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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 12<sup>th</sup> May 2025  
commencing at 7:30pm.

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Meeting started 19:37

**MEMBERS PRESENT:** Councillors Sam Frost [SF], Nathalie Collister [NC], Abigail Barratt [AB], Nicholas Burnet [NB]

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

**CHAIR:** Sam Frost [SF]

**APOLOGIES:** Rachel Inglefield [RI]

**ABSENT:** None

FC25/26/001 **ELECTION OF CHAIR FOR THE ENSUING YEAR AND SIGNING OF DELARATION OF ACCEPTANCE OF OFFICE**  
Proposed SF. Seconded NC. Passed

**IT WAS RESOLVED THAT Cllr. Nicholas Burnet Be Elected As The Chair For The Parish Council For 2025-2026**

FC25/26/002 **ELECTION OF VICE CHAIR FOR THE ENSUING YEAR AND SIGNING OF DELARATION OF ACCEPTANCE OF OFFICE**  
Proposed NB. Seconded AB. Passed

**IT WAS RESOLVED THAT Cllr. Sam Frost Be Elected As The Vice Chair For The Parish Council For 2025-2026**

FC25/26/003 **TO SIGN THE DECLARATIONS OF OFFICE FOR ALL COUNCILORS**  
Declarations Signed

FC25/26/004 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Apologies were received from RI.  
Proposed SF. Seconded AB. Passed

**IT WAS RESOLVED THAT Cllr Rachel Inglefield Absence Is Received And Approved**

FC25/26/005 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None declared.



FC25/26/006 **MINUTES OF THE PREVIOUS MEETING HELD ON 13<sup>TH</sup> MARCH 2025**  
Proposed SF. Seconded NB.

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 13<sup>th</sup> March 2025 Be Accepted As Presented**

FC25/26/007 **TO RECEIVE THE CHAIRS ANNOUNCEMENTS**

The newly elected Chair, Nicholas Burnet [NB], welcomed Councillors and thanked the previous Councillor, Rob Green [RG], for his contributions. Achievements from 2024–2025 were discussed for a report to the Annual Parish Meeting, including a new stage, two seats, a picnic bench (QE2 memorial), village gates, a Christmas tree, new road lines (lead by Rachel Inglefield [RI]), and Bellfield investigations. The Chair proposed drafting a report summarising these achievements. The council discussed recruiting more parish councillors and finding an editor for the *Dragon* newsletter, suggesting a flyer for recruitment and reducing the *Dragon's* frequency to quarterly or less to ease workload.

FC25/26/008 **PLANNING**

[PL/2025/03980](#)

**Proposal**

Erection of 1no. agricultural building.

**Site Address**

2 Westfields Farm, Ogbourne St George,  
Marlborough, SN8 1SX.

**Application Type**

Full planning permission

**Decision**

The application was reviewed, and **no objections** were raised by the Council.

FC25/26/009 **TO RECEIVE FOR INFORMATION, THE CLERK'S REPORT**

**Councillor Recruitment:** Suggested co-option in July 2025, The Clerk has asked that any interested individuals contact her at parishclerk@ogbournestgeorge.org.uk for details and deadlines. An official notice will be posted.

**Dragon Editor:** The challenges in finding an editor were noted, with suggestions to contact Claire for a handover. Quarterly publication was considered to reduce workload.

**Overhanging Hedges:** Letters for hedge maintenance will be delivered by SF

**Storage:** A plastic, wood-look shed (2.36m x 1m x 2m) was proposed near the school for council assets (flood signs, litter-picking equipment, emergency supplies). Kevin was suggested to quote for site preparation (hardcore base).

**SID Data:** The Clerk is awaiting Wiltshire Council's response on submitting Speed Indicator Device data to the police. A speeding incident (60 mph) was noted.



**Action List:** Presented as a supporting document, councillors requested it be emailed with a Box folder link for easier access.

**Parklands:** Confirmed as dissolved, with concerns about its appearance and outdated hostel signage. Martin Cook’s email indicated the Integrated Transport Team will review signage.

**Rights of Way:** A webinar recording was unavailable from Wiltshire Council, but slides are online. A resident reported inaccessible stiles, providing coordinates to be converted to What3Words for inspection. Pre-written letters for landowners were noted.

