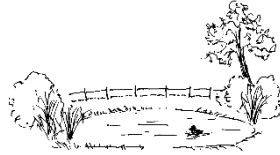


**ALDBOURNE PARISH COUNCIL****MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 3 MAY 2023  
IN THE MEMORIAL HALL****Present**

Cllr W Brown (Chairman)

Cllr H Bland, Cllr V Butler, Cllr A Deuchar, Cllr A Edmonds, Cllr B Hill, Cllr N Josephy,  
Cllr P Lawler, Cllr S Muirhead, Cllr A Phizacklea, Cllr J Rayner, Cllr A Stibbard

Mrs K Clay – Parish Clerk

In attendance: Three members of the public

**1/23 Elect Chairman of the Council for 2023/2024**

Cllr W Brown was proposed by Cllr Edmonds and seconded by Cllr Hill.

It was **RESOLVED** unanimously to elect Cllr William Brown as the Chairman for 2023/2024  
Cllr Brown signed his Chairman Acceptance of Office.

**2/23 Elect Vice-Chairman of the Council for 2023/2024**

Cllr Muirhead was proposed by Cllr Brown and seconded by Cllr Edmonds.

It was **RESOLVED** unanimously to elect Cllr Sandy Muirhead as the Vice Chairman for  
2023/2024.

**3/23 Apologies for absence**

Apologies for absence were received from Cllr C Ainsworth, Cllr C Elms, Cllr L Smitten.

**4/23 Declarations of interest in respect of any items contained in this Agenda &  
granting of any dispensations required**

There were no declarations of interest.

**5/23 Finance Group Report**

A copy of the report is attached as [Appendix A](#).

**6/23 Consider updated Risk Management Report**

It was **RESOLVED** unanimously to amend the Risk Management Report as listed at item 2  
within the attached Financial Report.

**7/23 Consider movement of reserves for 2023/2024**

It was **RESOLVED** unanimously to move £5,000 from the General Reserves at the end of  
2022/2023 to the Toilet Refurbishment Reserve for 2023/2024.

**8/23 Consider Council Annual Financial Statement for 2022/2023**

It was **RESOLVED** unanimously to approve the Annual Financial Statement for 2022/2023

**9/23 Consider Annual Internal Audit Report 2022/2023**

It was **RESOLVED** unanimously to accept the Annual Internal Audit Report for 2022/2023.  
No areas of concern had been raised.

**10/23 Decision on External Audit Section 1 – Annual Governance Statement 2022/23**

It was **RESOLVED** unanimously to approve Section 1 – Annual Governance Statement 2022/23

**11/23 Decision on External Audit Section 2 – Accounting Statements 2022/23**

It was **RESOLVED** unanimously to approve Section 2 – Accounting Statements 2022/23

The documents for items 08/23-11/23 will be added to the website as part of the external audit process.

**12/23 Consider insurance renewal and associated expenditure**

It was acknowledged that even with an LTA, there is still likely to be an increase in the premium each year due to RPI price indexing.

It was **RESOLVED** unanimously to take up a 3-year Long Term Agreement with Zurich Municipal from 1 June 2023 at a cost of £1,856.93.

**13/23 Consider adoption of updated Financial Regulations and Standing Orders and review of Press & Media Policy**

It was **RESOLVED** unanimously to adopt the amended Financial Regulations and Standing Orders as per the changes listed at item 8 within the attached Financial Report. The Press & Media Policy was reviewed with no amendments required.

The updated documents will be added to the website.

**14/23 Review of standing order and direct debit payments**

It was **RESOLVED** unanimously that the standing orders for the Mildenhall Bench, ICO fee, toilet cleaning, Clerk's salary and quarterly costs and direct debits for Octopus Energy and Castle Water are approved for continuation of payment.

