



**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 10<sup>th</sup> July 2025  
commencing at 7:30pm.

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Meeting started 19:38

**MEMBERS PRESENT:** Councillors Nathalie Collister [NC], Abigail Barratt [AB], Nicholas Burnet [NB], Rachel Inglefield [RI]

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

**CHAIR:** Nicholas Burnet [NB]

**APOLOGIES:** Sam Frost [SF]

**ABSENT:** None

**FC25/26/041 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies were received from SF.

Proposed [NB]. Seconded [NC]. Passed

**IT WAS RESOLVED THAT Cllr Sam Frost Apologies For The Meeting Is Received And Approved**

**FC25/26/042 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

None declared.

**FC25/26/043 MINUTES OF THE PREVIOUS MEETING HELD ON 12<sup>TH</sup> MAY 2025**

Proposed [NB]. Seconded [RI].

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 12<sup>th</sup> May 2025 Be Accepted As Presented**

**FC25/26/044 TO RECEIVE THE CHAIRS ANNOUNCEMENTS**

No Announcements.



FC25/26/045 **PLANNING**

[PL/2025/04393](#)

**Proposal**

External alterations and change of use to form Use Class B8 (storage and distribution) units.

**Site Address**

Copse Drove Dairy, Copse Drove, Ogbourne St George, Wiltshire, SN8 1RW.

**Application Type**

Full Planning Permission

**Decision**

The Application Was Reviewed, And **No Objections** Were Raised By The Council.

[PL/2025/04741](#)

**Proposal**

Two-storey rear extension to replace an existing long single-storey one, replacement of windows, and refurbishment works to the existing outbuildings with a new gate and garden wall.

**Site Address**

Rectory Farm, High Street, Ogbourne St George, Marlborough, SN8 1SL.

**Application Type**

Householder Planning Permission

**Decision**

The Application Was Reviewed, And **No Objections** Were Raised By The Council.

APP/Y3940/D/25/336353

**Proposal**

Loft Conversion with dormer window

**Site Address**

Foxglove Cottage, High Street, Ogbourne St George Wiltshire SN8 1SU

**Application Type**

Appeal To Planning Inspectorate

**Decision**

The Application Of Appeal Was Dismissed



## FC25/26/046 TO RECEIVE FOR INFORMATION, THE CLERK'S REPORT

**Councillor Recruitment:** The internal audit for 2024–2025 was completed, with a certificate of exemption sent to PKF Littlejohn. A minor non-compliance with the June deadline was noted for declaration next year. The bus shelter invoice was retrieved from the Clerk's junk folder and set up for payment. [SF] was chased regarding public footpath inspections. EM is applying to Wiltshire Police for the SID (Speed Indicator Devise) data to be accepted and analysed as part of the police process.

## FC25/26/047 FINANCE MATTERS

### FC25/26/048 To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3

None.

### FC25/26/049 To Receive For Information, Disbursements Made Since The Last Meeting

The following disbursements were reported:

Date	Payee	Amount
12-May-25	B/P to: Elizabeth Martin SALARY MAY	
12-May-25	B/P to: Elizabeth Martin ALLOWANCE APRIL	£25.00
12-May-25	B/P to: Idverde Ltd INV 10939054	£105.60
12-May-25	B/P to: Kevin Isles Grass Cutting	£735.00
12-May-25	B/P to: HMRC Cumbernauld 475PM00698320	£158.60
12-May-25	Direct Debit (GOCARDLESS) HUGOFOX LTD-BJ7VRJZ	£11.99
23-May-25	Direct Debit (IONOS CLOUD LTD.) V85548656-62286493	£6.60
27-May-25	Direct Debit (CHARLTON BAKER LTD) 7J4MXSE	£18.00
30-May-25	Service Charge	£6.00
04-Jun-25	Direct Debit (IONOS CLOUD LTD.) V76842307-62297621	£19.20
04-Jun-25	B/P BCW Office Product Invoice 2023282	£267.36
04-Jun-25	B/P to: Idverde Ltd INV 10942168	£105.60
04-Jun-25	B/P to: Kevin Isles Grass Cutting	£490.00
04-Jun-25	B/P Roundhill Com System INV 9730	£133.54
04-Jun-25	B/P Wiltshire Association Local Council Sub 25/26-0614	£217.09
13-Jun-25	Direct Debit (GOCARDLESS) HUGOFOX LTD-BJ7VRJZ	£11.99
24-Jun-25	Direct Debit (CHARLTON BAKER LTD) 7J4MXSE	£18.00
25-Jun-25	B/P to: HMRC Cumbernauld 475PM00698320	£167.00
25-Jun-25	B/P to: Elizabeth Martin ALLOWANCE JUNE	£25.00
25-Jun-25	B/P to: Elizabeth Martin SALARY JUNE	
25-Jun-25	Internal Transfer Of Precept	£8,025.00
25-Jun-25	Direct Debit (IONOS CLOUD LTD.) V85548656-66257047	£6.60
30-Jun-25	Service Charge	£6.00
25-Jul-25	Direct Debit (IONOS CLOUD LTD.) V76842307-65260847	£19.20



