



Clerk to Council: Elizabeth Martin

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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Ogbourne St George Parish Council
held at Ogbourne St George Village Hall on Thursday 27th May 2021
commencing at 7:30pm.

MEMBERS PRESENT: Councillors Robin Green [RG] (from FC21/22/013 onwards), Sam Frost [SF], Rachel Inglefield [RI], Nathalie Collister [NC]

OFFICER PRESENT: Elizabeth Martin [EM], Clerk to the Council (attending by video link)

CHAIR: Sam Frost [SF]

APOLOGIES: Nicholas Burnet [NB], Abigail Barrett [AB]

FC21/22/001 **TO SIGN THE DECLARATIONS OF OFFICE FOR ALL COUNCILLORS**
Council will sign after the meeting, witness and send to the Clerk.

FC21/22/002 **ELECTION OF CHAIR FOR THE ENSUING YEAR AND SIGNING OF DECLARATION OF ACCEPTANCE OFFICE**
Proposed RI. Seconded NC. Passed.

IT WAS RESOLVED THAT Cllr Frost be appointed as Chair.

FC21/22/003 **ELECTION OF VICE CHAIR FOR THE ENSUING YEAR AND SIGNING OF DECLARATION OF ACCEPTANCE OFFICE**
Council did not feel a vice-chair was required
Proposed SF. Seconded RI. Passed.

IT WAS RESOLVED THAT no vice-chair be appointed at this time

FC21/22/004 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Apologies received from AB and NB. Absence Approved.
SF. Proposed. RI Second

IT WAS RESOLVED THAT the reasons for absence for AB and NB be approved.

RG notified Council he was running late.

FC21/22/005 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

NC declared an interest in the Bell Field due to living next door.



FC21/22/006 **TO AGREE A MEETING DATE BY WHICH ANY OUTSTANDING DECLARATIONS OF ACCEPTANCE OF OFFICE MUST BE RECEIVED (SECTION 83 OF THE LOCAL GOVERNMENT ACT 1972 PERMITS THE COUNCIL TO AGREE A FUTURE MEETING BY WHICH ANY OUTSTANDING DECLARATIONS OF ACCEPTANCE OF OFFICE MUST BE RECEIVED, AS FAILURE TO COMPLETE THIS DECLARATION RESULTS IN THE SEAT BECOMING VACANT)**
Date proposed as 5th June 2021

FC21/22/007 **MINUTES OF THE PREVIOUS MEETING HELD ON 11TH MARCH 2021**
Proposed RI. Seconded NC. Passed.
IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 11th March 2021 be accepted as written.

FC21/22/008 **CHAIRMAN'S MESSAGES**
SF thanked Councillors for electing him as chair. SF listed some of the key issues the Council were looking to tackle in the coming year.
Speed Watch – outcomes and next steps
Village Entrances – Signage and Village Gateways
New maintenance contract for village mowing
Council has a vacancy and is ready to co-opt
Setup a Working group to look at what, if anything, can be done at Bell Field.

FC21/22/009 **THAT THE COUNCIL DELEGATES AUTHORITY TO THE CLERK IN CONSULTATION WITH THE CHAIRMAN TO TAKE ANY ACTIONS NECESSARY WITH ASSOCIATED EXPENDITURE TO PROTECT THE INTERESTS OF THE COMMUNITY AND ENSURE COUNCIL BUSINESS CONTINUITY, INFORMED BY CONSULTATION WITH THE MEMBERS OF THE COUNCIL. THE SCHEME OF DELEGATION WILL BE REVIEWED NO LATER THAN 30TH SEPTEMBER 2021.**
Proposed NC. Seconded RI. Passed
IT WAS RESOLVED THAT the Council delegates authority to the Clerk in consultation with the Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than 30th September 2021.

PLANNING

FC21/22/010 **To receive the planning report dated 24th May 2021**
The Planning report was received.