FC25/26/010 **FINANCE MATTERS**

FC25/26/011 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**

None.

FC25/26/012 **To Receive For Information, Disbursements Made Since The Last Meeting**

The following disbursements were reported:

07-May-25	Direct Debit (IONOS CLOUD LTD.) V76842307-66242561	18.6
30-Apr-25	Service Charge	6
24-Apr-25	Direct Debit (CHARLTON BAKER LTD) 7J4MXSE	16.5
24-Apr-25	Direct Debit (IONOS CLOUD LTD.) V85548656-62286493	6.6
17-Apr-25	B/P to: Elizabeth Martin SALARY APRIL	
17-Apr-25	B/P to: Elizabeth Martin ALLOWANCE APRIL	25
14-Apr-25	Direct Debit (GOCARDLESS) HUGOFOXLTDBJ7VRJZ	11.99
07-Apr-25	B/P to: RL Green EXP CHRISTMAS RG24	52.1
07-Apr-25	B/P to: Idverde Ltd INV 10938199	105.6
07-Apr-25	B/P to: RL Green EXP CHRISTMAS RG24	37.5
03-Apr-25	Direct Debit (IONOS CLOUD LTD.) V76842307-60271570	17.4
31-Mar-25	Service Charge	6
31-Mar-25	B/P to: Idverde Ltd INV 10934747	105.6
31-Mar-25	B/P to: Elizabeth Martin SALARY MARCH	
31-Mar-25	B/P to: HMRC Cumbernauld 475PM00698320	
27-Mar-25	Direct Debit (CHARLTON BAKER LTD) 7J4MXSE	16.5
25-Mar-25	Direct Debit (IONOS CLOUD LTD.) V85548656-60269041	6.6
13-Mar-25	Direct Debit (GOCARDLESS) HUGOFOXLTDBJ7VRJZ	11.99
06-Mar-25	Direct Debit (IONOS CLOUD LTD.) V76842307-67205836	17.4



05-Mar-25	B/P to: Paul Hill INV 2586	240
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- FC25/26/013     **To Consider And Approve The Schedule Of Forthcoming Payments**  
 The following standard payments were noted as forthcoming:
- Clerk’s Salary (May - June Payment)
  - ID Verde Ltd (Grass Cutting & Bin Emptying Services) – (May – June) £105.60
  - Service Charge (Banking Fees – May - June) – £6.00
  - Ionos (Website Hosting Services May - June) – £24.00
  - Hugo Fox (Website Subscription & Maintenance) – £11.99
  - Charlton Baker (Payroll Processing Services – Monthly Fee May-June) – £18.00
- Proposed SF. Seconded NC.
- IT WAS RESOLVED THAT The Forthcoming Payments Be Approved.**
- FC25/26/014     **To Receive The Bank Reconciliations As Presented**  
 Reconciliations Received
- FC25/26/015     **To Receive And Consider The Quotes For Council’s Insurance Renewal For 2025-2026**  
 Proposed NB. Seconded AB. Passed
- IT WAS RESOLVED To Consider The Quotes For Council’s Insurance Renewal For 2025-2026 Be Deferred Until The June Meeting To Review Additional Quotes**
- FC25/26/016     **To Consider And Agree To Continue The Councils Payroll Provider Charlton Baker (Direct Debit of £18.00 per month)**  
 Proposed SF. Seconded NB. Passed
- IT WAS RESOLVED To Consider The Payroll Provider Charlton Baker (Direct Debit of £18.00 per month) Be Accepted.**
- FC25/26/017     **To Consider And Agree to Continue The Current Internet Direct Debit Payments (Ionos1-1 and Hugo Fox)**  
 Proposed SF. Seconded NB. Passed
- IT WAS RESOLVED To Consider And Agree To Continue The Current Internet Direct Debit Payment (Ionos1-1 and HugoFox) Be Accepted.**
- FC25/26/018     **GOVERNANCE**
- FC25/26/019     **To Review And Approve The Council’s Standing Orders**  
 Proposed NB. Seconded SF. Passed
- IT WAS RESOLVED To Defer The Approval Of The Council’s Standing Orders**



