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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 Wednesday 15<sup>th</sup> May 2024  
commencing at 7:30pm.

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Meeting started 19:43

**MEMBERS PRESENT:** Councillors Sam Frost [SF], Rob Green [RG], Abigail Barratt [AB], Rachel Inglefield [RI], Nathalie Collister [NC]

**OFFICER PRESENT:** Elizabeth Martin [EM], Clerk to the Council

**CHAIR:** Sam Frost [SF]

**APOLOGIES:** Nicholas Burnet [NB]

FC24/25/001 **ELECTION OF CHAIR FOR THE ENSUING YEAR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**  
Proposed RI. Seconded NC. Passed.

**IT WAS RESOLVED THAT Cllr. Sam Frost Be Elected As The Chair For The Parish Council For 2024-2025.**

FC24/25/002 **ELECTION OF VICE CHAIR FOR THE ENSUING YEAR AND SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE**  
Motion Deferred. Proposed NC. Seconded RG. Passed.

**IT WAS RESOLVED THAT The Motion Be Deferred To The Next Meeting.**

FC24/25/003 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Nicholas Burnet [NB]  
Proposed SF. Seconded RG.

**IT WAS RESOLVED THAT The Received Apologies For Absence Be Accepted.**

FC24/25/004 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None declared.

FC24/25/005 **MINUTES OF THE PREVIOUS MEETING HELD ON 14<sup>TH</sup> MARCH 2024**  
Proposed SF. Seconded RG.



**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 14<sup>th</sup> March 2024 Be Accepted As Written.**

- FC24/25/006 **CHAIRMAN’S ANNOUNCEMENTS**  
 The Chairman wishes to extend thanks to Robert Tanner for his work and commitment to the Parish Council as a Councillor. Robert will be missed as a Cllr in the Village. The Dragon will place information in the newsletter regarding the vacancy asking for those interested in joining the Council to make contact with the Parish Clerk.
- FC24/25/007 **PLANNING**
- FC24/25/008 **To Consider The Following Planning Application From Wiltshire Council**  
 No Applications For Review
- FC24/25/009 **TO RECEIVE FOR INFORMATION, THE CLERK’S REPORT**  
 The clerk provided several updates on outstanding actions:
- Audit is still with internal auditor, expected by early June.
  - The Clerk received some road closure notifications, details posted on website.
  - Email received an email from The Wiltshire Area Board requesting the submission of any reports or attendees. The Council has named SF as the Area Board contact.
  - EM investigating the defibrillator scheme grant and funding.
  - Need to provide details to Wiltshire Council on use of 2017 CiL Grant funds.
- FC24/25/010 **FINANCE MATTERS**
- FC24/25/011 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**  
 No actions taken.
- FC24/25/012 **To Receive For Information, Disbursements Made Since The Last Meeting**  
 Disbursements made since the last meeting were received.
- FC24/25/013 **To Consider And Approve The Schedule Of Forthcoming Payments**  
 Proposed SF. Seconded NC. Passed
- IT WAS RESOLVED THAT The Schedule Of Forthcoming Payments Be Accepted.**
- FC24/25/014 **To Receive And The Bank Reconciliations As Presented**  
 Bank reconciliations accepted as presented.
- FC24/25/015 **To Receive And Consider The Quotes For Council’s Insurance Renewal For 2024-2025**  
 Proposed AB. Seconded RI. Passed.



**IT WAS RESOLVED THAT The Council Accepts The Insurance Quote For Clear Council At A Cost Of £568.31 Per Annum To Include A One Year Parish Online Membership Included In the Insurance Quote.**

FC24/25/016 **To Consider And Agree To Continue The Councils Payroll Provider (Direct Debit)**  
Proposed RI. Seconded RG. Passed.

**IT WAS RESOLVED THAT The Council Continues The Councils Payroll Provider With Charlton Baker On A Direct Debit.**

FC24/25/017 **To Consider And Agree The Contract With IDVerde For Bin Emptying In the Village Fortnightly At A Cost Of £22 Per Bin Per Empty.**  
Proposed RI. Seconded NC. Passed.

**IT WAS RESOLVED THAT The Contract With IDVerde For Bin Emptying In the Village Fortnightly At A Cost Of £22 Per Bin Per Empty Be Accepted.**

FC24/25/018 **To Consider And Agree The Installation Of An Additional Waste Bin At A Cost Of £320.**  
Proposed RI. Seconded NC. Passed.

**IT WAS RESOLVED THAT The Council Agrees To The Installation Of An Additional Waste Bin At A Cost Of £320 Be Accepted.**

FC24/25/019 **To Consider And Agree The Purchase Of A New Village Noticeboard**  
Proposed RI. Seconded RG. Passed.

**IT WAS RESOLVED THAT The The Council Agrees To The Purchase Of A New Village Noticeboard Be Accepted At A Cost Of £2572.94+VAT**

FC24/25/020 **GOVERNANCE REVIEW**

FC24/25/021 **To Review And Approve The Council's Standing Orders**  
Proposed SF. Seconded RI. Passed.

