**OGBOURNE ST GEORGE PARISH COUNCIL**

**Clerk to Council: Elizabeth Martin**

Website: http://www.ogbournestgeorge.org.uk
Email: parishclerk@ogbournestgeorge.org.uk
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Ivy House
72 The Green
Poulshot
SN10 1RT

# PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Ogbourne St George Parish Council held at Ogbourne St George Village Hall on Thursday 11th July 2024 commencing at 7:30pm.

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Meeting started 19:32

**MEMBERS PRESENT:** Councillors Sam Frost [SF], Rob Green [RG], Rachel Inglefield [RI], Nathalie Collister [NC], Nicholas Burnet [NB]

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

**CHAIR:** Sam Frost [SF]

**APOLOGIES:** None Received

**ABSENT:** Abigail Barratt [AB]

FC24/25/051 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
No apologies received

FC24/25/052 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None declared.

FC24/25/053 **MINUTES OF THE PREVIOUS MEETING HELD ON 15TH MAY 2024**
Proposed SF. Seconded RI.

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 15th May 2024 Be Accepted As Written.**

FC24/25/054 **MINUTES OF THE PREVIOUS MEETING HELD ON 27TH JUNE 2024.**
Proposed NC. Seconded RG.

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 27th June 2024 Be Accepted As Written.**

FC24/25/055 **CHAIRMAN'S ANNOUNCEMENTS**
None received.

FC24/25/056 **ELECTION OF VICE CHAIR FOR THE ENSUING YEAR AND SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE**
Proposed SF. Seconded RI. Passed.

**IT WAS RESOLVED THAT Cllr. Nicholas Burnet Be Elected As The Vice Chair For The Parish Council For 2024-2025.**

FC24/25/057 **PLANNING**

The Council was made aware of the approval by Wiltshire Council of Application PL/2024/06496 to remove a dead Elm tree at The Old Rectory, Ogbourne St. George, Marlborough SN8 1SU. Permissions granted under Town and Country Planning (Tree Preservation) (England) Regulations 2012, Dead Dying or Dangerous Trees (s).

FC24/25/058 **To Consider The Following Planning Application From Wiltshire Council**

No Applications Were Presented For Review

FC24/25/059 **TO RECEIVE FOR INFORMATION, THE CLERK'S REPORT**

The clerk provided several updates on outstanding actions:

- The Council has received an interest in Co-Option to the Council. The Clerk will bring this forward to the September if appropriate after discussion with the applicant.
- The Clerk is exploring the options for tree work. The Clerk has approached four companies and will notify the Council when the quotes are received.
- The Council is doing discovery on the costs for the removal of the bus shelter on the A361. The Clerk has received two of four quotes and will bring them back to the Council when they are received.
- EM investigating the defibrillator scheme grant and funding.
- The Council is looking to install an additional dog waste bin and formal confirmation of placement is being sought.
- The Clerk is seeking quotations for installation of the Notice board, gates, and SID for installation before Autumn if possible.
- The Notice board is being ordered and delivery in OSG has been agreed with a seven-week lead time for production.

FC24/25/060 **FINANCE MATTERS**

FC24/25/061 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**

No actions taken.

FC24/25/062 **To Receive For Information, Disbursements Made Since The Last Meeting**

Disbursements made since the last meeting were received.

| | | | | |
|---|---|---|---|---|
| 04-Jul-24 | Direct Debit (1&1 INTERNET LTD.) | V76842307-60195510 | £ | 14.40 |
| 30-Jun-24 | Service Charge | | £ | 18.00 |
| 28-Jun-24 | B/P to: Clear Councils Ins | 24-25 INSURANCE | £ | 568.31 |
| 28-Jun-24 | B/P to: Elizabeth Martin | ALLOWANCE APRIL | £ | 25.00 |
| 28-Jun-24 | B/P to: Bridget Bowen | INV 00399 AUDIT | £ | 365.00 |
| 28-Jun-24 | B/P to: Elizabeth Martin | ALLOWANCE JUNE | £ | 25.00 |

