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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 9th January 2025
commencing at 7:30pm.

Meeting started 19:43

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

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

CHAIR: Sam Frost [SF]

APOLOGIES: None

ABSENT: None

FC24/25/127 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
None

FC24/25/128 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None declared.

FC24/25/129 **MINUTES OF THE PREVIOUS MEETING HELD ON 14TH NOVEMBER 2024**
Proposed RI. Seconded SF.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 14th November 2024 Be Accepted With An Amendment To FC24/25/119.

FC24/25/130 **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

The application was reviewed, and **no objections** were raised by the Council. It was noted that the property owners, Victoria and Georgie, had previously submitted a similar application, and the modifications were considered minor adjustments rather than significant changes to the original proposal.

FC24/25/131 **TO RECEIVE FOR INFORMATION, THE CLERK’S REPORT
Parish Elections:**

The Clerk reported on the following:

Budget and Precepts:

The Clerk has been preparing the budget for the forthcoming year, focusing on setting the precept for 2025/26.

Election Preparations:

The Clerk is waiting for directives from the election office regarding the upcoming local elections. This includes awaiting information on what documentation and procedures will be required for councillors wishing to run for office.

There was a mention of the possibility that, as in previous elections, the Clerk has offered to take on the responsibility of coordinating the submission of documents rather than each councillor needing to go individually to the Elections Office if Wiltshire Council will allow.

Audit:

Preparations for the annual audit are underway. The Clerk is starting to organize and prepare all necessary paperwork. This includes ensuring all financial transactions are accounted for and reported correctly.

Playground Improvements:

The quote for the playground repairs has been received and circulated. The Clerk is researching cheaper options for the ownership sign as recommended by the RoSPA Report. The current quote submitted a price of £395 for the signage. The Clerk is looking to source a cheaper option for the ownership sign, to save the Council unnecessary costs.

Village Hall Electrical Work:

The Clerk has not received the invoice [NC] will ensure the invoice is sent as soon as possible.

FC24/25/132 **FINANCE MATTERS**

FC24/25/133 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**

The Clerk reported that the repairs to the play equipment has been approved at a cost of £220.00 for the swings to receive RoSPA required maintenance.

FC24/25/134 **To Receive For Information, Disbursements Made Since The Last Meeting**

The following disbursements were reported (ex-VAT):



15 Nov 2024	Noticeboard	Greenbarnes Ltd	£2514.99
18 Nov 2024	Internet Website	1&1 Ionos	£14.50
19 Nov 2024	Dog Bins	IDVerde	£88.00
25 Nov 2024	Payroll	Charlton Baker	£13.75
30 Nov 2024	Bank Charges	Unity Checking Account	£6.00
30 Nov 2024	Grounds Maintenance	Kevin Iles	£230.00
2 Dec 2024	Community (Xmas Expense)	Expense Claims	£21.50
5 Dec 2024	Community (Xmas Tree)	Berisha Trading	£140.00
7 Dec 2024	Internet Website	1&1 Ionos	£4.50
12 Dec 2024	Internet Website	Hugofox	£9.99
13 Dec 2024	Dog Bins	IDVerde	£88.00
18 Dec 2024	Internet Website	1&1 Ionos	£14.50
25 Dec 2024	Payroll	Charlton Baker	£13.75
31 Dec 2024	Bank Charges	Unity Checking Account	£6.00

FC24/25/135 To Consider And Approve The Schedule Of Forthcoming Payments

The following payments were noted as forthcoming:

- **Clerk’s Salary (January Payment)**
- **ID Verde Ltd (Grass Cutting & Bin Emptying Services)** – (awaiting invoice)
- **Service Charge (Banking Fees – January)** – £6.00
- **Ionos (Website Hosting Services)** – £22.80
- **Hugo Fox (Website Subscription & Maintenance)** – £11.99
- **Charlton Baker (Payroll Processing Services – Quarterly Fee)** – £16.50
- **SLCC Annual Membership Contribution** – £45.00

In addition, the following were raised during the meeting

Electrical costs for the Christmas Tree - £357.10

Proposed SF. Seconded NC.

IT WAS RESOLVED THAT The Forthcoming Payments Be Approved.

FC24/25/136 To Receive And The Bank Reconciliations As Presented

Bank Reconciliations received for December 2024.

FC24/25/137 To Consider And Agree The 2025/26 Parish Council Budget

The Council discussed the budget as presented. The annual running costs are similar to the prior year with some inflationary increases. A further £2,000 will be requested to increase the Earmark provision for Special Projects in 2025/26 as the Council anticipates projects involving the Bell Field and the Playground along with inflation in the operating budget.

Proposed SF. Seconded NC.



