

**ALDBOURNE PARISH COUNCIL****MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 10 JANUARY 2024  
IN THE MEMORIAL HALL****Present**

Cllr W Brown (Chairman), Cllr S Muirhead (Vice Chairman)  
Cllr C Ainsworth, Cllr H Bland, Cllr A Deuchar, Cllr D Esden, Cllr C Elms, Cllr A Edmonds,  
Cllr B Hill, Cllr N Josephy, Cllr P Lawler, Cllr A Phizacklea, Cllr J Rayner, Cllr A Stibbard

Mrs K Clay – Parish Clerk (Remotely)  
In attendance: Seven members of the public

**152/24 Apologies for absence**

Apologies for absence were received from Cllr V Butler.

**153/24 Declarations of interest in respect of any items contained in this Agenda & granting of any dispensations required**

There were no declarations of interest.

**154/24 Consider the Minutes of the November and December 2023 Parish Council meeting**

It was **RESOLVED** unanimously that the Minutes from the Parish Council meetings held on Wednesday 1 November 2023 and Wednesday 13 December 2023 be approved and signed.

**155/24 Consider adoption of November and December Planning Committee Minutes**

It was **RESOLVED** unanimously to adopt the Planning Committee Minutes from the meeting held on Wednesday 1 November 2023 and Wednesday 13 December 2023.

**156/24 Consider financial statement and councillors to approve payments**

It was **RESOLVED** unanimously to approve the financial statement as presented by the Clerk. All payments are to be authorised by Cllr Bland and Cllr Deuchar.  
A copy of the financial report is attached as Appendix A.

**157/24 Review of outstanding issues**

- a) (05/10/2022) Carnival store repairs – The Carnival Committee has encountered problems with the contractor and are going out to tender again for the works.
- b) (06/04/2022) Damaged railings by the winterbourne – Mr Barnes chased after the November meeting. Who in turn chased Cllr Sheppard as he is still waiting for Ringways to make contact.
- c) (05/04/2023) Whitley field gates – Owner of the last gate chased on 2 January 2024 to find out if building works are now complete. A response is awaited.
- d) (07/06/2023) Damaged stone on the Market Cross – The work is still scheduled, but the weather is hampering efforts to carry them out.
- e) (05/08/2023) Catchpit at the top of Southward Lane – This was eventually cleared in mid-November.

- f) (04/10/2023) Youth Council funding - Cllr Josephy gave a brief update on the Youth Council finances.
- g) (04/10/23) Raised path on Crooked Corner – Weed clearance carried out.
- h) (04/10/2023) Hedge on Castle Street – Council liaising with the owner about cutting it back.
- i) (04/10/23) Village grass cutting – The final cut was carried out by the end of November.
- j) Various Tree works – There has been issues with some of the works. Cllr Rayner and Cllr Brown are meeting with Arborite to discuss these on 11 January 2024.
- k) (01/11/2023) RoW sign at Ramsbury Brewery – The sign was re-erected in December 2023.
- l) (01/11/2023) BMX damage - It transpired after the meeting that this 'damage' had in fact been some youngsters who, with all good intentions, were trying to improve the track. They had been under the mistaken impression that they had permission from the PC to carry out the works. It was in fact ARC who had spoken with them. Though, they had not been given permission to carry out the works in the manner they were undertaken.

#### **158/24 Questions and requests from the public for councillors to consider**

- Representation was made about the youth council and what a valuable resource it is for the youth of Aldbourne.
- Comments made about the flooding along Lottage Road and the lack of action or engagement from Wiltshire Council.
- Question in relation to the responsibility for keeping the ditches cleared either side of Lottage Road.
- Comments about the issues of surcharging from manholes across the village.

#### **159/24 Consider donation to Aldbourne Heritage Group**

It was **RESOLVED** unanimously to donate £100 to the Heritage Group towards new display cabinets.

#### **160/24 Consider expenditure for fence replacement on South Street**

The Clerk will reconfirm the length of fence quoted for. Cllr Brown and Cllr Rayner will also recheck the length required. A plan & costs will be presented for consideration at the February meeting.

#### **161/24 Consider 2024/2025 budget and precept amount**

It was **RESOLVED** unanimously to increase the budget for the Youth Council to £5,000, with £2,500 donated at the beginning of the year, and then a review of AYC finances made in September before consideration of a further donation.

It was **RESOLVED** unanimously to update the AYC donation and approve the 2024/2025 budget as otherwise presented and set the 2024/2025 precept at £54,020.

A copy of the budget is attached as Appendix B

#### **162/24 Clerks Report**

- a) A member of the public has asked for their thanks and gratitude to be passed onto Cllr Josephy and all members of DIG for the amazing job they have done during this recent spate of flooding.
- b) The third finance check has been carried out by Cllr Josephy with no comment.
- c) The quarter three finance breakdown has been sent to all councillors.

