trees on Goddards footpath | A letter was sent to the owners of the trees, and they have responded to advise that they will take action but to please bear with them whilst they arrange for these works. |
| 09/07/2025 | Invasive trees Oxford St/Lottage Rd triangle. | L. Bound asked to take a look and advise if any action was required by the Council. |
| 09/07/2025 | Further clearing of the grips on the Four Barrows bridleway. | Reported to Wiltshire Council and nearby resident also being asked for additional help. |

Item 79/25 Accounts

FINANCIAL STATEMENT

Bank Account Balances as at 04/09/2025

| | £ |
|-----------------|-------------------------|
| Current account | 4,080.90 |
| Deposit account | <u>79,508.37</u> |
| Total | <u>83,589.27</u> |

| Receipts | £ |
|-------------------------------|------------------------|
| Category | Amount |
| VAT Refund | 3,641.78 |
| Feast Tolls | 120.00 |
| Community Infrastructure Levy | 3,895.54 |
| | <u>7,657.32</u> |

| | £ | £ |
|---|------------------------|----------------------|
| Payments | | |
| Category | Net Total | VAT |
| Audit fee (external) | 315.00 | 63.00 |
| Bank services fee | 8.50 | 0.00 |
| Mowing/Football field maint | 130.00 | 50.00 |
| Office costs | 25.36 | 2.90 |
| Pond | 60.19 | 6.67 |
| Staff/contract costs (inc payments to HMRC) | 1849.17 | 0.00 |
| Toilets/community room | 407.62 | 40.89 |
| Tree inspection | 208.33 | 41.67 |
| Venue hire | 26.25 | 0.00 |
| | <u>3,030.42</u> | <u>205.13</u> |

Mrs K Clay – Responsible Financial Officer
04.09.25

Item 81/25 Document Review

All the existing documents are [available to view on the website](#).

Code of Conduct – No changes

Click on the document name to view the proposed draft policy.

[Data Protection Policy](#) – Full update

[Document Retention Policy](#) – Full update

[Memorial policy](#) – Minor updates to wording

[Pre-planning Application Meetings](#) – Minor updates to wording

[Guidance following the death of a Senior or National Figure](#) – Updated.

The Large Project Procedures were adopted in 2012 to guide the Council in the event of a large development (such as sports facilities). Should any large project be proposed in the future, a Terms of Reference would be written for any working group or committee set up to consider it. The current Financial Regulations and Standing Orders also cover expenditure on large projects and how these should be managed. The recommendation, therefore, is that this policy is revoked.

Proposed Motion

To approve the changes Code of Conduct with no changes and the proposed updates to the Data Protection Policy, Document Retention Policy, Memorial Policy, Pre-planning Application Meetings Guidance and Guidance following the death of a Senior or National Figure, and to revoke the use of the Large Project Procedures.

Item 83/25 Community Room

The Heritage Group have asked if they may install a freestanding storage pod in the attic of the Community Room (Heritage Centre). The reason behind this request is that they have run out of storage room within the HC and this should fulfil additional storage needs for the next 5-10 years. The details of the pod are below:

Insulated storage pod, built from studwork and Celotex foam insulation boards, with a floor on studwork with insulation between studs, and with a ceiling formed in the same way as the walls. Dimensions would be approx. 2.1mx2.1m, and about 1.9m tall - this will just fit into half of the attic space without the need to attach it to anything. Stud framework of walls would have verticals at 50cm separation, floor and ceiling similar.

It is all designed to provide a space that is well sealed from moisture and minimises the temperature variation - since that almost more than moisture is bad for conservation.

Item 85/25 – SIDs

Report and background information provided by Cllr Warren

Aldbourne PC currently owns three SIDs. One is a reliable, full-function Elan City model currently deployed on Oxford St, while the other two were purchased in 2018 from a now defunct UK manufacturer. Of the latter, the South St unit is producing reliable, basic but somewhat workable data although 827 days out of synch, and the visual display appears to be functioning correctly. The West St unit produces no reliable data, while the display is erratic and at times incomprehensible. Both older units have been repaired numerous times by local volunteers as the manufacturer is now out of business and there is no factory support. Both these units are currently not responding to repeated attempts to modify the settings.