| | | | | |
|---|---|---|---|---|
| 28-Jun-24 | B/P to: Elizabeth Martin | ALLOWANCE MAY | £ | 25.00 |
| 28-Jun-24 | B/P to: Wiltshire Assoc LC | SUB 24/25-182 | £ | 200.36 |
| 28-Jun-24 | B/P to: Elizabeth Martin | SALARY MAY | [redacted] | |
| 28-Jun-24 | B/P to: Elizabeth Martin | SALARY JUNE | | |
| 28-Jun-24 | B/P to: Elizabeth Martin | SALARY APRIL | | |
| 28-Jun-24 | B/P to: Kevin Iles | INV 3870 MAY | £ | 460.00 |
| 28-Jun-24 | B/P to: Kevin Iles | INV 3847 APRIL | £ | 460.00 |
| 28-Jun-24 | B/P to: Kevin Iles | INV 3844 MARCH | £ | 230.00 |
| 28-Jun-24 | B/P to: IDVerde Ltd | INV 10915180 | £ | 79.20 |
| 25-Jun-24 | Direct Debit (1&1 INTERNET LTD.) | V85548656-68163576 | £ | 5.40 |
| 24-Jun-24 | Direct Debit (CHARLTON BAKER LTD) | 7J4MXSE | £ | 16.50 |
| 22-Jun-24 | Transfer from 20468266 | | £ | 5,125.00 |
| 13-Jun-24 | Direct Debit (GOCARDLESS) | HUGOFOXLTD-BJ7VRJZ | £ | 11.99 |
| 05-Jun-24 | Direct Debit (1&1 INTERNET LTD.) | V76842307-63200473 | £ | 14.40 |
| 28-May-24 | Direct Debit (CHARLTON BAKER LTD) | 7J4MXSE | £ | 16.50 |
| 23-May-24 | Direct Debit (1&1 INTERNET LTD.) | V85548656-62186054 | £ | 5.40 |
| 13-May-24 | Direct Debit (GOCARDLESS) | HUGOFOXLTD-BJ7VRJZ | £ | 11.99 |
| 08-May-24 | Direct Debit (1&1 INTERNET LTD.) | V76842307-69151440 | £ | 18.18 |
| 24-Apr-24 | Direct Debit (CHARLTON BAKER LTD) | 7J4MXSE | £ | 15.50 |
| 24-Apr-24 | Direct Debit (1&1 INTERNET LTD.) | V85548656-68151238 | £ | 5.40 |

FC24/25/063 **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.**

| | | | |
|---|---|---|---|
| B/P to: Elizabeth Martin | ALLOWANCE JULY | £ | 25.00 |
| B/P to: Elizabeth Martin | ALLOWANCE AUGUST | £ | 25.00 |
| B/P to: Elizabeth Martin | SALARY JULY | [redacted] | |
| B/P to: Elizabeth Martin | SALARY AUGUST | | |
| B/P to: HMRC | Q1 PAYE | | |
| B/P to: Kevin Iles | JULY | £ | 460.00 |
| B/P to: Kevin Iles | AUGUST | £ | 460.00 |
| Direct Debit (1&1 INTERNET LTD.) | JULY | £ | 14.40 |
| Direct Debit (1&1 INTERNET LTD.) | AUGUST | £ | 14.40 |
| Direct Debit (1&1 INTERNET LTD.) | JULY | £ | 5.40 |
| Direct Debit (1&1 INTERNET LTD.) | AUGUST | £ | 5.40 |
| B/P to: Idverde Ltd | JULY | £ | 79.20 |

