



**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 14<sup>th</sup> November 2024  
commencing at 7:30pm.

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Meeting started 19:52

**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.

FC24/25/106 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Apologies for absence from NB and RG.

FC24/25/107 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None declared.

FC24/25/108 **MINUTES OF THE PREVIOUS MEETING HELD ON 12<sup>TH</sup> SEPTEMBER 2024**  
Proposed NC. Seconded RI.

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 12<sup>th</sup> September 2024 Be Accepted As Written.**

FC24/25/109 **PLANNING**

[PL/2024/09417](#)

**Proposal**

Loft Conversion with dormer window. Resubmission of rear fenestration alterations.

**Site Address**

Foxglove Cottage, Ogbourne St George, Marlborough, SN8 1SU

**Application Type**

Householder Planning Permission

**Decision**

Discussion focused on potential visual impact. No objections raised, but it was agreed to submit a



recommendation to ensure alignment with conservation guidelines.

FC24/25/110 **TO RECEIVE FOR INFORMATION, THE CLERK’S REPORT  
Parish Elections:**

Scheduled for 1st May 2025, with estimated costs ranging from £200 to £1,100. Councillors were advised to allocate £2,000 in contingency funds. £1,000 has already been allocated in Earmarks.

**Playground Maintenance:**

ROSPA report identified minor repairs needed for the playground gate. Ownership of the gate to be confirmed with the Village Hall Committee.

**Precept Planning:**

Precept submission deadline is 20th January 2025. Budget preparation is ongoing, and councillors were encouraged to provide feedback on running costs and upcoming projects.

**Contractor Updates:**

Playground contractor re-engaged after communication delays. Quotes for required work are expected.

**Miscellaneous:**

Updates on Section 106 development funding were provided, noting delays due to prolonged planning approval delays.

FC24/25/111 **FINANCE MATTERS**

FC24/25/112 **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

FC24/25/113 **To Receive For Information, Disbursements Made Since The Last Meeting**

The following disbursements were reported:

1. **Charlton Baker** - £16.50 service charge.
2. **Play Safety Inspection** - £93.60 for the ROSPA playground inspection.
3. **Clerk’s Salary**
4. **Grass Cutting** - Regular payments processed, with the last cut completed and invoiced.
5. **Notice Board** - Payment for delivery and installation.
6. **Christmas Tree Socket Installation** - £300 invoiced for fitting.

A detailed list is provided as an attachment to these minutes.

FC24/25/114 **To Consider And Approve The Schedule Of Forthcoming Payments**

The following payments were noted as forthcoming:

1. **Hugo Fox** - Monthly website hosting fee.



2. **Charlton Baker** – Payroll / Accounting services.
3. **INS** - Insurance payments.
4. **HMRC** - Tax and National Insurance contributions for the Clerk.
5. **Clerk’s Salary** - Monthly remuneration.
6. **Grass Cutting** - Final seasonal payment for 2024.
7. **Notice Board Installation** - Payment for completion of work.

Proposed SF. Seconded RI.

**IT WAS RESOLVED THAT The Forthcoming Payments Be Approved.**

FC24/25/115 **To Receive And The Bank Reconciliations As Presented**  
 Bank Reconciliations received to April 1<sup>st</sup> 2024, to June 30<sup>th</sup> 2024 and to August 31<sup>st</sup> 2024.

FC24/25/116 **TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

FC24/25/117 **Local Highways and Footpath Improvement Group (LHFIG)**  
 Next meeting TBC.

FC24/25/118 **Marlborough Area Board**  
 Next meeting is Tuesday 3<sup>rd</sup> December 2024, 19:00, Marlborough Town Hall  
<https://cms.wiltshire.gov.uk/ieListMeetings.aspx?Cid=165&Year=0>

FC24/25/119 **Transport Working Group – To Receive An Update Village Gates and Signage:**  
 Delays in installation due to contractor issues and concerns about fibre optic cables near proposed locations. Further professional input required.

**Road Safety Measures:**

Plans to install additional gates and traffic calming measures on the A4 to slow incoming traffic were discussed.

~~Efforts to reduce the speed limit on the A4 near West Kennet to 50mph are underway, with Wiltshire Council currently reviewing proposals.~~

**Contractor Challenges:**

Persistent difficulties in securing reliable contractors for repairs and installations. Alternative contacts are being pursued to address these issues.

FC24/25/120 **Community Spirit Initiatives Working Group - To Receive An Update Christmas Tree Event:**

Preparations for the annual Christmas tree installation are well underway.

A new socket has been installed for the tree (£300 invoiced). Posters have been distributed, and the event has been promoted in the community newsletter.

**Event Planning:**

Amended by  
 FC/24/25/139



Discussions focused on making the event a social gathering, especially given the temporary closure of the local pub. The event aims to foster community engagement.

The Village Hall Committee will be consulted regarding hall rental costs for the event, with a preference for minimising expenses due to its joint nature.

**Budget Considerations:**

Councillors noted that costs for the tree, socket installation, and other event-related expenses might approach the £800 budget allocation.

FC24/25/121 **Communications Working Group - To Receive An Update**

The Working Group had been reviewing the Parish Council's website and social media channels to ensure that they are up-to-date and effectively communicating the Parish Council's activities and decisions.

The Working Group had also been exploring new ways to communicate with residents, including the use of email newsletters and text messaging services.

FC24/25/122 **Bell Field Working Group – To Receive An Update  
Playground and Sports Field Development:**

The Parish Council continue to review and discuss future options for the field. Items that require consideration and further discussion are costs, planning (if needed) funding, and the Council to locally consult with the Village with and for feasible and desired ideas.

