OGBOURNE ST GEORGE PARISH COUNCIL

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 12th September 2024 commencing at 7:30pm.

Meeting started 19:35

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

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

CHAIR: Sam Frost [SF]

APOLOGIES: Nicholas Burnet [NB], Rob Green [RG]

ABSENT: None.

FC24/25/084 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Apologies for absence from NB and RG.

FC24/25/085 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None declared.

FC24/25/086 **MINUTES OF THE PREVIOUS MEETING HELD ON 11TH JULY 2024**
Proposed SF. Seconded RI.

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

FC24/25/087 **PLANNING**
The Chair noted that there were no planning applications to review. However, the Clerk reported that she had received a letter from a parishioner regarding Japanese knotweed on the site of a proposed development on Bham Road. The Clerk had emailed the developer to inform them of the issue, and they had replied stating that they were aware of the problem and had quotes from specialist contractors to remove it.

FC24/25/088 **To Consider The Following Planning Application From Wiltshire Council**
No Applications Were Presented For Review

FC24/25/089 **TO RECEIVE FOR INFORMATION, THE CLERK'S REPORT**

The Clerk reported that she had ordered a new notice board, which was expected to be delivered soon. She also reported that she had been in touch with Paul Booth regarding the installation of a new post for the SID, and that the post was due to be delivered week commencing 16th September.

The Clerk also reported that she had been in touch with Lee Davis regarding the installation of village gates, and that she was awaiting a quote. She also reported that she had updated the policies on the website and was working on the budget.

FC24/25/090 **FINANCE MATTERS**

FC24/25/091 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**

Galvanised Post For The SID (Speed Indicator Devise, Chippenham Road) £465+VAT

FC24/25/092 **To Receive For Information, Disbursements Made Since The Last Meeting**

Disbursements made since the last meeting were received and are attached to these minutes

FC24/25/093 **TO CONSIDER AND APPROVE THE SCHEDULE OF FORTHCOMING PAYMENTS**

Only previously approved payments are expected (Salary, Grounds and other Direct Debits).

FC24/25/094 **To Receive And The Bank Reconciliations As Presented**

Bank Reconciliations received to April 1st 2024, to June 30th 2024 and to August 31st 2024.

FC24/25/095 **TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

FC24/25/096 **Local Highways and Footpath Improvement Group (LHFIG)**

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

FC24/25/097 **Marlborough Area Board**

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

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

FC24/25/098 **Transport Working Group – To Receive An Update**

Transport Working Group had not met since the last meeting.

FC24/25/099 **Community Spirit Initiatives Working Group - To Receive An Update**

No update provided.

The Community Spirit Initiatives Working Group had not met since the last meeting but had been in touch with Megan regarding the Christmas event.

It was noted that the pub would not be hosting the event this year, and that alternative venues were being considered.

Action: SF to explore alternative venues for the Christmas event and report back to the Council. * The Chair to work with the Community Spirit Initiatives Working Group to plan and organize the event

FC24/25/100 **Communications Working Group - To Receive An Update**

The Communications Working Group has been working on improving the Council's communication with the community.

The Council had received a comment from a Parishioner regarding the publication of the agenda, they had suggested that the Council should publish a headline or summary of the agenda in the Dragon magazine and that the Council had responded to her comment.

The Council will look to provide a summary of the agenda in the Dragon magazine on a quarterly basis and publishing a summary of the agenda on the Council's website and social media channels.

FC24/25/101 **Bell Field Working Group – To Receive An Update**

The Bellfield Working Group had been working on plans to improve the Bellfield area. The Working Group has received quotes from three different companies for the installation of a new play area.

FC24/25/102 **TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED**

The Clerk reported that she had sent out the minutes of the Area Board meeting and the planning committee agenda to the Council.

The Clerk also reported that she had received a letter from a resident regarding a footpath, and that she was still in correspondence with the resident.

Also circulated to the Council:-

- Watch the National Planning Policy Framework Webinar – 15 August 2024
- Wiltshire Council Funded Septic Tank Upgrade Scheme – 18th August
- Temporary Closures of: Various Roads, Various Parishes (Dates between 16.09.2024 - 28.10.2024) – 18 August
- Wiltshire Gypsies and Travellers Development Plan Document – 18th August 2024
- Agenda for Eastern Area Planning Committee – 18th August 2024
- 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

FC24/25/103 **TO CONSIDER ITMES OF MAINTENANCE**

The Chair reported that the hedge on the High Street at the school needed to be cut, and that she had emailed the school to request that they cut it.