IT WAS RESOLVED THAT The Budget Be Accepted As Presented With An Additional £2,000 To Be Added To Special Projects.

FC24/25/138

To Consider And Agree The Precept Request For 2025/26

The Council agreed to the precept request for 2025/26, which includes the increased amount of £2000. This will be £69.56 For A Band D House, an increase of £8.66 per year (14.22%).

Year	A	B	C	D	E	F	G	H
2024/25	£40.60	£47.37	£54.13	£60.90	£74.43	£87.97	£101.50	£121.80
2025/26	£46.37	£54.10	£61.83	£69.56	£85.02	£100.48	£115.93	£139.12
Difference for each Band £	£5.77	£6.73	£7.70	£8.66	£10.59	£12.51	£14.43	£17.32
% difference for each Band	14.21%	14.21%	14.23%	14.22%	14.23%	14.22%	14.22%	14.22%

Proposed SF. Seconded RG.

IT WAS RESOLVED THAT A Precept Of £16,050 Be Requested For 2025/26.

FC24/25/139

TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES

FC24/25/140

Local Highways and Footpath Improvement Group (LHFIG)

The next meeting of the LHFIG is scheduled for 30th January 2025. [RI] will be attending on behalf of the Parish Council

FC24/25/141

Marlborough Area Board

Next meeting is Tuesday 11th February 2025, 19:00, Marlborough Town Hall

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

FC24/25/142

Transport Working Group – To Receive An Update

A346 Speed Limit Review:

The group revisited the issue of speed limits on the A346, noting that the last speed review was conducted in 2009. There was a consensus that due to recent incidents, a new review is warranted.

It was highlighted that the current 60 mph limit does not necessarily reflect the safety conditions of the road, especially with hidden dips and increased traffic.

The discussion included the possibility of lowering the speed limit or enhancing signage to alert drivers of potential hazards. However, it was acknowledged that changing the speed limit on a national standard road like the A346 is challenging.

Accident Data Analysis:

Reference was made to the Crash Map, which only provides data up to 2022. There have been numerous minor accidents, but no severe or fatal ones recorded since 2020.



A suggestion was made to use Freedom of Information requests to gather more recent or comprehensive accident data to strengthen the case for road safety improvements.

Engagement with Other Bodies:

The council discussed the need to join forces with Chiseldon Parish Council, as both parishes are affected by the same stretch of road.

There was a mention of an initiative by Marlborough Town Council to address safety on roads leading into Marlborough, suggesting potential collaboration.

Councillor James Sheppard, as the chair of the Area Board, was identified as a key contact to discuss further actions and possible support from Wiltshire Council.

Signage and Infrastructure:

The group debated the effectiveness of current signage, particularly the signs indicating "hidden dips." There was a proposal to install more substantial or dynamic signage, like flashing signs, though it was noted these are not permissible for roads with speed limits above 50 mph.

The possibility of adding more warning signs or even a bypass was considered, though these are complex and require significant coordination with Wiltshire Council and possibly the police.

Diversion Routes During Closures:

The impact of road closures on the village was discussed, particularly how diversions through the village lead to congestion.

Suggestions included lobbying for better signage during diversions to prevent HGVs from using village roads, which are not suitable for heavy traffic.

There was a suggestion to ask for a weight and width restrictions on village roads during diversions to ensure safety, acknowledging that the police and Wiltshire Council dictate diversion routes.

Community Cooperation:

A strategy was discussed to encourage villagers to help manage traffic flow during road closures by moving parked cars to safer spots, like the church parking area.

A plan to draft a notice for 'The Dragon' newsletter was agreed to educate residents on how to cooperate during such events.

IT WAS RESOLVED THAT The Council Support And Formally Submit The Highway Improvement Form For A Safety Review Of The A346, Focusing On Speed Limits, Signage, And Potential Infrastructure Changes.

Next Steps / Actions:

To engage with Councillor James Sheppard for further advocacy at area board meetings.

To draft and circulate information in 'The Dragon' to encourage community support for managing traffic during road diversions.



To explore the feasibility of signage indicating 'not suitable for HGVs' or formal weight and width restrictions during diversions.

The Clerk was asked to follow up on the previous highway safety submission for the T-junction and ensure the new request for the A346 is sent promptly.

Continued dialogue with Wiltshire Council and local MP Danny Kruger was suggested to keep the pressure on for road safety improvements.

FC24/25/143 **Community Spirit Initiatives Working Group - To Receive An Update**

Review of Past Events:

Christmas Event:

The group reflected on the success of the Christmas event, particularly noting the positive community engagement at the village hall.

Strengths included the Silver Ruberry Band's performance and the decision to host the event in the hall, which attracted more attendees than when previously held at the pub.