**Next Steps:**

Produce an initial plan of ideas for discussion, begin looking into funding opportunities and planning applications to understand the process required.

FC24/25/123 **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.

Wiltshire Association of Local Councils’ newsletter commended for its usefulness

FC24/25/124 **TO CONSIDER ITMES OF MAINTENANCE  
Hedges and Overgrowth:**

A number of complaints were received about overgrown hedges obstructing pavements and junctions.

The Council resolved to send polite letters to property owners requesting immediate action, with a note that unresolved issues may lead to council intervention at the owner’s expense.

**Flood Signs and Storage:**

Additional flood signs have been obtained from Wiltshire Council, but current storage capacity is insufficient.

Options for storage solutions were discussed, including a waterproof storage box or small shed to be placed on council property.



FC24/25/125 **KEY MESSAGES.**

**Energy-Saving Resources:**

Promote Wiltshire Council’s thermal imaging camera loan scheme and energy advice helpline through the Parish website, Facebook page, and village notice boards.

**Bell Field Development:**

Update the community on progress with the playground and sports field project, emphasising upcoming steps and funding needs.

FC24/25/126 **NEXT MEETING.**

The next meeting will be held at 7:30pm on Thursday 9<sup>th</sup> January 2025. Ogbourne St George Village Hall.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Meeting Concluded: 20:50

**Summary Of Public Participation Section**

Opened 19:37

a) Report from Unitary Councillor.

James Sheppard presented a report on winter fuel allowances and white lining issues in the Ogbourne St George parish. He expressed concern about the proposed changes to winter fuel allowances, which would only be available to those receiving pension credit or other means-tested benefits. He noted that this change was not included in the Labour manifesto and that there was insufficient warning given to bring about this change.

Cllr. Sheppard also discussed the issue of white lining, which he described as a "thorny" problem. He explained that the contractor responsible for white lining in the parish is not doing a satisfactory job. He noted that the contractor is spending too much time on health and safety measures and not enough time on actual work.

Cllr. Sheppard also mentioned that the Council has been trying to get the contractor to do more work on the A346, particularly in terms of clearing out gullies and addressing drainage issues. He noted that some of these issues have not been addressed in decades and that it is major work to clear out the gullies.

b) PCSO Report

Report received and is attached to these minutes.

c) Public Participation

None



## ATTACHMENTS

MINUTE FC24/25/113

### DISBURSEMENTS MADE SINCE THE LAST MEETING - DETAIL

Date	Account	Description	Detail	Category	Account	Debit
12 Sep 2024	Internet Website	Internet 8355		Suppliers	Hugofox	£9.99
18 Sep 2024	Internet Website	Internet 203044086158		Suppliers	1&1 Ionos	£12.00
20 Sep 2024	Dog Bins	Dog Bin 10921583		Suppliers	IDVerde	£88.00
25 Sep 2024	Payroll	Payroll 74994		Suppliers	Charlton Baker	£13.75
26 Sep 2024	Playground	Playground Inspection 83685		Suppliers	ROSPA Playsafety	£78.00
30 Sep 2024	Bank Charges	Service Charge		Bank accounts	Unity Checking Account	£18.00
30 Sep 2024	Grounds Maintenance	Grounds 3968		Suppliers	Kevin Iles	£230.00
1 Oct 2024	Rent Village Hall	Annual Rent For Hall		Suppliers	OSG Village Hall Management	£200.00
7 Oct 2024	Internet Website	Internet 203044403647		Suppliers	1&1 Ionos	£4.50
8 Oct 2024	Tree Work	62 Fell one Cherry tree on the footpath		Suppliers	GreenTree Garden Services (Cafferty)	£450.00
12 Oct 2024	Internet Website	Internet 9155		Suppliers	Hugofox	£9.99
18 Oct 2024	Internet Website	Internet 203044593835		Suppliers	1&1 Ionos	£14.50
25 Oct 2024	Payroll	Payroll 75663		Suppliers	Charlton Baker	£13.75
27 Oct 2024	Noticeboard	18546 Noticeboard	Three Bay 6 x A4 Portrait Man-Made Timber Noticeboard (O/a size 1781mm wide x 1057mm high) All Bays Poly Glazed/Lockable	Suppliers	Greenbarnes Ltd	£1,716.49
	Noticeboard		Header For Three Bay 6A4P Portrait Man-Made Timber Noticeboard, Straight Pattern 95mm	Suppliers	Greenbarnes Ltd	£96.66
	Noticeboard		Pair "T" Handles (Attach permanently to standard locks to allow access without the need for a key) Cost Per Bay LEFT HAND BAY	Suppliers	Greenbarnes Ltd	£34.39
	Noticeboard		Engraving for MmT headers with coloured fill, Cost per character.	Suppliers	Greenbarnes Ltd	£234.90
	Noticeboard		MmT Post (2500mm x 88mm square + fixings) Manchester Brown	Suppliers	Greenbarnes Ltd	£375.00
	Noticeboard		Delivery	Suppliers	Greenbarnes Ltd	£57.55
31 Oct 2024	Bank Charges	Service Charge		Bank accounts	Unity Checking Account	£5.40
31 Oct 2024	Grounds Maintenance	Grounds 3992		Suppliers	Kevin Iles	£230.00
4 Nov 2024	Dog Bins	Dog Bin 10925527		Suppliers	IDVerde	£88.00
7 Nov 2024	Internet Website	Internet 203044915765		Suppliers	1&1 Ionos	£4.50
12 Nov 2024	Internet Website	Internet 9964		Suppliers	Hugofox	£9.99
					<b>Total</b>	<b>£3,995.36</b>