Initial analysis of data from the Elan City model shows that it's deployment on Oxford St has had the effect of significantly reducing speeds in that location. Replacing the two obsolete SIDs at each entry into the village of the B4192 with Elan City models would; 1) potentially reduce traffic speeds further; 2) produce comprehensive traffic speed and volume data, both inbound and outbound, for use in analysing the need for further traffic calming measures; c) allow customisation of limits, display content and messages; and d) allow setting of alternate modes at school times, special events, etc.

A cost analysis has been made between the three manufacturers of SIDs that Wilts Police will accept data from. (See attached) Of these, the Elan City model has far more features, functionality, and customizing options than the Pandora and MessageMaker models, while being considerably less expensive at current pricing levels. It would clearly be of benefit for the PC to purchase additional Elan City solar models as they would utilize common existing software that enables customization, data collection, and analysis, while allowing for flexible deployment between those locations in the village where pole mounts exist.

Attachments

- 1) Chart of Oxford St SID in SPY, POLITE, STERN and ANGRY modes for inbound traffic
- 2) Cost and features analysis of Elan City, Pandora, and MessageMaker products
- 3) Elan City Quote
- 4) Pandora Quote
- 5) MessageMaker Quote

Costs

2 x Elan City Evolis Vision Solar Speed Indicator Devices, inc VAT and shipping - £6,215.98

Prices valid for three months from date of quotation – Aug 28 2025

Cost may be adjusted dependent on whether additional mounts are purchased at £24.03 each

Discounts may be available if fewer batteries are supplied. (APC already has 2 spare batteries and the Elan Quote includes 2 x spare batteries for each unit in addition to the two working batteries)

NOTES FROM THE CLERK

Power to spend

Local Government Rating Act 1997 s.30 & Highways Act 1980 s.274A

Funding

A budget of £500 was set for 2025/2026, which was for battery charging costs and any other sundries required. There is a reserve of £200 for 2025/2026, which was set up for any future maintenance costs.

£69.67 has been spent from the £500 budget so far this year. However, there will be no further costs for this, as the batteries are being charged via solar panels at Cllr Warrens home.

The 2025/2026 budget does not include a dedicated budget for the purchase of new SID units.

General Reserves - At the end of 2024/2025 general reserves (funding without any specified budget for it to be spent on) were £25,696.32. This was higher than forecast and an explanation of this was reported and reviewed at the 14 May 2025 meeting.

At this current time there has been no unbudgeted expenditure, which means general reserves are anticipated to be about the same at the end of the 2026 financial year (subject to no other unbudgeted expenditure being considered).

CIL (Community Infrastructure Levy) – As of August 2025, there is a total of £12,034.04 of CIL funds. £2,636.99 of this must be spent before the end of 2026. If the funds are not spent, Wiltshire Council can ask for the money to be returned to them to be used as they see fit, though that does have to be within Aldbourne.

A £5,125 donation is already tabled to potentially come from the available CIL. Which would leave £6,909.04 of CIL available.

If a further £6,215.98 of CIL was used to purchase two new SIDs, this would leave £693.06 of CIL. (These funds will only be replenished if there is any new building within the village).