**FC25/26/050 To Consider And Approve The Schedule Of Forthcoming Payments**

The following standard payments were noted as forthcoming:

- Clerk's Salary (July - August Payment)
- Clerk's Allowance (July – August) £25.00
- ID Verde Ltd (Grass Cutting & Bin Emptying Services) – (July - August) £105.60
- Service Charge (Banking Fees – July - August) – £6.00
- Ionos (Website Hosting Services May - June) – £24.00
- Ionos Cloud (July – August) £6.60
- Hugo Fox (Website Subscription & Maintenance) – (July – August) £11.99
- Charlton Baker (Payroll Processing Services – Monthly Fee May-June) – £18.00
- Kevin Isles (Grass Cutting (July – August) £245.00

Proposed [RC]. Seconded [NC]. Passed.

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

**FC25/26/051 To Receive The Bank Reconciliations As Presented**

Reconciliations Received

**FC25/26/052 To Receive And Consider The Quotes For Council's Insurance Renewal For 2025-2026**

Proposed [NB]. Seconded [AB]. Passed

**IT WAS RESOLVED The Quote For Council's Insurance Renewal For 2025-2026 From Clear Councils At £656.89 Per Annum Be Approved.**

**FC25/26/053 To Consider And Approve Mulberry Local Authority Services Ltd At The Cost Of £75 Per Hour + VAT To Carry Out The Parish Council Internal Audit For 2025-2026**

Proposed [RI]. Seconded [NC]. Passed.

**IT WAS RESOLVED THAT Mulberry Local Authority Services Ltd At The Cost Of £75 Per Hour + VAT To Carry Out The Parish Council Internal Audit For 2025-2026 Be Approved**

**FC25/26/054 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31ST MARCH 2025**

**FC25/26/055 To Receive The Internal Auditors Report**

Report Received

**FC25/26/056 To Receive The Accounting Report For 2024-25**

The Report Was Received

**FC25/26/057 To Consider And Approve The Annual Governance Statement For 2024-25**

Proposed [NC]. Seconded [RI]. Passed.



**IT WAS RESOLVED THAT The Annual Governance Statement For 2024-25 Be Approved.**

FC25/26/058 **To Consider And Approve The Annual Accounting Statements For 2024-25**  
Proposed [NC]. Seconded [RI]. Passed.

**IT WAS RESOLVED THAT The Annual Accounting Statements For 2024-25 Be Approved.**

FC25/26/059 **To Consider And Approve The Exemption Certificate**  
Proposed [NC]. Seconded [RI]. Passed.

**IT WAS RESOLVED THAT The Exemption Certificate For 2024-25 Be Approved.**

FC25/26/060 **TO NOTE THE DATES FOR THE PUBLIC TO EXERCISE THEIR RIGHTS WILL BE FROM FRIDAY 14<sup>TH</sup> JULY 2025 TO FRIDAY 22<sup>ND</sup> AUGUST 2025.**  
Dates Noted

FC25/26/061 **TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

FC25/26/062 **Local Highways and Footpath Improvement Group (LHFIG)**  
The next LHFIG meeting date is to be confirmed. Budget cuts were noted, with projects categorized into priority lists (A, B, C, D). New requests are unlikely to be addressed for years.

FC25/26/063 **Marlborough Area Board**  
Next Meeting Tuesday 30<sup>th</sup> September 2025, 19:00, The Assembly Room, Marlborough Town Hall, Marlborough, SN8 1AA

FC25/26/064 **Transport Working Group – To Receive An Update**  
Wiltshire Council is reviewing signage, including Parkland, after photos were provided. New signs for Chiseldon and unsuitable HGV routes are being designed, with the council potentially covering costs for HGV signage. Speeding concerns on Bottom Lane were raised, with a proposal for a no-entry or one-way system.

FC25/26/065 **Community Spirit Initiatives Working Group - To Receive An Update**  
Initial plans for the Christmas season were deferred to the September meeting.

FC25/26/066 **Communications Working Group - To Receive An Update**  
The Parish Council discussed several concerns that have been received by Parish members regarding farm equipment speeds through the village, rights of way and difficult stiles, co-option to address the Council vacancies, and the review of the Wiltshire Independent Remuneration Panel document.

FC25/26/067 **To Discuss And Agree The Draft Letter To Be Sent To The Local Farms Regarding The Speed Of Farm Equipment Going Through The Village**  
Proposed [NB]. Seconded [AB]. Passed.