**15/23 Consider meeting dates for 2023/2024**

It was **RESOLVED** unanimously that the dates for the 2023/2024 meetings will be:

**2023** – 5 July, 13 September, 4 October, 1 November.

**2024** – 10 January, 7 February, 6 March, 3 April, 24 April (Annual Assembly), 1 May (Annual Council), 5 June.

**16/23 Consider appointment of Chairman and Vice Chairman of the Planning Committee**

It was **RESOLVED** unanimously that Cllr Phizacklea will be the Chairman of the Planning Committee for 2023/2024.

It was **RESOLVED** unanimously that Cllr Muirhead will be the Vice Chairman of the Planning Committee for 2023/2024.

**17/23 Consider appointment of village responsibilities, parish representation on outside bodies, and liaison roles for 2023/2024**

It was **RESOLVED** unanimously that the Communications, Policy and Rights of Way groups will be disbanded.

An updated copy of the village responsibilities, parish representation on outside bodies, and liaison roles for 2023/2024 will be added to the website.

**18/23 Consider the Minutes of the April 2023 Parish Council meeting**

It was **RESOLVED** unanimously that the Minutes from the Parish Council meeting held on Wednesday 5 April 2023 be approved and signed.

**19/23 Consider adoption of the approved April 2023 Planning Committee Minutes**

It was **RESOLVED** unanimously to adopt the Planning Committee Minutes from the meeting held on Wednesday 5 April 2023.

**20/23 Consider financial statement and councillors to approve payments**

It was **RESOLVED** unanimously to approve the financial statement as presented by the Clerk. All the payments are to be authorised by Cllr Bland and Cllr Josephy. A copy of the financial report is attached as [Appendix B](#).

**21/23 Review of outstanding issues**

- a) (04/01/2023) Finance/precept article for Dabchick – Cllr Josephy has drafted an article for publication in the June Dabchick.
- b) (01/02/2023) RoW sign on Sheep Walk – Still missing, Wiltshire Council to be chased.
- c) (05/04/2023) Whitley Road re gates – Letters have been delivered to all properties.

**22/23 Questions and requests from the public for councillors to consider**

- The Council was asked whether it would have any objections to some form of memorial on Farm Lane in remembrance of all the serviceman who had been stationed in Aldbourne.

**23/23 Consider updated response to application 21/01004/OUT – Lottage Farm**

It was **RESOLVED** unanimously that the revised objection comment to application 21/01004/OUT – Lottage Farm, as presented will be sent to Wiltshire Council. Cllr J Sheppard was asked to call the application into the Eastern Area Planning Committee if it was still possible to do so. A copy of the full comment is attached as [Appendix C](#).

**24/23 Consider expenditure for hand wash dryer unit and cupboard rebuild in the public toilets**

It was **RESOLVED** unanimously that one Wallgate THRII-SS unit at a net total cost of £3,877.39 be ordered. Decision on the colour of the unit finish and wall panel delegated to Cllr Lawler & Cllr Phizacklea.

It was **RESOLVED** unanimously that a budget of up to £1,500 (net) is agreed for a new cupboard to be built in the public toilets.

**25/23 Discuss South Street footpath and consider what further action Aldbourne Parish Council will take, including any expenditure**

Cllr Sheppard advised that he had raised this problem with the cabinet members responsible for highways and adult services. Whilst both agreed to push for a resolution, he admitted that he did not feel there would be any money available for this within the next 2 years. He confirmed that the Parish Council would not be accepting liability for the path if they undertook any works there.

The Parish Council was keen not to set a precedent of paying out for such repairs but felt that after 7 years of attempting to get this problem resolved by Wiltshire Council, they could no longer allow the situation to continue, and would therefore arrange for the smallest and most dangerous section to be resurfaced.

It was **RESOLVED** ten in favour and one against to contract Brennans of Wiltshire to resurface an approximately 17-meter x 1-meter section of the South Street footpath on the corner between Nos.8&10 at a net cost of £3,810.