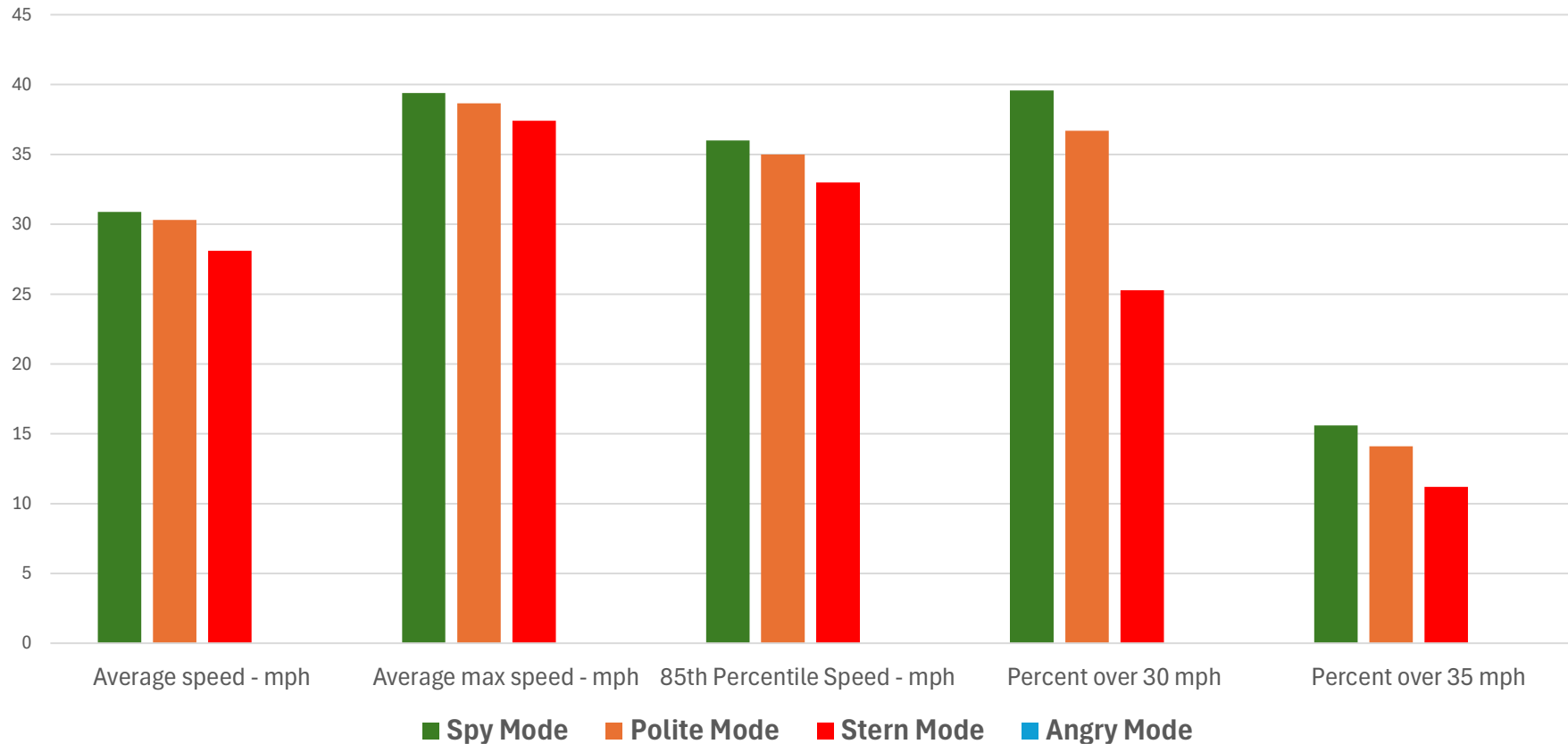
Expenditure could be made now using either general reserves or CIL, or a combination of the two (£3,578.99 general reserves and £2,636.99 CIL)

As above but then an amount for the expenditure (either all or a percentage) is added to the 2026/2027 budget to build reserves back up again.

Or the funding required could be agreed for the budget for 2026/2027, which would mean no purchase is made until after April 2026.

The 2026/2027 budget will be considered later this year, with the final decision being made in January 2026.

Traffic Speed Data - Oxford St - Inbound



MODES:

- SPY MODE** No display shown to drivers, but data collected from both inbound and outbound directions.
- POLITE MODE** "Welcome" display below 30 mph, yellow digits 31-33 mph, and red flashing digits at 34 mph and above. Data collected.
- STERN MODE** Same "Welcome" message as Polite Mode but flashing digits and warnings above 30 mph. Data collected.
- ANGRY MODE** Aggressive messaging above 30 mph with flashing red digits, warning triangle, etc. Data collected.

Modes activated for approx. 14 days each. ANGRY MODE not activated until Sept 6

| MODEL | SPY MODE | DATA | | RANGE | CONFIGURATION | BATTERY | | SOLAR | PRICE (+VAT) | | FREIGHT |
|------------------------|----------|--------------|----------------|--------------|---------------|-----------|----------------|---------|--------------|--------|---------|
| | | Directions | Speed Recorded | | | Size | Run Time | Watts | Battery | Solar | Each |
| Elan Evolis Vision | Yes | Both | Average | 50m to 500m | Comprehensive | 2 x 22 Ah | 2 weeks | 100w | £2,500 | £2,500 | £90 |
| Pandora PTSC 906 | No | Inbound Only | Fastest | Up to 100m | Basic | 1 x 19 Ah | 2 - 3 weeks | ? | £2,850 | £3,325 | £45 |
| Messagemaker - All VAS | No | Inbound Only | Fastest | Fixed - 150m | Basic | 2 x 22 Ah | 9,000 triggers | 1 x 80w | £2,987 | £3,631 | POA |

Wilberforce House, Station Road
LONDON
NW4 4QE - United Kingdom
Phone: +442039360920
Email: sales@elancity.co.uk