The Chair also reported that the hedge on Marlborough Road needed to be cut, and that she would draft a letter to the resident requesting that they cut it.

The Chair also reported that the verge outside Coombes View needed to be cut, and that she would respond to the resident to say that the Council would ask the parish steward to cut it.

The Council agreed to ask the parish steward to cut the verge outside Coombes View once a year.

FC24/25/104 **KEY MESSAGES.**

The Chair reported that the pub would be closing in two weeks, and that the Council should consider sending a gift to the owners.

The Council discussed various options for a gift, including a bunch of flowers or a plant. The Council agreed to send a gift to the owners of the pub.

FC24/25/105 **NEXT MEETING.**

The next meeting will be held at 7:30pm on Thursday 14th November 2024. Ogbourne St George Village Hall.

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

Signed S Frost _____ Date 09/01/2025 _____

Meeting Concluded: 20:50

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

Transactions by Category for OSG Parish Council

Period from 1 Apr 2024 to 12 Sep 2024

Indirect expenses

Date	Account	Description	Detail	Category	Account	Debit	Credit	Balance
								£230.00
1 Apr 2024	Payroll	Payroll 70531		Suppliers	Charlton Baker	£12.92		£242.92
1 Apr 2024	Grounds Maintenance	Grounds 3844	28/3	Suppliers	Kevin Iles	£230.00		£472.92
1 Apr 2024	Memberships & Subscriptions	SUB 24/25-182	WALC	Suppliers	WALC	£166.97		£639.89
1 Apr 2024	Internet Website	Internet 203041303923		Suppliers	1&1 Ionos	£19.95		£659.84
6 Apr 2024	Internet Website	Internet 203041409741		Suppliers	1&1 Ionos	£4.50		£664.34
13 Apr 2024	Internet Website	Internet 4948		Suppliers	Hugofox	£9.99		£674.33
18 Apr 2024	Internet Website	Internet 203041615480		Suppliers	1&1 Ionos	£15.15		£689.48
24 Apr 2024	Payroll	Payroll 71350		Suppliers	Charlton Baker	£13.75		£703.23
29 Apr 2024	Grounds Maintenance	Grounds 3847	16/4 + 25/4	Suppliers	Kevin Iles	£460.00		£1,163.23
6 May 2024	Internet Website	Internet 203041903426		Suppliers	1&1 Ionos	£4.50		£1,167.73
13 May 2024	Internet Website	Internet 5302		Suppliers	Hugofox	£9.99		£1,177.72
18 May 2024	Internet Website	Internet 203042088978		Suppliers	1&1 Ionos	£12.00		£1,189.72
24 May 2024	Payroll	Payroll 72081		Suppliers	Charlton Baker	£13.75		£1,203.47
31 May 2024	Grounds Maintenance	Grounds 3870	8/5 + 24/5	Suppliers	Kevin Iles	£460.00		£1,663.47
6 Jun 2024	Internet Website	Internet 203042400271		Suppliers	1&1 Ionos	£4.50		£1,667.97
13 Jun 2024	Internet Website	Internet 6236		Suppliers	Hugofox	£9.99		£1,677.96
18 Jun 2024	Internet Website	Internet 203042590254		Suppliers	1&1 Ionos	£12.00		£1,689.96
21 Jun 2024	Dog Bins	Dog bin 10915180		Suppliers	IDVerde	£66.00		£1,755.96
22 Jun 2024	Internal / External Audit	399 Internal Audit 23/24		Suppliers	Bridget C. Bowen Chartered Accountant	£365.00		£2,120.96
24 Jun 2024	Payroll	Payroll 72811		Suppliers	Charlton Baker	£13.75		£2,134.71
24 Jun 2024	Insurance	Insurance LCO03196		Suppliers	Clear Councils	£568.31		£2,703.02
30 Jun 2024	Grounds Maintenance	Grounds 3891	6/6 + 20/6	Suppliers	Kevin Iles	£460.00		£3,163.02
30 Jun 2024	Bank Charges	Service Charge		Bank accounts	Unity Checking Account	£18.00		£3,181.02