FC21/22/011 **To Consider the following Planning Application from Wiltshire Council**

[PL/2021/05321](#) The Elms, Ogbourne St George, Marlborough, SN8 1SU
Fell Lime

Outcome: No Objection

[PL/2021/04991](#) Ogbourne St George And St Andrew C Of E Primary
School, Ogbourne St George, Marlborough, SN8 1SU
Work to Trees in a Conservation Area
1 x Ash tree & 1 x Beech tree - reduce to hedge height
1 x Lime tree - remove some basal epicormic grown

Outcome: No Objection

[PL/2021/04908](#) Lane Leading South From Wet Pits Lane To Junction With
Main Road Through Village, Ogbourne St Andrew, SN8
1SE
Work to Trees in a Conservation Area
T1, T2 Yew trees- The trees have got too big for the area
they are growing in and are causing excessive shading.
Very little light is getting into the house and one of the
trees is over stood by the other. Replanting of deciduous,
native trees in same position

Outcome: Not in Parish. No Comment.

RG Joined the Meeting.

[21/01756/TCA](#) Chisledon Road
Ogbourne St George
SN8 1SU
Proposed Two Bay Timber Framed Garage with Room
Over, External Staircase and Dormer Windows

Outcome: No Objection

FC21/22/012 **TO RECEIVE FOR INFORMATION, THE CLERK'S REPORT**
Audit documentation complete – to be finalised later in this agenda.

FINANCE MATTERS

FC21/22/013 **To Receive A Budget Outcome From The Previous Year**
Received.

Information will be posted on the website.

FC21/22/014 **To Receive For Information, Disbursements Made Since The Last Meeting**
Received and attached to these minutes.



- FC21/22/015 **To Consider and Approve the Schedule of Forthcoming Payments**
Proposed SF. Seconded RG. Passed
IT WAS RESOLVED THAT the Forthcoming Payment Schedule be Approved.
- FC21/22/016 **To Consider and Approve the temporary increase to delegated expenditure, against the agreed budget, for the Parish Clerk from £500 to £2000 until 30th September 2021 (Financial Regulations 4.1, bullet 3)**
Proposed RI. Seconded RG. Passed.
IT WAS RESOLVED THAT there be a temporary increase to delegated expenditure, against the agreed budget, for the Parish Clerk from £500 to £2000 until 30th September 2021 (Financial Regulations 4.1, bullet 3)
- FC21/22/017 **To Receive The Bank Reconciliations As Presented**
Received.
- FC21/22/018 **TO RECEIVE THE INTERNAL AUDITORS REPORT**
Internal Auditor raised that there was no evidence of a one-day gap between the posting date of the Notification of Rights and the start of the period of Rights. The Internal Auditor advised that the Governance item 4 should be marked as NO.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31ST MARCH 2021: GOVERNANCE STATEMENT
- FC21/22/019 **To Consider and Approve the AGAR Governance Statement Assertions**
Proposed. SF. Seconded. RI. Passed.
IT WAS RESOLVED THAT the AGAR Governance Statement Assertions Be Approved
- FC21/22/020 **TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2020/21**
Proposed SF. Seconded RI. Passed.
IT WAS RESOLVED THAT the Annual Governance Statement for 2020/21 be Approved with Item 4 being NO.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31ST MARCH 2021: ACCOUNTING STATEMENT
- FC21/22/021 **To Receive the Accounting Report for 2020/21 from the Internal Auditor (to be tabled)**
Received.
- FC21/22/022 **To Consider and Approve the Annual Accounting Statements for 2020/21**
Proposed SF. Seconded NC. Passed
IT WAS RESOLVED THAT the Annual Accounting Statements for 2020/21 Be Approved.