- FC25/26/020      **To Review And Approve The Council’s Financial Regulations**  
 Proposed NB. Seconded SF. Passed  
**IT WAS RESOLVED To Defer The Approval Of The Council’s Financial Regulations**
- FC25/26/021      **To Review And Approve The Parish Council Asset Register**  
 Proposed AB. Seconded NB. Passed  
**IT WAS RESOLVED TO Review And Agree The Parish Council Asset Register As Presented.**
- FC25/26/022      **To Review And Approve The Council’s Code Of Conduct**  
 Proposed NC. Seconded SF. Passed  
**IT WAS RESOLVED TO Accept And Agree The Council’s Code Of Conduct As Presented.**
- FC25/26/023      **ANNUAL MEMBERSHIPS**
- FC25/26/024      **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 £217.09 pa**  
 Proposed SF. Seconded AB. Passed  
**IT WAS RESOLVED TO Agree To The Renewal Of Membership Of WALC/NALC (Wiltshire Association Of Local Councils/National Association Of Local Councils) At A Cost Of £217.09 pa.**
- FC25/26/025      **To Consider And Agree To The Renewal Of Membership Of ICO (Information Commissioners Office) At A Cost Of \$40pa**  
 Proposed SF. Seconded NB. Passed  
**IT WAS RESOLVED TO Agree To The Renewal Of Membership Of ICO (Information Commissioners Office) At A Cost Of \$40pa**
- FC25/26/026      **TO CONSIDER AND APPROVE APPOINTMENTS TO THE FOLLOWING OUTSIDE BODIES**  
 Proposed SF. Seconded AB. Passed  
**IT WAS RESOLVED THAT The Council Approve Appointments To The Following Outside Bodies**
- Local Highway And Footway Improvement Group (LHFIG)(2 Members)
    - RI, NB
  - Ogbourne St George Village Hall (Nominated Trustee) (1 Member)
    - SF
  - Marlborough Area Board (MAB) (2 Members)
    - SF, NB, RI, AB, NC
  - Poor Furze Charity (Nominated Trustee) (1 Member)
    - RI



- FC25/26/027      **TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**
- FC25/26/028      **Local Highways and Footpath Improvement Group (LHFIG)**  
 Next meeting is 22<sup>nd</sup> May 2025, 10:00, via Teams  
 [RI] circulated notes for the meeting.
- [EM] is submitting a Highways form regarding the "Unsuitable for Large Goods Vehicles" signs in the village.
  - There has been no update on the Whitefields Farm turning. Danny Kruger, James Sheppard etc are all involved now. We are waiting to hear from Wiltshire Council regarding the Vehicle Activated Signs as that seems to be the only route we can now go down. Bar markings on the road will be repainted at some stage.
- FC25/26/029      **To Review And Agree A New Highways Improvement Request Form For The Local Highways And Footpath Improvement Group (LHFIG) To Request “Unsuitable For Large Goods Vehicles” Signage For The Village**  
 Proposed NC. Seconded NB. Passed
- IT WAS RESOLVED THAT The Council Approve And Agree A New Highways Improvement Request Form For The Local Highways And Footpath Improvement Group (LHFIG) To Request “Unsuitable For Heavy Goods Vehicles” Signage For The Village**
- FC25/26/030      **Marlborough Area Board**  
 Next meeting is Next Meeting Tuesday 3<sup>rd</sup> June 2025, 19:00, Marlborough Town Hall, Marlborough, SN8 1AA
- FC25/26/031      **Transport Working Group – To Receive An Update**  
 [RI] circulated notes for the meeting.
- Village signs, Elizabeth now has the photos, and the dimensions required.
  - Parklands brown signage, I have again asked Martin Cook if they can be taped over or spray painted
  - Further village signs (such as pedestrians, school), still with Martin Cook
  - Public Right of Way, any update further to the email from Mr Webster in February
- FC25/26/032      **To Review And Agree To The Purchase Of A Village Entrance Signs Based On Quotes Received**  
 Proposed NB. Seconded NC. Passed
- IT WAS RESOLVED THAT The Purchase Of A Village Entrance Signs Quoted At The Cost Of £222.80 Be Accepted**
- FC25/26/033      **To Receive And Review The Tenders For The Bus Shelter Removal And to Agree A Shortlist Of Tenders For Final Agreement Should The Council Wish To Proceed.**  
 Proposed NB. Seconded SF. Passed