Delivery address :



Quotation N° SO-UK06130

| Your Reference | Quotation Date | Contact | Payment Terms |
|----------------|----------------|-------------|---------------|
| | 14/08/2025 | DILLON Alia | |

| Description | Qty | Unit Price | Disc.(%) | Discounted price | Price |
|---|--------------|------------|----------|------------------|------------------|
| [EPRA0162AA] GB[AS-BT] RADAR SPEED SIGN EVOLIS VISION - SOLAR VERSION - USB/BLUETOOTH ready to install including: - Speed Display: 38cm high (green/amber/red) with "Warning Triangle" (anti-racing function), - Dynamic Message Display: 64x16cm surface area for alert in case of excessive speed. ----- - 2mm Polycarbonate front panel screen-printed "YOUR SPEED" - Integrated solar power regulator - USB and BLUETOOTH LE (Low Energy) connection - Upgradable to 3G/4G (optional) - BI-DIRECTIONAL traffic STATISTICS, - Software provided for PC and Smartphone, - Mounting kit included (excluding clamps), - 2-year warranty on parts, labor and return to factory (return shipping included). | 2,00 Unit(s) | 2500,00 | 0,00 | 2500,00 | £ 5000,00 |
| [EACC0041AA] 100W Solar Panel & mounting kit | 2,00 Unit(s) | 394,23 | 100,00 | 0.00 | £ 0,00 |
| [EACC0046AB] Assembled Yuasa 12V22Ah Battery with Integrated Fuse Protection (8A) - 6-month warranty | 4,00 Unit(s) | 64,96 | 100,00 | 0.00 | £ 0,00 |
| [051] TELEPHONE ASSISTANCE | 2,00 Unit(s) | 94,99 | 100,00 | 0.00 | £ 0,00 |
| [061] TRANSPORT & PACKAGING | 2,00 Unit(s) | 89,99 | 0,00 | 89,99 | £ 179,98 |
| Total discount HT: | | | | | £ 1238,28 |
| Total excl. VAT: | | | | | £ 5179,98 |
| Taxes (20%): | | | | | £ 1036,00 |
| Total : | | | | | £ 6215,98 |

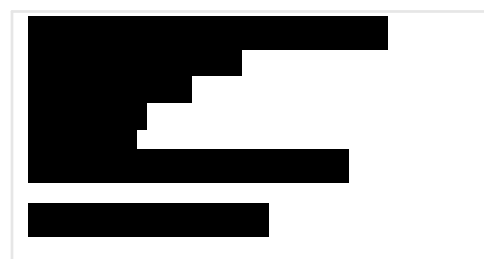
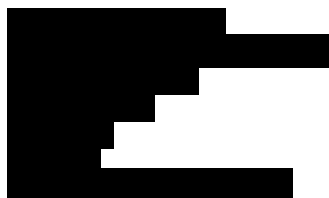
ELANCITY-UK

Wilberforce House, Station Road
LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk



Quotation N° SO-UK05810

| Your Reference | Quotation Date | Contact | Payment Terms |
|----------------|----------------|--------------|---------------|
| | 24/06/2025 | Pedro GAMELA | |

| Description | Qty | Unit Price | Disc.(%) | Discounted price | Price |
|--|--------------|------------|----------|------------------|----------------|
| [080271/C] Additional mounting bar - SOLUTION /C | 2,00 Unit(s) | 24,03 | 0,00 | 24,03 | £ 48,06 |
| [06212] 06212 | 1,00 Unit(s) | 20,00 | 0,00 | 20,00 | £ 20,00 |
| After-sale transport fees | | | | | |
| Total excl. VAT: | | | | | £ 68,06 |
| Taxes (20%): | | | | | £ 13,61 |
| Total : | | | | | £ 81,67 |

Valid for agreement
(Stamp, Signature and Date)

Date / Signature / Name

Email Quote from Pandora – Aug 12 2025

PTSC 906 Radar speed sign with additional, large 'SLOW DOWN/THANK YOU' message and smiley/sad face £2600.00 + vat each

PTSC 904 Radar speed sign with additional 'slow down/thank you' message £2350.00 + vat each

PTSC 903 Radar speed sign with additional 'slow down' message £2250.00 + vat each

PTSC 901 Radar speed sign £2100.00 + vat each

These signs can be configured at manufacture, to be either mains, solar or battery operated.