CERTIFICATE OF EXEMPTION

- FC21/22/023 **To Approve The Sending Of The Exemption Certificate To The External Auditor.**
Proposed RG. Seconded SF. Passed
IT WAS RESOLVED THAT the Exemption Certificate be sent to the External Auditor.
- FC21/22/024 **TO NOTE THE DATES FOR THE PUBLIC TO EXERCISE THEIR RIGHTS**
Noted
- FC21/22/025 **TO REVIEW AND APPROVE THE COUNCIL'S STANDING ORDERS**
Proposed SF. Seconded NC. Passed.
IT WAS RESOLVED THAT the Council's Standing Orders be approved with no changes.
- FC21/22/026 **TO REVIEW AND APPROVE THE COUNCIL'S FINANCIAL REGULATIONS**
Proposed RI. Seconded RG. Passed
IT WAS RESOLVED THAT the Council's Financial Regulations be approved with no changes.
- FC21/22/027 **TO REVIEW AND APPROVE THE COUNCIL'S ASSET REGISTER**
Proposed SF. Seconded RG. Passed.
IT WAS RESOLVED THAT the Council's Asset Register be approved with no changes
- FC21/22/028 **TO CONSIDER AND AGREE THE RENEWAL OF THE COUNCIL'S INSURANCE FOR THE FORTHCOMING YEAR**
Proposed SF. Seconded. NC
IT WAS RESOLVED THAT the Council renew their insurance with the current supplier for the forthcoming year.
- TO CONSIDER AND APPROVE APPOINTMENTS TO THE FOLLOWING OUTSIDE BODIES**
- FC21/22/029 **Community Area Transport Group (CATG) (2 Members)**
RI was proposed.
Second representative to be decided at a future meeting when more members are in attendance
Proposed SF. Seconded RG. Passed
IT WAS RESOLVED THAT RI be the Council's representative at CATG.
- FC21/22/030 **Ogbourne St George Village Hall (Nominated Trustee) (1 Member)**
SF was proposed.
Proposed SF. Seconded RG
IT WAS RESOLVED THAT SF be the Council's Nominated Trustee for Ogbourne St George Village Hall Charitable Trust.



- FC21/22/031 **Marlborough Area Board (MAB) (2 Members)**
Postponed to future meeting when more members available
- FC21/22/032 **TO CONSIDER AND APPROVE WORKING GROUP TERMS OF REFERENCE**
Proposed SF. Seconded RI. Passed
IT WAS RESOLVED THAT the Working Group Terms Of Reference be accepted
- TO CONSIDER AND APPROVE THE FOLLOWING WORKING GROUPS AND APPOINTMENTS TO THEM.**
- FC21/22/033 **Bell Field Working Group (3 or more Members)**
NC, RG, SF were proposed.
Proposed. RG. Seconded. SF. Passed.
IT WAS RESOLVED THAT NC, RG, SF be the members for the Bell Field Working Group
- FC21/22/034 **TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED.**
All material received has been placed on the website.
EM will send around details of the proposed update to the Code Of Conduct with a view to potentially adopting
Council has received a letter of thanks for placing the dog waste bins at Pooles Meadow
EM asked Councillors to send photos of themselves for the website.
- FC21/22/035 **TO CONSIDER ITEMS OF MAINTENANCE.**
Member of the public has raised the issue of the bank near the school. The school has asked for the ownership to be identified.
The 30mph sign at the entrance to the village has been replaced.
The graffiti under the bridge cannot be removed unless the whole underside of the bridge is painted.
The drains need to be flushed through. SF has spoken to the Parish Steward but additional work may be required. SF will send EM a precise location.
The hedge on the Aldbourne road is quite impeding. RI will discuss with the new owners to see if anything can be done to cut back and improve driver views.
- FC21/22/036 **KEY MESSAGES.**
Working Group setup for Bell Field.
EM will send around the Neighbourhood Plan to the Working Group.
- FC21/22/037 **NEXT MEETING.**
The next meeting will be held on Thursday 8th July 2021 at 7:30pm.



These minutes are accepted as a true and accurate record: -

Signed _____

Date _____

Summary Of Public Participation Section

a) Report from Unitary Councillor.