**IT WAS RESOLVED THAT the Standing Orders Be Accepted As Proposed And Remain Unchanged.**

FC24/25/022 **To Review And Approve The Council's Financial Regulations**  
Proposed RI. Seconded RG. Passed.

**IT WAS RESOLVED THAT the Financial Regulations Be Accepted As Proposed And Remain Unchanged.**

FC24/25/023 **To Review And approve The Parish Council Asset Register**  
Proposed RI. Seconded RG. Passed.

**IT WAS RESOLVED THAT the Asset Register Be Accepted As Proposed.**

FC24/25/024 **To Review And Approve The Council's Code Of Conduct**  
Proposed RI. Seconded RG. Passed.

**IT WAS RESOLVED THAT the Council's Code Of Conduct Be Accepted As Proposed.**



FC24/25/025 **ANNUAL RENEWAL MEMBERSHIPS**

FC24/25/026 **To Consider And Agree To The Renewal Of Membership Of WALC/NALC (Wiltshire Association Of Local Councils/National Association Of Local Councils) At A Cost Of £200.36 PA**

Proposed RI. Seconded RG. Passed.

**IT WAS RESOLVED THAT The Council Agrees To Renew The Membership Of WALC/NALC (Wiltshire Association Of Local Councils/National Association Of Local Councils) At The Cost Of £200.36 Inc VAT**

FC24/25/027 **To Consider And Agree To The Renewal Of Membership Of ICO (Information Commissioners Office) At A Cost Of £40 PA**

Proposed RI. Seconded RG. Passed.

**IT WAS RESOLVED THAT The Council Agrees To Renew The Membership ICO (Information Commissioners Office) At A Cost Of £40 (£35 To Be Paid By Direct Debit)**

FC24/25/028 **TO CONSIDER AND APPROVE APPOINTMENTS TO THE FOLLOWING OUTSIDE BODIES**

Proposed RG. Seconded SF. Passed

**IT WAS RESOLVED THAT The Council Approve Appointments To The Following Outside Bodies**

- Local Highway And Footway Improvement Group (LHFIG)(2 Members)
  - RI, SF
- Ogbourne St George Village Hall (Nominated Trustee) (1 Member)
  - SF
- Marlborough Area Board (MAB) (2 Members)
  - SF
- Poor Furze Charity (Nominated Trustee) (1 Member)
  - RI

FC24/25/029 **TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

FC24/25/030 **Local Highways and Footpath Improvement Group (LHFIG)**

Next meeting is Thursday 18<sup>th</sup> June 2024, 19:00, Proposed Venue The Assembly Room, Marlborough Town Hall, Marlborough SN8 1AA

No recent updates, the group will meet when required.

FC24/25/031 **Marlborough Area Board**

Next meetings are:

Tuesday 18<sup>th</sup> June 2024, 19:00, Marlborough Town Hall

<https://cms.wiltshire.gov.uk/ieListMeetings.aspx?Cid=165&Year=0>



- FC24/25/032     **Transport Working Group – To Receive An Update**  
 The group has not recently met.  
 The Council discussed the recent traffic diversion through the village after an accident. The Council acknowledges this can be disturbing but confirmed the Council has limited ability to control unplanned diversions.  
 The Council discussed the potential of improved signage to help alleviate confusion of traffic.  
 The group is still working with Wiltshire to improve the white lines through the village.  
 EM waiting on the scope of work from SF for the SID/Gate to obtain quotes for installation.  
 Download of the SID (Speed Indicator Device) is due. JS notified the Council that they should send the information to Wiltshire Police to aid in supplying formal traffic stats for the area.  
 Wiltshire Council have a list of items that the Council are still waiting for to be completed. A change of contractors with Wiltshire has created a delay in the work being reviewed and planned for completion.  
 EM to provide two additional quotes for the bus shelter.
- FC24/25/033     **Community Spirit Initiatives Working Group - To Receive An Update**  
 No update provided.
- FC24/25/034     **Communications Working Group - To Receive An Update**  
 No update provided.
- FC24/25/035     **Bell Field Working Group**  
 The Council is informally reviewing improvement ideas for Bell Field. Information is being sought to be reviewed by the Parish Council and Village Consultation if the improvements are deemed appropriate and achievable. SF to lead the review.
- FC24/25/036     **TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED**  
 The Council received a letter from a resident about Japanese knot weed growth on the Bathem Road development site. The information has been forwarded to the planning department.  
 An email has been received and circulated from Wiltshire Council Development Management team about completing a review of planning services. Invitation to attend a stakeholder meeting on June 25th to provide feedback. EM asked for confirmation if a Cllr would be available to attend.
- FC24/25/037     **TO CONSIDER ITMES OF MAINTENANCE**
- EM to obtain quotes for the removal of the bus shelter.
  - EM to obtain quotes for the fencing by the garages at the playground from KI.
  - EM to obtain quote from KI for the permitter of the playground to be cleared and re-seeded to reduce maintenance.