 SF _____

| | | | |
|---|---|---|---|
| B/P to: Idverde Ltd | AUGUST | £ | 79.20 |
| Direct Debit (HUGOFOX) | JULY | £ | 11.99 |
| Direct Debit (HUGOFOX) | AUGUST | £ | 11.99 |
| Direct Debit (CHARLTON BAKER LTD) | JULY | £ | 15.50 |
| Direct Debit (CHARLTON BAKER LTD) | AUGUST | £ | 15.50 |

FC24/25/064 **To Receive And The Bank Reconciliations As Presented**
Proposed RG. Seconded SF. Passed

**IT WAS RESOLVED THAT The Council Deferred The Bank Reconciliations To The Next Meeting**

FC24/25/065 **To Receive An Update On The Audit For 2023-2024**
The 2023-2024 is complete. The internal audit suggested some areas of improvement. The Clerk has addressed the report and has brought the Council a Publication Scheme to be accepted and placed on the website. All 2024 invoicing has been audited to the end of June and has been circulated for signature. The budget and all AGAR information has also been published on the Council's website. The website https://www.ogbournestgeorge.org.uk/community/ogbourne-st-george-parish-council-20256/home/

continues to be populated with past information of the Parish Council to include minutes (current and previous years), governance information, and required financial documents. Should any member of the public have a query please contact the Clerk directly at parishclerk@ogbournestgeorge.org.uk parishclerk@ogbournestgeorge.org.uk

FC24/25/066 **GOVERNANCE REVIEW**

FC24/25/067 **To Review And Approve The Council's Complaints Policy**
Proposed SF. Seconded NB. Passed.

**IT WAS RESOLVED THAT the Council's Complaints Policy Be Accepted As Proposed.**

FC24/25/068 **To Review And Approve The Council's Safeguarding Policy**
Proposed NB. Seconded NC. Passed.

**IT WAS RESOLVED THAT the Safeguarding Policy Be Accepted As Proposed.**

FC24/25/069 **To Review And Approve The Parish Council Co-Option Policy**
Proposed SF. Seconded RG. Passed.

**IT WAS RESOLVED THAT the Co-Option Policy Be Accepted As Proposed.**

FC24/25/070 **To Review And Approve The Parish Council Publication Scheme**
Proposed NC. Seconded NB. Passed.

**IT WAS RESOLVED THAT the Parish Council Publication Scheme be Accepted As Proposed.**

FC24/25/071 **TO DISCUSS MAINTANANCE OF THE CORONATION GARDENS**

The Council has been asked by members of the public to address the recent increase in dog waste found in the Coronation Garden. Members of the public are kindly reminded to clear up after their pets. The Council will post a polite request at the site and will ask that a reminder be placed in the next version of The Dragon.

**Action: SF to identify placement and size of the required notice.**

FC24/25/072 **TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

FC24/25/073 **Local Highways and Footpath Improvement Group (LHFIG)**

Next meeting is Thursday 17th October 2024, 14:00, Via Teams

FC24/25/074 **Marlborough Area Board**

Next meeting is:

Tuesday 1st October 2024, 19:00, Marlborough Town Hall

FC24/25/075 https://cms.wiltshire.gov.uk/ieListMeetings.aspx?CId=165&Year=0

FC24/25/076 **Transport Working Group**

RI notified the Council that previously unfinished requested work continues to be followed up with Wiltshire. RI has emailed Martin Cook regarding white line painting improvements, and previous signage plans (traffic plan drafted 2022). RI will continue to update the Council as information becomes available. RI has also contacted James Sheppard regarding the drainage issue on the A346 to see what actions may be taken to sort out the clearing of the drains.

FC24/25/077 **Community Spirit Initiatives Working Group - To Receive An Update**

No update provided.

FC24/25/078 **Communications Working Group - To Receive An Update**

No update provided.

FC24/25/079 **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.