### **26/23 Update on play area inspections and repairs to swings**

Cllrs Ainsworth, Stibbard, Lawler and Phizacklea have agreed to carry out an inspection at least once a month between them of Goddards, Claridge, Whitley Field, football field and tennis court. An inspection spreadsheet has been added to a shared drive to be updated by the councillor carrying out the inspections each month. The April inspection has been carried out and recorded. Any issues will continue to be raised with the Clerk, who will seek the costs for parts or repairs as required.

The pegs for the football nets have been purchased and will be fitted very soon. The swing frame has been painted and the chains and new seats will be installed by Friday of this week. Thanks were expressed to Mr Warren for undertaking the repainting of the frame.

### **27/23 Consider reimbursement of expenditure for charging the SID batteries**

It was **RESOLVED** unanimously that Cllr Hill is paid £138 for charging already carried out during 2022/2023, and then £46 a month from the end of May 2023. Costs to be reviewed from November 2023, when a new tariff will be in place, or before if a more economical charging method can be found.

### **28/23 Ratify decision to underwrite a donation to St Michael's School for Coronation Commemorative Coins**

St Michael's School has not been able to obtain any other funding, and thus will require the full amount of the requested donation. The school is covering the VAT element of the costs. It was **RESOLVED** unanimously that the Council will donate £668.35 to St Michael's School, Aldbourn in order that they can give all children attending the school a Coronation Commemorative Coin. The funds will come from the Vodafone and filming donations reserves.

### **29/23 Reports by councillors on any Council business or village issues**

- a) The Council discussed the suggestion of a memorial to all the servicemen stationed in Aldbourn and were, in principle, in support of this. Before formal consideration of this, the Council asked for information on where it would be located, what type of memorial it would be, how much it would cost (as well as any possible funding) and who would be responsible for its upkeep.
- b) The post holding The Paddocks sign is very rusted. It will be reported via MyWilts.
- c) An update on the Parish Council Coronation event was provided.
- d) There has been a report of bonfires of rubbish at a property at the top of Baydon Hill. Any witnesses to these fires, must report them to Wiltshire Council Environmental Health.
- e) The Ash tree next to the Winterbourne on South Street has a red mark on it. Cllr Sheppard confirmed that this does mean it will be felled.
- f) The virtual path for the bottom of Marlborough Road has been designed and is now going through independent safety checks.

- g) The Council's Carbon Neutral working party, have met to discuss the tree planting plans put forward by the Aldbourn Carbon Neutral group and fed some comments and observations back to them. Including a suggesting that the soon to be felled Ash tree on South Street is replaced with another tree.
- h) The Crown Public House has been listed as an Asset of Community Value.
- i) The steel cable previously installed to support a section of the Horse Chestnut by the pond is hanging loose as the bolt holding it has rotted through. Mr Guy Watson has inspected the tree and recommends that a section of the crown is removed in a lateral reduction. Any works cannot be carried out until the Autumn now and will require a works to trees in the Conservation Area application.

### **30/23 Wiltshire Council report**

Cllr Sheppard advised that currently the LHFIC meetings could not be run as hybrid ones, but they are hoping that they can have this in place in the future.

Wiltshire Council has been effective in tracing and prosecuting people who fly tip and those who have paid an unlicensed carrier to take their rubbish (which has subsequently been fly tipped). These prosecutions have resulted in a 30% decrease in fly tipping. Everyone is urged to ensure they only contract licenced carriers to remove waste for them.

### **31/23 Review of correspondence**

Correspondence received and sent since the last meeting was noted.

### **32/23 Questions and requests from the public for councillors to consider**

- An observation was made that the ATAC unit when used in the village does not appear in the discharge statistics released by Thames Water, even though it is sewage (all be it slightly treated) being discharged into a watercourse.

### **33/23 Confirm date of next meeting**

Wednesday 7 June 2023 at 7.30 pm in the Memorial Hall

There being no other business the meeting closed at 9.11 pm.

Signature of the Chairman: \_\_\_\_\_ Date: 7 June 2023