Cllr James Shepherd introduced himself and thanked those who voted for him.

b) Public Participation

No Items Received

A Member of the public asked that Minutes be posted in the village Notice Board.

A Member of the public raised that the Bell Field may be unnecessary. SF pointed out that the Council will look at a Working Group to recommend a way forward.

OGBOURNE ST GEORGE PARISH COUNCIL MEETING – FULL COUNCIL MEETING
DISBURSEMENTS AND PAYMENT SCHEDULE

27TH MAY 2021



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
2021-22-001	26-Apr-21	Wiltshire Council		Precept Part 1	£ 6,709.00	N
Payments Made Since The Last Meeting						
2020-21-070	31-Mar-21	Expenses - Elizabeth		Rightsignature 12m	£ 105.31	N
2020-21-076	31-Mar-21	Ruth Anderson		Dragon March	£ 8.32	N
2020-21-079	31-Mar-21	Expenses - Elizabeth		Zoom and MS Office Subs	£ 223.87	Y
2020-21-083	31-Mar-21	Village Hall		Hall Hire 2021-2022	£ 50.00	N
2020-21-084	31-Mar-21	Elizabeth Martin	February	Salary		N
2020-21-085	31-Mar-21	Elizabeth Martin		Feb 2021 Staffing Allowance	£ 25.00	N
2020-21-086	17-Mar-21	1&1 Internet		Email	£ 3.00	Y
2020-21-087	10-Mar-21	1&1 Internet		Website	£ 18.00	Y
2020-21-088	31-Mar-21	Bawden	23597	Grounds January	£ 176.27	Y
2020-21-089	31-Mar-21	Bawden	23439	Grounds February	£ 176.27	Y
2020-21-090	31-Mar-21	Elizabeth Martin	March	Salary		N
2021-22-002	14-Apr-21	1&1 Internet	April	Email	£ 3.00	Y
2021-22-003	08-Apr-21	1&1 Internet	April	Website	£ 18.00	Y
2021-22-004	14-May-21	1&1 Internet	May	Email	£ 3.00	Y
2021-22-005	10-May-21	1&1 Internet	May	Website	£ 18.00	Y
Forthcoming Approved Payments (not included on Reconciliation)						
2021-22-007	27-May-21	Elizabeth Martin	March	Allowance	£ 25.00	N
2021-22-008	27-May-21	Elizabeth Martin	April	Allowance	£ 25.00	N
2021-22-009	27-May-21	Elizabeth Martin	May	Allowance	£ 25.00	N
2021-22-010	27-May-21	Elizabeth Martin	April	Salary		N
2021-22-011	27-May-21	Elizabeth Martin	May	Salary		N
2021-22-012	27-May-21	WALC	WALC-1950	Training - Nathalie Collister	£ 36.00	Y
2021-22-013	27-May-21	WALC	WALC-1935	Training - Abigail Barratt	£ 36.00	Y
2021-22-014	27-May-21	Charlton Baker	41470	Payroll (Jan - Mar)	£ 37.50	Y
2021-22-015	27-May-21	Charlton Baker	41966	Payroll April	£ 12.50	Y
2021-22-020	27-May-21	Charlton Baker	42926	Payroll May	£ 12.50	Y
2021-22-016	27-May-21	Bawden	23752	Grounds - March	£ 176.27	Y
2021-22-016	27-May-21	Bawden	23883	Grounds - April	£ 176.27	Y
2021-22-017	27-May-21	Bridget Bowen	203	Internal Audit 2020/21	£ 315.00	N
2021-22-018	27-May-21	Salisbury Diocesan Board Of Education		Hall Rent Annual Ground Rent for Hall	£ 200.00	N
Forthcoming Payments To Be Approved						
2021-22-019	27-May-21	Came & Company (Gallagher)		Insurance Renewal	£ 409.28	N
Internal Banking Transfers						
n/a	27-May-21	Internal Banking Transfer		Move Reserves to Deposit Account	£ 5,526.00	n/a

* Amounts include VAT