6 Jul 2024	Internet Website	Internet 203042899161		Suppliers	1&1 Ionos	£4.50		£3,185.52
11 Jul 2024	Community	Nathalie - Xmas Expenses		Suppliers	Expense Claims	£46.25		£3,231.77
11 Jul 2024	Community	Nathalie - Mural		Suppliers	Expense Claims	£124.52		£3,356.29
13 Jul 2024	Internet Website	Internet 6932		Suppliers	Hugofox	£9.99		£3,366.28
18 Jul 2024	Internet Website	Internet 203043087733		Suppliers	1&1 Ionos	£22.00		£3,388.28
19 Jul 2024	Dog Bins	Dog Bin 10917297		Suppliers	IDVerde	£88.00		£3,476.28
24 Jul 2024	Payroll	Payroll 73528		Suppliers	Charlton Baker	£13.75		£3,490.03
31 Jul 2024	Grounds Maintenance	Grounds 3919	3/7 + 17/7	Suppliers	Kevin Iles	£460.00		£3,950.03
6 Aug 2024	Internet Website	Internet 203043398637		Suppliers	1&1 Ionos	£4.50		£3,954.53
13 Aug 2024	Internet Website	Internet 7627		Suppliers	Hugofox	£9.99		£3,964.52
18 Aug 2024	Internet Website	Internet 203043584856		Suppliers	1&1 Ionos	£12.00		£3,976.52
19 Aug 2024	Dog Bins	Dog Bin 10919462		Suppliers	IDVerde	£88.00		£4,064.52
24 Aug 2024	Payroll	Payroll 74271		Suppliers	Charlton Baker	£13.75		£4,078.27
27 Aug 2024	Grounds Maintenance	Grounds 3951	1/8 + 15/8	Suppliers	Kevin Iles	£460.00		£4,538.27
4 Sep 2024	Dog Bins	New Dog Bin 10920897		Suppliers	IDVerde	£320.00		£4,858.27
6 Sep 2024	Internet Website	Internet 203043897717		Suppliers	1&1 Ionos	£4.50		£4,862.77
6 Sep 2024	Memberships & Subscriptions	ICO Membership 24/25		Suppliers	Information Commission (ICO)	£35.00		£4,897.77
					Total	**£4,667.77**	**£0.00**	

Debit = Purchase
Credit = Refund
Balance = Total to date

Prepared on 12 Sep 2024 at 08:30:44

citrix | RightSignature

SIGNATURE CERTIFICATE

REFERENCE NUMBER
7626C085-D5C7-4068-8D4C-E9820FDCFA8D

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number 7626C085-D5C7-4068-8D4C-E9820FDCFA8D	**Document Name** OSG Mins 120924 Final
Transaction Type Signature Request	**Filename** OSG_Mins_120924_Final.pdf
Sent At 05/01/2025 01:00 +01	**Pages** 6 pages
Executed At 09/01/2025 11:47 +01	**Content Type** application/pdf
Identity Method email	**File Size** 262 KB
Distribution Method email	**Original Checksum** 7cd3150a461a7e45d11bc13316695c2827a4b9072e04c5b9ac9607b722c612ee
Signed Checksum 295f08fef78c758e2482d2127c5b644c5bb556d9f4563200a2e56d672de3b9fb	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Sam Frost	**Status** signed	**Viewed At** 09/01/2025 11:41 +01
Email sam.frost@ogbournestgeorge.org.uk	**Multi-factor Digital Fingerprint Checksum** d92ba6628b014610ce29d2962ceb82a55f2c25f277578a0fd42cb00c6736c3f7	**Identity Authenticated At** 09/01/2025 11:47 +01
Components 8	**IP Address** 104.28.40.145	**Signed At** 09/01/2025 11:47 +01
	Device Safari via Mac	
	Typed Signature S Frost	
	Signature Reference ID DAC97F81	

AUDITS

TIMESTAMP	AUDIT
05/01/2025 01:00 +01	Elizabeth Martin (parishclerk@ogbournestgeorge.org.uk) created document 'OSG_Mins_120924_Final.pdf' on Chrome via Mac from 146.90.242.190.
05/01/2025 01:00 +01	Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a link to sign.
07/01/2025 19:47 +01	Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a reminder.
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