**IT WAS RESOLVED THAT The Council Accept The Tender From Company 11 At The Cost Of £640**

- FC25/26/034      **Community Spirit Initiatives Working Group - To Receive An Update**  
 The Dragon newsletter’s editorship challenges were discussed, with plans to find an editor or produce it in-house with reduced frequency.
- FC25/26/035      **Communications Working Group - To Receive An Update**  
 No specific updates as the group has not had a meeting. The Clerk presented an action list to be electronically held and update throughout the year.  
  
**Action Points:**  
 Clerk to email the action list with a “Box” link.
- FC25/26/036      **Bell Field Working Group**  
 NC Continues to communicate with the company Cobblestone to find a date for the survey to be completed.
- FC25/26/037      **TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED**  
 Correspondence included election updates and Wiltshire Council communications. A Wiltshire Council and Wiltshire Climate Alliance survey for a June 2025 Climate and Environment Summit was noted. The Clerk offered to complete it, with a copy to be sent to a councillor’s company email.  
 Clerk to complete the survey with the Chair via Microsoft Teams.
- FC25/26/038      **TO CONSIDER ITEMS OF MAINTENANCE**  
 The Council discussed the installation of a plastic, wood-look shed (2.36m x 1m x 2m) was proposed near the Village Hall for Council assets. Kevin Isles was suggested to quote for site preparation (hardcore base, weed membrane). The site requires clearing nettles and levelling. The shed should be temporary to avoid planning issues.  
  
**Action Points:**  
 EM to obtain quotes from Kevin for site preparation and from a shed supplier.  
 EM to confirm with the diocese that a temporary structure requires no planning permission.
- FC25/26/039      **KEY MESSAGES.**  
 Key messages included welcoming the new Chair Nicholas Burnet acknowledging Rob Green [RG]’s contributions to the Council, and highlighting 2024–2025 achievements (stage, seats, bench, gates, Christmas tree, road lines), encouraging Councillor recruitment and Dragon editor applications, and noting the Bellfield presentation on 10 July 2025.  
  
**Action Points:**  
 Clerk to publish key messages on the website, noticeboards, and Facebook
- FC25/26/040      **NEXT MEETING.**  
 The next meeting will be held at 6:30pm on Thursday 26<sup>th</sup> June 2025. Ogbourne St George Village Hall



The meeting following June will be held at 7:30pm on Thursday 10<sup>th</sup> July 2025. Ogbourne St George Village Hall.

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

Signed Nicholas Barnett Date 07/08/2025

Meeting Concluded: 21:09



## Summary Of Public Participation Section

Opened 19:31

### a) Report from Unitary Councillor.

James Sheppard was not in attendance, a few key points provided from the Wiltshire report **Secure Finances – Investing in Key Services:** Despite the ongoing budget pressures arising from increasing demand for services and inflationary costs, the Council has been able to effectively manage these challenges to ensure a firm financial footing. Key to this sustainable approach to delivering for Wiltshire, is to invest in services, especially those which tackle issues in a proactive way. The Council receives nearly 83% of its funding from local taxes, Business Rates and Council Tax, so we take delivering on our promises to local people very seriously.

**Children’s Services – Outstanding Ofsted:** We want to give Wiltshire’s children the best start in life as it is fundamental in improving their long-term life chances and gives them the best opportunity to live full and healthy lives. We have worked relentlessly to improve our services and now deliver consistently Outstanding services that ensure the needs of families and children are met at the right time by the right people. This is reflected in the Ofsted inspection report from November 2023 that rated us Outstanding across the board.

