



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 14th March 2024
commencing at 7:30pm.

Meeting started 19:32

MEMBERS PRESENT: Councillors Sam Frost [SF], Rob Green [RG], Nicholas Burnet [NB], Bob Tanner [BT], Abigail Barratt [AB]

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

CHAIR: Sam Frost [SF]

APOLOGIES: Rachel Inglefield [RI], Nathalie Collister [NC]

FC23/24/156 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Rachel Inglefield [RI], Nathalie Collister [NC]

Proposed SF. Seconded RG.

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

FC23/24/157 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
Nil

FC23/24/158 **MINUTES OF THE PREVIOUS MEETING HELD ON 11TH JANUARY 2024**
Proposed SF. Seconded RG.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 11th January 2024 Be Accepted As Written.

FC23/24/159 **CHAIRMAN'S ANNOUNCEMENTS**
No Announcements

FC23/24/160 **TO RECEIVE FOR INFORMATION, THE CLERK'S REPORT**

The clerk provided several updates on outstanding actions:

- The upcoming annual audit will be done on June 8th. The clerk needs to have all documentation ready by May 15th.



- The clerk is working on filling out the pre-renewal questionnaire for the annual insurance quote and will bring new quotes to the next meeting.
- The clerk received an email from a resident (Dick Millard) regarding a byway that has been fenced off since 2017 by landowners. The landowners now want to re-route the byway slightly. Mr Millard is looking for any evidence that people used the proposed re-routed path before it was blocked off.
Action: The clerk will circulate Millard's email to residents to see if anyone has evidence of using the proposed re-routed path historically.
- The clerk has written to the PCSO Emily about holding public meet-and-greet sessions, potentially at the pub since the council cannot formally host them while serving alcohol.
Action: The clerk will follow up on the PCSO's response.
- The clerk was also asked to raise the concerns around recent traffic diversions and lack of proper procedures with the PCSO Emily and James Shepherd.
Action: Raise traffic diversion concerns with PCSO and James Shepherd.

FC23/24/161 **PLANNING**

FC23/24/162 **To Consider The Following Planning Application From Wiltshire Council**

[PL/2023/10382](#)

Proposal

Demolish existing conservatory, erect a single storey extension to the rear & replace existing shed with a home office.

Site Address

Springfield, Ogbourne St George, Marlborough.
SN8 1SU

Application Type

Householder Planning Permission

Outcome

No Discussion, notification to the Council

FC23/24/163 **FINANCE MATTERS**

FC23/24/164 **To Receive The Bank Reconciliations As Presented**
Bank reconciliations accepted as presented.



FC23/24/165 **To Receive For Information, Disbursements Made Since The Last Meeting**
Disbursements made since the last meeting were received.

FC23/24/166 **To Consider And Approve The Schedule Of Forthcoming Payments**
Proposed SF. Seconded RG. Passed

IT WAS RESOLVED THAT The Schedule Of Forthcoming Payments Be Accepted.