- d) The Asset of Community Value application for Poor's Gorse and Aldbourne Kitchen have been rejected as they do not meet the required criteria.

**163/24 Consider further actions in relation to Thames Water and sewer system in Aldbourne**

It was **RESOLVED** unanimously that the Council will work to arrange a joint meeting with Thames Water, Wiltshire Council and the Environment Agency. Furthermore, the Council will go back to Thames Water and Wiltshire Council to re-iterate the concerns about the impact on the current sewer system from any building at the Lottage Farm site.

**164/24 Report on play area inspections and update recent repair works**

Cllr Stibbard confirmed that the recent inspections raised no issues of concern. Cllr Ainsworth confirmed he had reviewed the latest Wicksteed inspection report and that there were no high priority issues. All low priority issues will continue to be monitored.

**165/24 Consider request by Aldbourne WWII Memorial Group to use the football field on 1 June 2024 for a WWII commemoration event**

It was **RESOLVED** unanimously that the WWII Memorial Group may hold their commemoration event on the football field on Saturday 1 June 2024, subject to conditions.

**166/24 Discuss new Scout & Guide Hut Lease and consider actions required**

It was **RESOLVED** unanimously that the Clerk in consultation with Cllr Brown and Cllr Stibbard will consult a solicitor on the lease and report back to the Council in February.

**167/24 Update on funding for refurbishment of Whitley Road Playing Field**

An Awards for All grant has been applied for, if this is successful a further grant will be submitted to the Marlborough Area board. It is hoped to have a full update in April 2024.

**168/24 Consider update to Planning Committee Terms of Reference**

It was **RESOLVED** unanimously to remove the last two sentences of item h and adopt the updated Planning Committee Terms of Reference.

**169/24 Reports by councillors on any Council business or village issues**

- a) Debris at the bottom of Ewins Hill is building up again.
- b) There are grants available for homes and business affected by flooding.  
[Link to information](#).
- c) The Oxford Street road surface is in dire need of repair.

**170/24 Wiltshire Council report**

Cllr Sheppard was unable to attend the meeting and sent his apologies.

**171/24 Questions and requests from the public for councillors to consider**

No further questions from the public present.

**172/24 Confirm date of next meeting**

Wednesday 7 February 2024 at 7.30 pm in the Memorial Hall

There being no other business the meeting closed at 9.08 pm.

Signature of the Chairman: \_\_\_\_\_ Date: 7 February 2024

## ALDBOURNE PARISH COUNCIL



## Financial Statement

Bank Account Balances – includes bank interest

Bank balance as at 04/01/2024

	£
Current account	1,562.53
Deposit account	59,157.03
<b>Total</b>	<b>60,719.56</b>

## Income

Date	Payee	Reason	£ Net Total
05/12*	Heritage Group	Electricity reimbursement (01/04-30/06)	197.69
05/01*	Ramsbury Football club	Donation for use of the football field	250.00
			<b>447.69</b>

## Expenditure

Date	Paid via	Payee	£ Net Total	£ VAT	Reason
10/11*	DD	Octopus Energy	92.61	4.63	Toilets/community room electricity
17/11*	DD	Castle Water	96.07	11.51	Toilets/community room waste/water
17/11*	DD	Castle Water	33.27	0.00	Pond standpipe
30/11*	SO	Mrs L Keen	247.00	0.00	Toilet cleaning
05/12*	BP	Mrs K Thorp	28.00	0.00	Bin bags for ACV
05/12*	BP	Memorial Hall	42.50	0.00	Hall hire Sept-Oct 2023
05/12*	BP	Mr B Hill	79.20	0.00	SID battery charging Sept-Nov 2023
05/12*	BP	Pittams	2,600.00	520.00	Grounds maintenance (inc. Palmer's Field)
10/12*	DD	Octopus Energy	93.98	4.70	Toilets/community room electricity
19/12*	DD	Castle Water	92.69	11.11	Toilets/community room waste/water
21/12*	DD	Castle Water	14.42	0.00	Pond standpipe
27/12*	SO	Mrs K Clay	78.00	0.00	Q3 quarterly office costs
27/12*	BP	Wicksteed	297.06	59.34	Play area inspections
30/12*	SO	Mrs L Keen	247.00	0.00	Toilet cleaning
10/01	DD	Octopus Energy	93.02	4.65	Toilets/community room electricity
10/01	BP	Mrs K Clay	90.68	2.38	Expenses reimbursement
10/01	BP	Memorial Hall	25.50	0.00	Hall hire Nov-Dec 2023
10/01	BP	Mr N Josephy	48.99	0.00	Re-imburement for generator battery
10/01	BP	Aborite Tree Services	1,335.00	267.00	Tree works Palmer's Field
10/01	BP	Aborite Tree Services	2,360.00	472.00	Tree works Rectory Wood
10/01	BP	Aborite Tree Services	100.00	20.00	Tree works pond
10/01	BP	Mr D Parmiter	247.57	0.00	Part of BtB donation (01/11 131/23)
10/01	BP	Heritage Group	100.00	0.00	Donation towards cabinets (10/01 159/24)
16/01	DD	Castle Water	96.07	11.51	Toilets/community room waste/water
19/01	DD	Castle Water	27.67	0.00	Pond standpipe
			<b>8,566.30</b>	<b>1388.83</b>	<b>£9,955.13 Total plus VAT</b>