FC24/25/080 **TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED**

Briefing Note 24-13: Housing Land Supply and Housing Delivery Test – 14th June

Town And Parish Council Planning Forum June 2024 – 12th July

Operational Flooding Group Meeting Details/Notes – 12th July

The Gypsies and Travellers Development Plan - 12th July

FC24/25/081 **TO CONSIDER ITMES OF MAINTENANCE**

No new items of maintenance. EM to get the village signs, SID and gates organised for installation if possible before the next meeting.

FC24/25/082 **KEY MESSAGES.**
No new key messages.

FC24/25/083 **NEXT MEETING.**
To Note the next meeting will be held at 7:30pm on Thursday 12th September 2024. Ogbourne St George Village Hall.

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

Signed S Frost _____ Date 11/12/2024 _____

Meeting Concluded: 21:05

## 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

An email was received from a member of the public regarding verge maintenance. The Chairman will send a response to the email following the meeting.

citrix | RightSignature

# SIGNATURE CERTIFICATE

**REFERENCE NUMBER**
863E4D77-B3B3-487A-A00C-CCAB196FEFD7

| TRANSACTION DETAILS | DOCUMENT DETAILS |
|---|---|
| **Reference Number**<br>863E4D77-B3B3-487A-A00C-CCAB196FEFD7 | **Document Name**<br>OSG Mins 090724 Final |
| **Transaction Type**<br>Signature Request | **Filename**<br>OSG_Mins_090724_Final.pdf |
| **Sent At**<br>03/12/2024 21:33 +01 | **Pages**<br>6 pages |
| **Executed At**<br>12/12/2024 00:18 +01 | **Content Type**<br>application/pdf |
| **Identity Method**<br>email | **File Size**<br>224 KB |
| **Distribution Method**<br>email | **Original Checksum**<br>941d8e06880a283c7f5f6e82cc3bac62f055ad7ea5c995cc7db26e10b3a48145 |
| **Signed Checksum**<br>f9ffe3ea8adc9acc2614d02f768fcd7decf14bf26208a4605b476fb6eb16ea97 | |
| **Signer Sequencing**<br>Disabled | |
| **Document Passcode**<br>Disabled | |

## SIGNERS

| SIGNER | E-SIGNATURE | EVENTS |
|---|---|---|
| **Name**<br>Sam Frost | **Status**<br>signed | **Viewed At**<br>12/12/2024 00:16 +01 |
| **Email**<br>sam.frost@ogbournestgeorge.org.uk | **Multi-factor Digital Fingerprint Checksum**<br>2969f3c78aff2c34e09ce2b680a4fc0aa55e98892a21b51d814f29a680ea6e86 | **Identity Authenticated At**<br>12/12/2024 00:18 +01 |
| **Components**<br>8 | **IP Address**<br>104.28.86.104 | **Signed At**<br>12/12/2024 00:18 +01 |
| | **Device**<br>Safari via Mac | |
| | **Typed Signature**<br>S Frost | |
| | **Signature Reference ID**<br>1F4419D5 | |

## AUDITS

| TIMESTAMP | AUDIT |
|---|---|
| 03/12/2024 21:33 +01 | Elizabeth Martin (parishclerk@ogbournestgeorge.org.uk) created document 'OSG_Mins_090724_Final.pdf' on Chrome via Mac from 31.221.30.164. |
| 03/12/2024 21:33 +01 | Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a link to sign. |
| 08/12/2024 00:04 +01 | Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a reminder. |
| 12/12/2024 00:03 +01 | Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a reminder. |
| 12/12/2024 00:16 +01 | Sam Frost (sam.frost@ogbournestgeorge.org.uk) viewed the document on Safari via Mac from 104.28.86.104. |
| 12/12/2024 00:18 +01 | Sam Frost (sam.frost@ogbournestgeorge.org.uk) authenticated via email on Safari via Mac from 104.28.86.104. |
| 12/12/2024 00:18 +01 | Sam Frost (sam.frost@ogbournestgeorge.org.uk) signed the document on Safari via Mac from 104.28.86.104. |