**Additional Funding for Highways & Flood Prevention:** Heat, flooding and severe winter weather has caused significant damage to some of Wiltshire’s roads in 2023. Whilst the overall condition of Wiltshire’s classified road network is better than the national average this continues to be a priority. We are investing an additional £10m in Highways maintenance, which together with increased Department for Transport (DfT) funding, will enable an extensive programme of road surfacing and treatment in 2024/25. We are also investing an additional £1m to support preventative drainage programmes and have confirmed additional £1.5m funding from 25/26 onwards to help with gully cleaning and potholes.

**£179m for Adult Services, which includes over £9m of efficiency savings:** Adult Social Care accounts for the highest percentage spend of Wiltshire Council’s budget and continues to see significant demographic and cost pressures. The Transforming Adult Social Care programme ensures that the Council is proactive in ensuring services meet need. Continued investment is being made in preventative, enablement and reablement services that support people to stay in their own homes and take full part in their communities. The Shared Lives Scheme, which offers a fostering style model of care and support continues to grow, and the use of Technology Enabled Care (TEC) is a key priority. Moving from children to adult services is one of the most critical times for anyone’s life, this is even more important for young adults who have Special Education Needs and Disabilities.

The full report may be found here: [Resources for Town and Parish Councils - Democratic Services - Wiltshire Council](#)

### b) PCSO Report

PCSO not in attendance, report received and will be posted to Facebook.

**Action:** EM to post report to Facebook

### c) Public Participation

No comments received.

## SIGNATURE CERTIFICATE



### REFERENCE NUMBER

A77FD9B7-1FD2-4DAD-AD6D-936C5EE9FD44

#### TRANSACTION DETAILS

**Reference Number**

A77FD9B7-1FD2-4DAD-AD6D-936C5EE9FD44

**Transaction Type**

Signature Request

**Sent At**

23/07/2025 06:59 PM +01

**Executed At**

07/08/2025 10:14 AM +01

**Identity Method**

email

**Distribution Method**

email

**Signed Checksum**

712afb36707a04387671ead2bfb0ff711e2a50d67d1c1f71616423146120813

**Signer Sequencing**

Disabled

**Document Passcode**

Disabled

#### DOCUMENT DETAILS

**Document Name**

OSG Mins 120525 Final

**Filename**

OSG\_Mins\_120525\_Final.pdf

**Pages**

9 pages

**Content Type**

application/pdf


**File Size**

393 KB

**Original Checksum**

e25278fecbd2bc4d75232a606f8dca9563f8877e890f41615d0f29038b89f0e

## SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Nicholas Burnet</p> <p><b>Email</b> nicholas.burnet@ogbournestgeorge.org.uk</p> <p><b>Components</b> 11</p>	<p><b>Status</b> signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> 4f53cda18c2baa0c0354bb5f9a3ecbe5ed12ab4d8e11ba873c2f11161202b945</p> <p><b>IP Address</b> 24.206.100.100</p> <p><b>Device</b> Chrome via Windows</p> <p><b>Typed Signature</b> </p> <p><b>Signature Reference ID</b> E8FCBCD3</p>	<p><b>Viewed At</b> 07/08/2025 09:58 AM +01</p> <p><b>Identity Authenticated At</b> 07/08/2025 10:14 AM +01</p> <p><b>Signed At</b> 07/08/2025 10:14 AM +01</p>

## AUDITS

TIMESTAMP	AUDIT
23/07/2025 06:59 PM +01	Elizabeth Martin (parishclerk@ogbournestgeorge.org.uk) created document 'OSG_Mins_120525_Final.pdf' on Chrome via Mac from 146.90.203.8.
23/07/2025 06:59 PM +01	Nicholas Burnet (nicholas.burnet@ogbournestgeorge.org.uk) was emailed a link to sign.
28/07/2025 12:02 AM +01	Nicholas Burnet (nicholas.burnet@ogbournestgeorge.org.uk) was emailed a reminder.
30/07/2025 01:46 PM +01	Nicholas Burnet (nicholas.burnet@ogbournestgeorge.org.uk) was emailed a reminder.
01/08/2025 12:01 AM +01	Nicholas Burnet (nicholas.burnet@ogbournestgeorge.org.uk) was emailed a reminder.
04/08/2025 04:53 PM +01	Nicholas Burnet (nicholas.burnet@ogbournestgeorge.org.uk) was emailed a reminder.
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