A mains operated sign has a waterproof enclosed, switch-mode power supply which would need connecting to a mains power supply, by a qualified electrician.

For solar operation, add our PTSC 8012 Solar kit at £475.00 + vat per sign.

This offers a 'fit and forget' 24/7 power solution, provided that the solar panel is facing South and is not in major shadow from trees or buildings.

The solar powered signs have an onboard battery which is kept topped up by the solar panel for round the clock use.

Alternatively, for battery operation, add our battery charger at £140.00 + vat.

The battery operated signs will allow for 2-3 weeks use on a full charge, depending on traffic flow, before recharge is required.

Optional spare battery £55.00 + vat each.

Optional data-logging facility and Windows based traffic statistics software £250.00 + vat per sign

Collected data, such as average traffic volume and average speeds, can then be downloaded via a physical connection to your laptop PC, using the USB lead provided and takes only a few seconds.

Sample data attached.

The signs and solar arrive complete with post clips or screw-bands for an easy fix to an existing post.

We pre-program the signs to suit your given speed limit, so once installed on the post, the sign can be simply switched on

Carriage for 1 nbr sign (including solar if required) to New Bradwell £45.00 + vat

VAS PRICE GUIDE



SID

Speed Indicator Device



SLR

Speed Limit Reminder



SAM

Smiley Activated Message*



20/30

Urban Speed Sign

We have created our Vehicle Activated Speed (VAS) signs to be as user-friendly as possible and we reflect this in our pricing. All of our Vehicle Activated Speed signs are priced the same, meaning there is no price barrier between your desired type of LED speed sign.

All prices stated below are exclusive of VAT

| | |
|--|---------------|
| Vehicle Activated Speed sign | £2,395.00 |
| Mains Powered | no extra cost |
| Battery Powered | no extra cost |
| Solar Powered | + £644.00 |
| Optional: Data Capture Function | + £309.00 |
| Bluetooth Remote Data Download (module + antenna) | + £283.00 |
| Optional: 4G Modem upgrade | + £391.00* |

*The 4G Modem upgrade requires an annual subscription of £25 a month (£300 per year)

Optional Extras

| | |
|--|---------|
| Additional Rechargeable Battery 12V 22Ahr | £97.85 |
| Additional Battery Charger | £68.95 |
| Additional Post Mounting Plate with 2x 76mm post clips | £103.00 |
| Additional Pair of 76mm stainless steel post clips (includes bolts, washers and nuts) | £7.78 |
| Pair of 89mm stainless steel post clips (includes bolts, washers and nuts) | £13.26 |
| Delivery | POA |

All Vehicle Activated Speed signs are held in stock and will be delivered to a mainland UK address within 4 working days.

*Important Note: Messagemaker Displays and Stocksigns Ltd recommend the SAM sign is not used on the public highway; it is designed for use on private roads.

The Urban VAS is able to display 20 or 30mph speed limit reminders and is accompanied with TSRGD numerals and symbols to keep up to date with the consistency of the UK Highways.

INCLUDED WITH EVERY SIGN

- Vehicle Detection Radar (internally fitted)
- Trigger Speed selection switch (internally fitted)
- 1x Post Mounting Plate
- 2x 76mm diameter stainless steel post clips (other sizes available to purchase)
- 6 Year Warranty

Item 86/25 Football Field

The conditions for use of the field by ARFC during 2025/2026 have been sent and they have confirmed they are happy to accept and abide by them.

Use by Ramsbury FC

Ramsbury Football Club has expressed a wish to use the football field again for training sessions for their U15 & U16 teams during the 2025/2026 season.

ARFC has confirmed they would be happy to share the field again but have asked for some additional conditions to be considered by the Council.

Conditions on non-exclusive use, complaints process, vehicle parking, resident notification, rubbish, toilets and damage have formed part of those sent to RFC in the last few years and would be added to any for this season too.

Storage Unit

The Council has previously given permission in principle, subject to further details of the unit being provided.

In August ARFC advised that they were actively looking at units but finding they were sold very quickly. To avoid them losing out on being able to purchase a potentially suitable unit, it was agreed that the Council would be asked to consider giving permission for a unit up to X size. However, prior to the Council being able to consider this at the September meeting, ARFC has purchased a unit.

The exact size of this unit is not known at the time of the agenda being issued, but information on this should be available at the meeting. Units which are over 2mtr in height may require planning permission.

Item 91/25 Next Meeting

Wednesday 1 October 2025 at 7.30pm in the Memorial Hall.