Lessons Learned:

Logistics:

The layout with tables in the middle was too cramped, suggesting a need for better space management in future events.

More mulled wine was suggested due to high demand.

The timer for the Christmas tree lights failed; a new or backup timer is needed.

Sandbags used for securing decorations were effective but should be stored for future use.

Equipment:

The PA system experienced issues, leading to reliance on a borrowed system from a villager. A more reliable PA solution or backup is necessary.

Guy ropes or a more stable base for the Christmas tree were suggested to prevent the tree from leaning or falling under wind.

Future Event Planning:

Improvements for Next Year:

Consideration of an outdoor van for serving food or drinks to allow better flow inside the hall.

Explore options for levelling or securing the ground where the Christmas tree is placed to ensure stability.

Community Involvement:

Acknowledgment of volunteer efforts was to be highlighted in 'The Dragon', with specific thanks to Ben, Tom, Charlie, and Mike for their contributions to recent community projects.



Other Initiatives:

Village Beautification and Engagement:

Discussions around enhancing the village's aesthetic appeal, possibly through small projects like flower planting or maintaining public spaces, were touched upon.

The group considered organizing more community-focused events that would not only beautify the village but also foster a sense of community, similar to the flower sale at the village hall.

Feedback and Adaptation:

The group agreed on the importance of post-event reviews to learn from each community gathering, focusing on what worked well and what could be improved.

Suggestions were made to compile these learnings into a document to guide future event planning, ensuring continual enhancement of community activities.

Next Steps / Actions:

- It was agreed to draft a bullet-pointed lessons learned document for the Christmas event and circulate it among the council members for next year's planning.
- To thank volunteers publicly in 'The Dragon' and potentially on social media to encourage more community participation.
- To investigate acquiring or upgrading equipment like the PA system and tree stability solutions for future events.
- NC was tasked with coordinating the creation and distribution of the lessons learned document.
- Further discussions were planned for the next working group meeting regarding additional community spirit initiatives, such as community clean-ups or seasonal festivals, to keep community engagement high throughout the year.

FC24/25/144

Communications Working Group - To Receive An Update

Editorial Transition for 'The Dragon':

It was noted that Claire, the long-standing editor of 'The Dragon', is retiring from her role. She plans to stay on until the end of the financial year, specifically handling the January and February editions, with a possible extension to March.

The council expressed gratitude for Claire's dedication and contributions to community communications.

The group emphasized the need for someone with enthusiasm for community engagement, possibly someone newly retired who would appreciate a part-time, bi-monthly commitment.



The need to adjust permissions for the retiring editor from the parish's social media and other platforms was acknowledged, with a timeline to be clarified.

Website and Social Media:

There was a call to update the parish website with recent event photos to keep it relevant and engaging.

The group discussed the use of the parish's social media, especially if 'The Dragon' faces an editorial gap. Bullet-pointed updates from meetings could be shared on platforms like Facebook to keep residents informed.

Next Steps / Actions:

- The Council thanked Claire for her service in the next edition of 'The Dragon' and to announce the search for a new editor.
- To reach out to potential candidates, to gauge interest in taking on the editor role.
- To utilise existing relationships for continued support in producing 'The Dragon'.
- To explore alternative communication methods like social media updates if there's a delay in finding a new editor for 'The Dragon'.
- To consider integrating community engagement points into local events to discuss council initiatives and gather feedback.
- The Clerk was asked to coordinate with Claire on her final days as editor and to assist in the transition process, including the removal of her access from relevant digital platforms.
- The council will draft an appeal for a new editor to be published in 'The Dragon' and possibly shared on social media.
- Planning for how to maintain communication during potential gaps in the editorial transition was assigned to the working group for further discussion.

FC24/25/145 **Bell Field Working Group – To Receive An Update**

Playground and Sports Field Development:

A meeting was scheduled with a contractor to review possible development options for a community project, with key documents and visuals prepared for discussion. The council aimed to clarify planning requirements and assess how the project fits within existing financial reserves without immediate budgetary impact. Public consultation was considered essential, with plans to present a refined proposal rather than multiple options, ensuring clarity in decision-making. Potential engagement methods included utilising local events and creating visual materials to inform residents and gather feedback. The timeline was discussed, with the understanding that if planning approval is required, implementation may extend into the following year.



FC24/25/146 **TO CONSIDER AND AGREE TO THE RENEWAL OF THE GRASS CUTTING CONTRACT FOR A FURTHER THREE YEARS AT A COST OF £245 PER CUT**
 The council reviewed the performance of the current grass cutting contractor, emphasizing the good relationship established. The contractor's responsiveness and direct communication when issues arise were highlighted as positive aspects.