| Date | Description | Account | Payment Number | Debit | Amount |
|-----------|---|-----------------------------|----------------|-------|------------|
| 13-Jan-24 | Payment D29 for Internet 3283 | Hugofox | D29 | | £ 11.99 |
| 15-Jan-24 | Payment 045 for Tree 2023 | Berisha Trading | 045 | | £ 150.00 |
| 15-Jan-24 | Payment 024 for Annual Rent For Hall | Diocese of Salisbury | 024 | | £ 200.00 |
| 15-Jan-24 | Payment 046 for Bench EA39594 | Earth Anchors | 046 | | £ 659.70 |
| 15-Jan-24 | Payment 023 for SID 2 3719 | Elan City | 023 | | £ 2,807.99 |
| 15-Jan-24 | Payment 044 for Rob Green Expenses | Expense Claims | 044 | | £ 114.30 |
| 15-Jan-24 | Payment 027 for 3750 - Grounds September | Kevin Iles | 027 | | £ 460.00 |
| 15-Jan-24 | Payment 028 for 3769 - Grounds October | Kevin Iles | 028 | | £ 460.00 |
| 15-Jan-24 | Payment 026 for Hall Rent 2023-24 | OSG Village Hall Management | 026 | | £ 50.00 |
| 15-Jan-24 | Payment 025 for SLCC Dues 24/25 | SLCC Enterprises | 025 | | £ 75.48 |
| 17-Jan-24 | Payment D30 for Internet | 1&1 Ionos | D30 | | £ 23.94 |
| 24-Jan-24 | Payment 042 Aug-Dec 2023 Staffing Allowance | Allowance Elizabeth Martin | 042 | | £ 150.00 |
| 24-Jan-24 | Payment 030 for Microsoft Office 12m | Expense Claims | 030 | | £ 79.99 |
| 24-Jan-24 | Payment 031 for RightSignature Renewal | Expense Claims | 031 | | £ 116.65 |
| 24-Jan-24 | Payment 032 for RightSignature Renewal | Expense Claims | 032 | | £ 113.14 |
| 24-Jan-24 | Payment 034 for Hugo Fox | Expense Claims | 034 | | £ 11.99 |
| 24-Jan-24 | Payment 035 for Accounts Software 12m | Expense Claims | 035 | | £ 90.00 |
| 24-Jan-24 | Payment 043 for Zoom | Expense Claims | 043 | | £ 143.88 |
| 24-Jan-24 | Payment D27 for 68441 | Charlton Baker | D27 | | £ 15.50 |
| 24-Jan-24 | Payment D28 for Internet | 1&1 Ionos | D28 | | £ 4.20 |
| 24-Jan-24 | Payment 029 for 3649 - Grounds April | Kevin Iles | 029 | | £ 460.00 |
| 24-Jan-24 | Payment 033 for 3666 - Grounds May | Kevin Iles | 033 | | £ 460.00 |
| 24-Jan-24 | Payment 047 Salary - Aug | Salary Elizabeth Martin | 047 | | |
| 24-Jan-24 | Payment 036 Salary - Sep | Salary Elizabeth Martin | 036 | | |
| 24-Jan-24 | Payment 037 Salary - Oct | Salary Elizabeth Martin | 037 | | |
| 24-Jan-24 | Payment 038 Salary - Nov | Salary Elizabeth Martin | 038 | | |
| 24-Jan-24 | Payment 039 Salary - Dec | Salary Elizabeth Martin | 039 | | |
| 24-Jan-24 | Payment 040 - PAYE Tax - Jul thru Sep | Salary Elizabeth Martin | 040 | | |
| 24-Jan-24 | Payment 041 - PAYE Tax - Oct thru Dec | Salary Elizabeth Martin | 041 | | |
| 13-Feb-24 | Payment D40 for Internet 3283 | Hugofox | D40 | | £ 11.99 |
| 16-Feb-24 | Payment D31 for Internet | 1&1 Ionos | D31 | | £ 23.94 |
| 23-Feb-24 | Payment D32 for Internet | 1&1 Ionos | D32 | | £ 4.20 |
| 26-Feb-24 | Payment D33 for 69248 | Charlton Baker | D33 | | £ 15.50 |
| 13-Mar-24 | Payment D34 for Internet 3283 | Hugofox | D34 | | £ 11.99 |

FC23/24/167 **TO CONSIDER AND APPROVE THE COUNCILS RISK ASSESSMENT**
Proposed RB. Seconded BT. Passed

IT WAS RESOLVED THAT The Councils Risk Assessment Be Accepted As Presented.

FC23/24/168 **TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

FC23/24/169 **Local Highways and Footpath Improvement Group (LHFIG, formally CATG)**
Next meeting is:

Thursday 2nd May 2024, 14:00, Microsoft Teams Meeting

The Improvement Group needs to meet before the May meeting.