- EM to write a letter regarding the overgrowth of hedges impeding public walkways in the village and send to homeowners.
- Raised issue with blocked drain/flooding on curve of A346 coming into village. Safety hazard for drivers. Will re-report to council. Rachel to pinpoint location of flooded drain on A346 and clerk to add to list requesting jetting out through area board discretionary funds.
- EM to Investigate current interest rates earned on any reserves held and inform council.

FC24/25/038 **KEY MESSAGES.**

- The Council has agreed a new Notice Board for the village to be progressed once planning permission information is confirmed.
- A new dog bin will be installed by IDVerde and the contract for waste removal has been agreed for renewal.
- The Parish Council has a vacancy. If a member of the public is interested, please contact the Parish Clerk at parishclerk@ogbournestgeorge.org.uk

FC24/25/039 **NEXT MEETING.**

To Note the next meeting will be held at 7:30pm on Thursday 11<sup>th</sup> July 2024. Ogbourne St George Village Hall.

FC24/25/040 **To Consider And Agree An additional Meeting On June 27<sup>th</sup> 2024 To Approve The Audit Material Only.**

Meeting date agreed.

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

Signed S Frost Date 15/07/2024

Meeting Concluded: 21:06



## Summary Of Public Participation Section

Opened 19:33

a) Report from Unitary Councillor.

Cllr James Shepherd was not in attendance and no report for Council review.

b) PCSO Report

Report received and is attached to these minutes.

c) Public Participation

The main discussion during public participation centered around recent traffic accidents and the diversions routed through the village as a result. Residents expressed significant concerns about the damage being caused to roads and verges by the diverted traffic, especially from larger vehicles like lorries.

There was a suggestion to have police manage alternating traffic flow during these diversions, or at a minimum put up proper diversion signs, rather than just closing the road. The Council agreed to raise this issue with James Shepherd from Wiltshire Council to see if procedures can be improved.

Action: Council will raise concerns about traffic diversion procedures and lack of proper diversion signage with James Shepherd (Wiltshire Council representative).

One resident also asked about potential improvements around the bus stop area, including installing a new bus shelter. The council has received one quote over £10,000 for this work but will be getting additional quotes. There were some concerns expressed about whether the current bus shelter is even usable given its condition.

**SIGNATURE CERTIFICATE**



**REFERENCE NUMBER**

6BFA1047-646F-481F-BF35-4D10C193B2C4

**TRANSACTION DETAILS**

**Reference Number**  
6BFA1047-646F-481F-BF35-4D10C193B2C4

**Transaction Type**  
Signature Request

**Sent At**  
12/07/2024 16:01 +01

**Executed At**  
15/07/2024 07:50 +01

**Identity Method**  
email

**Distribution Method**  
email

**Signed Checksum**  
f9fda34c808526c61816a42fdc8cbb05bc185d162d440f58e72ae1045ca8348c

**Signer Sequencing**  
Disabled

**Document Passcode**  
Disabled

**DOCUMENT DETAILS**

**Document Name**  
OSG Mins 150524 Final

**Filename**  
OSG\_Mins\_150524\_Final.pdf


**Pages**  
7 pages

**Content Type**  
application/pdf

**File Size**  
273 KB

**Original Checksum**  
95d08535be2a87d2e01e511d571e51e9e407b836f038f245a566f3beef7bffa4

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Sam Frost</p> <p><b>Email</b> sam.frost@ogbournestgeorge.org.uk</p> <p><b>Components</b> 9</p>	<p><b>Status</b> signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> d3ef18ceb8d8d7d9573ab1fa31c51fce2462adbc47cd3a6bd66dffeb82c2a</p> <p><b>IP Address</b> 104.28.40.142</p> <p><b>Device</b> Safari via Mac</p> <p><b>Typed Signature</b> </p> <p><b>Signature Reference ID</b> F2E62D84</p>	<p><b>Viewed At</b> 15/07/2024 07:46 +01</p> <p><b>Identity Authenticated At</b> 15/07/2024 07:50 +01</p> <p><b>Signed At</b> 15/07/2024 07:50 +01</p>

**AUDITS**

TIMESTAMP	AUDIT
12/07/2024 16:01 +01	Elizabeth Martin (parishclerk@ogbournestgeorge.org.uk) created document 'OSG_Mins_150524_Final.pdf' on Chrome via Mac from 217.32.112.106.
12/07/2024 16:01 +01	Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a link to sign.
15/07/2024 07:46 +01	Sam Frost (sam.frost@ogbournestgeorge.org.uk) viewed the document on Safari via Mac from 104.28.40.142.
15/07/2024 07:50 +01	Sam Frost (sam.frost@ogbournestgeorge.org.uk) authenticated via email on Safari via Mac from 104.28.40.142.
15/07/2024 07:50 +01	Sam Frost (sam.frost@ogbournestgeorge.org.uk) signed the document on Safari via Mac from 104.28.40.142.