Mrs K Clay - 10.01.24

\* Transaction has cleared

Items in blue to be paid via online banking following the meeting.

(The date for pending payments is the date of approval and may not be the date that the transaction was carried out)

	Budget 2024/2025	Budget 2023/2024	Forecast or Actual 2023/2024	Actual 2022/2023
	£	£	£	£
<b>Net Expenditure</b>				
Additional meeting costs	100.00	100.00	0.00	0.00
Allotments (includes £10 yearly rent)	100.00	100.00	0.00	349.00
Amenity upkeep (e.g. pond, bus shelter, pumps)	1,500.00	1,500.00	1,500.00	1,213.02
Audit fees (external and internal)	360.00	360.00	355.00	340.00
Beating of the Bounds	252.43	0.00	247.57	0.00
Clerks expenses	200.00	200.00	200.00	158.40
Coronation (from Vodafone reserves)	0.00	0.00	947.03	0.00
Defibrillator maintenance (subject to a yearly request)	300.00	300.00	300.00	265.00
Donations	100.00	100.00	100.00	0.00
Flooding equipment maintenance	0.00	0.00	48.99	0.00
Football field maintenance (not including grass cutting)	100.00	100.00	100.00	48.94
Insurance (3 Years from May 2023)	2,000.00	2,200.00	1,856.93	2,049.42
Jubilee Celebrations (from Vodafone fund)	0.00	0.00	0.00	200.00
LHFIG donations (towards highway works)	1,000.00	1,000.00	725.00	0.00
Library staffing costs contribution	5,400.00	5,400.00	5,400.00	5,400.00
Mildenhall agreement (bench)	1.00	1.00	1.00	1.00
Mowing (village & football field)	6,620.00	6,580.00	6,580.00	4,918.00
Neighbourhood plan	0.00	0.00	0.00	1,481.99
Office expenses	700.00	700.00	600.00	560.28
Palmers Field maintenance (contribution for 5 years)	2,500.00	1,500.00	2,285.00	1,410.00
Playing fields/areas	1,500.00	1,000.00	3,575.00	6,244.70
Rectory Wood (also reserve fund)	3,000.00	3,000.00	2,360.00	2,354.17
Room hire	350.00	250.00	260.00	203.50
Solicitor	250.00	350.00	0.00	0.00
Southward (taken from reserve fund)	50.00	100.00	0.00	0.00
South Street footpath repairs	0.00	0.00	3,126.00	0.00
South Street fence	1,000.00	0.00	0.00	0.00
Speed Indicator Devices	500.00	100.00	500.00	2,289.98
Staff costs (inc PAYE/NI)	9,630.00	8,808.00	9,120.00	8,310.00
Tennis court	100.00	100.00	100.00	208.92
Toilets/Community Room	6,500.00	6,500.00	6,000.00	4,945.40
Toilets refurbishment	0.00	2,500.00	5,337.39	0.00
Training & Conferences (Cllrs & Clerk)	100.00	100.00	100.00	0.00
Trees (not including Rectory Wood)	1,000.00	1,000.00	600.00	0.00
Vodafone disbursement	0.00	0.00	0.00	800.00
WALC Subscription	637.00	630.00	622.28	618.06
Website (domain, etc)	200.00	200.00	200.00	28.78
Youth Council funding (Subject to review of accounts)	5,000.00	2,500.00	2,500.00	2,500.00
<b>Total expenditure (net)</b>	<b>51,050.43</b>	<b>47,279.00</b>	<b>55,647.19</b>	<b>46,898.56</b>
Contingency (10% not including Whitley expenditure)	5,105.04	4,727.90		
VAT	4,200.00	3,500.00	5,000.00	4,100.31
<b>Total Expenditure (gross)</b>	<b>60,355.47</b>	<b>55,506.90</b>	<b>60,647.19</b>	<b>50,998.87</b>
<b>Income</b>				
Allotments	75.00	90.00	75.00	90.00
Community Infrastructure Levy	0.00	0.00	1,628.08	3,873.43
Feast tolls	120.00	120.00	120.00	120.00
Football Field maintenance donation	0.00	0.00	250.00	150.00
Interest	500.00	20.00	490.00	112.09
Palmers Field rent	1.00	1.00	1.00	1.00
Precept	54,020.00	46,000.00	46,000.00	40,788.00
Scout & Guide hut rent	1.00	0.00	0.00	0.00
Storage Rooms	100.00	100.00	100.00	100.00
Toilets/Community room	800.00	900.00	900.00	757.29
VAT	5,000.00	4,000.00	4,100.31	4,785.08
Wayleave	13.58	13.58	13.58	13.58
<b>Total income</b>	<b>60,630.58</b>	<b>51,244.58</b>	<b>53,677.97</b>	<b>50,790.47</b>
<b>Income less gross expenditure</b>	<b>275.11</b>	<b>-4,262.32</b>	<b>-6,969.22</b>	<b>-208.40</b>
<b>Plus reserves brought forward</b>	<b>44,951.97</b>	<b>44,455.54</b>	<b>51,921.19</b>	<b>52,129.59</b>
<b>Total fund at end of year</b>	<b>45,227.08</b>	<b>40,193.22</b>	<b>44,951.97</b>	<b>51,921.19</b>
<b>Required for specific purposes</b>	<b>40,576.50</b>	<b>35,178.88</b>	<b>36,826.11</b>	<b>32,169.88</b>
<b>General reserve carried forward</b>	<b>4,650.58</b>	<b>5,014.34</b>	<b>8,125.86</b>	<b>19,751.31</b>
	<b>45,227.08</b>	<b>40,193.22</b>	<b>44,951.97</b>	<b>51,921.19</b>
<b>Band D charge =</b>	<b>66.45 *</b>	<b>56.82</b>	<b>50.83</b>	