FC23/24/170 **Marlborough Area Board**
Next meetings are:

Tuesday 18th June 2024, 19:00, Marlborough Town Hall

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



- FC23/24/171 **Transport Working Group – To Receive An Update**
 The last meeting was postponed. Next meeting date TBC but would like to meet before the May meeting.
Actions Outstanding: The installation of the gates and the SID are still outstanding. The contractor has been approached for a quote and would be available sometime in April. SF to supply a description of work for EM so that the Council may seek more than one quote.
 The order of a dog waste Bin needs to be completed. EM to send waste bin options to AB.
 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.
- FC23/24/172 **Community Spirit Initiatives Working Group - To Receive An Update**
 No update provided, though it was noted the village newsletter "The Dragon" continues to be published wonderfully. The Council needs to consider the work for "Beating The Bounds" event.
- FC23/24/173 **Communications Working Group - To Receive An Update**
 No recent meeting. Next meeting TBC
- FC23/24/174 **Bell Field Working Group**
 No recent meeting, no update provided.
- FC23/24/175 **TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED**
 Notice of the upcoming bike ride on 2nd June 2024 has been circulated and the SID Data rollout from Wiltshire Document
- FC23/24/176 **TO CONSIDER ITEMS OF MAINTENANCE**
Dog Waste Collection
 The clerk provided an update that there have been ongoing issues with the dog waste bin collections. The council is supposed to have a contract with ID Verde for this service, but the clerk has had difficulty getting a response from them to confirm the contract details.
 The clerk has also been contacted by Wiltshire Council stating that the dog waste bins are an asset belonging to the parish council that they need to maintain.
 The clerk reached out to an alternative contractor to potentially take over the dog waste collection and provide a quote for a new contract, as there are concerns ID Verde is not performing well.
Actions:
 - Clerk will continue pursuing ID Verde to confirm contract status



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
A39C2F24-86BE-401E-990D-160B0A9B74C6

| TRANSACTION DETAILS | DOCUMENT DETAILS |
|---|---|
| <p>Reference Number A39C2F24-86BE-401E-990D-160B0A9B74C6</p> <p>Transaction Type Signature Request</p> <p>Sent At 18/06/2024 23:51 +01</p> <p>Executed At 19/06/2024 15:21 +01</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum ce946be5ddbdc0033324e341ef1fb9e232c7ce6cb06fe4bce81d0fe6d7f403</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p> | <p>Document Name OSG Mins 140324 Final</p> <p>Filename OSG_Mins_140324_Final.pdf</p> <p>Pages 6 pages</p> <p>Content Type application/pdf</p> <p>File Size 616 KB</p> <p>Original Checksum ff0c8ef8a0820b81adace0bc26ebb50bcc05ebe51d8d531c3360b4b11540ad8f</p> |

SIGNERS

| SIGNER | E-SIGNATURE | EVENTS |
|---|---|--|
| <p>Name Sam Frost</p> <p>Email sam.frost@ogbournestgeorge.org.uk</p> <p>Components 8</p> | <p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 81e3763576ee37513d47b1c92f6b961164dde290de0b9f5cd503640c3ba5258d</p> <p>IP Address 104.28.40.140</p> <p>Device Safari via Mac</p> <p>Typed Signature </p> <p>Signature Reference ID BEC04BA9</p> | <p>Viewed At 19/06/2024 15:19 +01</p> <p>Identity Authenticated At 19/06/2024 15:21 +01</p> <p>Signed At 19/06/2024 15:21 +01</p> |

AUDITS

| TIMESTAMP | AUDIT |
|----------------------|--|
| 18/06/2024 23:51 +01 | Elizabeth Martin (parishclerk@ogbournestgeorge.org.uk) created document 'OSG_Mins_140324_Final.pdf' on Chrome via Mac from 217.32.112.106. |
| 18/06/2024 23:51 +01 | Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a link to sign. |
| 19/06/2024 15:19 +01 | Sam Frost (sam.frost@ogbournestgeorge.org.uk) viewed the document on Safari via Mac from 104.28.40.140. |
| 19/06/2024 15:21 +01 | Sam Frost (sam.frost@ogbournestgeorge.org.uk) authenticated via email on Safari via Mac from 104.28.40.140. |
| 19/06/2024 15:21 +01 | Sam Frost (sam.frost@ogbournestgeorge.org.uk) signed the document on Safari via Mac from 104.28.40.140. |