The proposed cost of £245 per cut was discussed in the context of inflation and the rising costs of services. It was noted that this price per cut was deemed reasonable when compared to potential new bids from other contractors, considering the quality of work and reliability.

Proposed SF. Seconded NB.

IT WAS RESOLVED THAT The Council renew the grass cutting contract with the current provider for another three years at the rate of £245 per cut.

FC24/25/147 **TO CONSIDER AND AGREE TO THE DATES FOR 2025-2026 FULL PARISH COUNCIL MEETINGS**
 Dates confirmed for the 2nd Thursday of odd months at 7:30 PM. A full list will be placed on the noticeboards, Dragon and on the website.

FC24/25/148 **TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED**

Highway Improvement Form:

An email was circulated regarding the Highway Improvement Form related to drainage issues caused by Storm Burt. This was for informational purposes, indicating that Wiltshire Council is aware of and addressing flooding concerns.

Wiltshire Association of Local Councils (WALC) Newsletter:

The December 2024 newsletter from WALC was circulated for the council's information. It included updates on various topics relevant to parish governance, training opportunities, and changes within WALC, such as the introduction of a new officer noted for his effective engagement with local councils.

Wiltshire Council Christmas Greeting:

A Christmas greeting from Wiltshire Council was shared with the council members.

FC24/25/149 **TO CONSIDER ITMES OF MAINTENANCE**

Hedge Cutting:

The council discussed the need for hedge maintenance, particularly at a junction where overgrowth is causing visibility issues. A formal letter will be drafted to address the problem, targeting specific landowners.



It was suggested that this letter should not only be sent directly to the affected parties but also published in 'The Dragon' to raise awareness and encourage broader community cooperation in maintaining public pathways and road safety.

Bus Shelter:

Referred to by some as "Grim" due to its condition, the bus shelter was highlighted for urgent maintenance. The council acknowledged the need for this shelter to be either repaired or replaced, noting it was currently in a poor state, which is particularly inconvenient for users during inclement weather.

There was a mention of pursuing quotes for this work, with an update on the progress of securing these quotes.

General Footpath and Roadside Maintenance:

The discussion extended to the maintenance of footpaths, particularly those along roads where over growth makes the paths narrow and hazardous.

The group considered the implications for public safety and the aesthetic appeal of the village, emphasizing the importance of keeping public spaces well-maintained.

Signage and Visibility:

The condition of signs, including those at entry points to the village or on specific roads, was reviewed. There was a call for ensuring all signs are clear, visible, and up to date, particularly in areas where accidents or near misses have been reported due to poor signage or obstructions.

Community Involvement:

There was an emphasis on engaging the community in maintenance efforts, possibly through organized working parties or by encouraging residents to take responsibility for areas adjacent to their properties. This could help manage costs and foster a sense of community pride.

FC24/25/150 **KEY MESSAGES.**

Thanks to Volunteers:

Acknowledgment of the contributions by volunteers during recent events.

The Council sent thanks to Ben, Tom, Charlie, and Mike in 'The Dragon' for their work on the SID installation and other community projects. This recognition was also to be extended on social media or other community platforms to foster more volunteer participation.

The Dragon Editorial Transition:

The Council sent a message of gratitude to Claire Heald for her service in the next edition of 'The Dragon' and to announce the search for a new editor. The council aims to find someone with the enthusiasm and time commitment to keep the newsletter informative and engaging.



The Council will explore using social media for key updates if there's a gap in 'The Dragon' publication. This would involve the Clerk or another council member posting bullet-pointed summaries of council meetings or important community updates.

Hedge Cutting Letter:

The Council will ensure the formal hedge cutting letter is published in 'The Dragon' alongside direct communication to specific residents, encouraging community cooperation in maintaining village aesthetics and safety.

Communication Strategy:

The Council will prepare and present visual updates or presentations at community events or meetings, showcasing recent achievements and future plans to maintain transparency and gather community feedback.

FC24/25/151

NEXT MEETING.

The next meeting will be held at 7:30pm on Thursday 13th March 2025. Ogbourne St George Village Hall.

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

Signed _____ Date _____

Meeting Concluded: 21:25

Summary Of Public Participation Section

Opened 19:43

a) Report from Unitary Councillor.

James Sheppard was not in attendance, and no formal report was received.

b) PCSO Report

No report was submitted by the PCSO.

c) Public Participation

The Council received comments regarding concerns over road safety on the A346, particularly considering recent incidents. Residents have also raised issues regarding diversions through the village when the main road is closed, the impact of heavy goods vehicles (HGVs), and the potential for further engagement with the Member of Parliament and Wiltshire Council to address these concerns.

These matters were noted and deferred to item 7c under the Transport Working Group for further discussion.