\* Band D charge (Increase of £9.63 a year/80p a month)

## Analysis of reserves

Actual 2023 + or – Forecast 2024

	Actual At 31/3/2023	Budget 2023/2024	Forecast At 31/03/2024	Budget 2024/2025	
Reserve description	£	£	£	£	Notes for 2024/2025 reserves
Election costs (Next election May 2025)	0.00	0.00	0.00	1,000.00	From May 2025 Wiltshire Council will charge all councils the costs of elections, whether they are uncontested or contested. Reserve being built up.
Filming donations (village donations & maint of areas used for filming)	650.00	650.00	0.00	0.00	Whilst this reserve has been used up, it will be added to again if any filming occurs in the future.
Maintenance & Replacement (for any area under the PC responsibility without a named reserve)	2,841.00	5,000.00	3,809.00	6,000.00	Increase by £2,191 to maintain reserve
Recreational development (whole village)	10,000.00	10,000.00	9,003.00	9,003.00	
Rectory Wood	2,450.00	3,750.00	4,390.00	5,000.00	Maintaining reserve for ongoing works.
Toilets replacement equipment	4,000.00	4,000.00	6,162.61	6,162.00	Reserve maintained for further works in the future.
Community Infrastructure Levy (restricted fund)	6,510.42	6,510.42	8,138.50	8,138.50	
Southward Triangle (restricted fund)	1,323.46	1,173.46	1,323.00	1,273.00	Less £50 expenditure
Vodafone Fund (restricted to an all village event)	4,395.00	4,095.00	4,000.00	4,000.00	Remaining fund reserved for an 'all village' future event.
General balancing figure	19,751.31	5,014.34	8,125.86	4,650.58	
<b>Total funds held</b>	<b>51,921.19</b>	<b>40,193.22</b>	<b>44,951.97</b>	<b>45,227.08</b>	

## Forecast 2024

Plus £150 (Time Team), minus £552.43 for coronation medals (donation to St Michaels School), minus £247.57 (donation to BtB 60th walk)
Plus £4,363 (£7,204), minus £105 (Goddards hand holds), £240 (Goddards rope), £1,589 (Goddards swings), £1,461 additional expenditure on Palmer's Field
Minus £997 for new springer in Goddards
Plus £4,300 minus £2,360 expenditure
£5,000 from general reserves vired, minus £2,837.39 in addition to £2,500 budget
Plus 1,628.08 for land adjacent to Downside House
Minus £279.08 for Coronation event, minus £115.92 for coronation medals (donation to St Michaels School)
A high general reserve at the end of 2022/2023 meant that the expenditure of £3,126 for South Street path was taken from there rather than a named reserve.