**IT WAS RESOLVED That The Draft Letter To Be Sent To The Local Farms Regarding The Speed Of Farm Equipment Going Through The Village As Presented Adding An Amendment Be Approved.**

FC25/26/068 **To Discuss And Agree The Draft Letter To Be Sent To The Local Farms Regarding The Stiles**

Proposed [NB]. Seconded [NC]. Passed.

**IT WAS RESOLVED The Draft Letter To Be Sent To The Local Farms Regarding The Stiles Once Wiltshire Council Has Been Approached For Advice And Legal View Of The Current Situation Be Approved.**

FC25/26/069 **To Discuss And Agree A Succession Plan For The Council Vacancies**

Proposed [NB]. Seconded [NC]. Passed.

**IT WAS RESOLVED The Draft Co-Option Poster For The Succession Plan For The Council Vacancies Be Accepted**

FC25/26/070 **To Discuss The Wiltshire Independent Remuneration Panel (IRP) Scheme**

Consideration and further discussion of the IRP Scheme was deferred as it does not cover co-opted Council members and would be an increase to the precept.

FC25/26/071 **Bell Field Working Group**

Surveyor drawings for Bell Field were commissioned to support a funding application. Access issues with the farmer were noted, with a suggestion to commit to replacing fences. A public consultation via QR code was proposed before submitting a planning application.

FC25/26/072 **TO DISCUSS AND AGREE NEXT STEPS FOR THE ASH TREE IN THE PLAY PARK**

The Council discussed the ash tree in the play area. A quote for a survey of just this one tree was quoted at £250. The Council believes that the tree has Ash Dieback. The Clerk will pursue three quotes for the removal of this tree to be brought back to the Council in September.

FC25/26/073 **TO DISCUSS THE NEXT STEPS FOR THE PURCHASE OF A STORAGE AREA AT THE VILLAGE HALL**

Kevin Isles recommended clearing the area and installing hard standing for a storage shed. A company in Swindon (Shed Centre) was approached for a treated timber shed quote. EM was asked to approach Kevin Isles to provide a quote for clearing and hardstanding, and the Shed Centre provide a shed quote to be brought back in September to the Council.

FC25/26/074 **TO DISCUSS AND AGREE THE QUOTE FOR GROUNDS MAINTANANCE AT THE PLAY AREA OF £930**

Proposed [NB]. Seconded [AB]. Passed.

**IT WAS RESOLVED The Quote For Grounds Maintenance At The Play Area Of £930 Be Accepted.**





FC25/26/075 **TO DISCUSS THE NEXT STEPS FOR THE BUS STOP**

The bus stop was noted as poorly oriented, misused, and in disrepair. Proposals included clearing the area, installing hardstanding, and sourcing a new shelter for 3–4 people, prioritizing visibility and safety. A bench was considered but deemed impractical for safety and theft purposes. Clerk to research bus stop shelter options with the Shed Centre and another company for visibility and safety to be brought back to the Council in September.

FC25/26/076 **TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED**

Correspondence included a briefing note on solar projects, flood events, funding opportunities for community organizations, and a Wiltshire Housing Land Supply statement.

FC25/26/077 **TO CONSIDER ITEMS OF MAINTENANCE**

The Parish Steward was noted for clearing an overgrown footpath near Ivy House. Additional maintenance concerns included stiles and hedges, to be addressed via public feedback.

**Action Points:**

EM to post a notice on Facebook requesting public reports of inaccessible stiles, hedges, or paths with what3words coordinates.

EM to thank the Parish Steward and request regular maintenance of the Ivy House footpath.

FC25/26/078 **KEY MESSAGES.**

Key messages included the completion of the AGAR, no objections to two planning applications, and ongoing recruitment efforts. A draft letter summarizing council achievements was proposed for distribution.

**Action Points:**

EM to draft a letter summarizing 2024–2025 achievements for distribution before September 2025.

FC25/26/079 **NEXT MEETING.**

The next meeting will be held at 7:30pm on Thursday 11<sup>th</sup> September 2025. Ogbourne St George Village Hall

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

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

Meeting Concluded: 20:58



## Summary Of Public Participation Section

Opened 19:31

a) Report from Unitary Councillor.

Cllr James Sheppard was not in attendance, and no report was provided.

b) PCSO Report

PCSO not in attendance, report received and will be posted to Facebook and attached as part of the minutes.

c) Public Participation

An email from Openreach raised concerns about a resident in Meadow Yard spreading misinformation on the village WhatsApp group regarding an engineer's identity during fibre network surveys. The engineer noted they wear branded PPE and carry an ID card, and surveys will continue for six months. Additional comments included concerns about illegal parking near a junction, footpath maintenance issues raised (regarding a stream bank), and another resident's concerns about public footpaths.

### Action Points:

- *EM to post a notice on the council's Facebook page acknowledging Openreach's fibre network surveys, clarifying their legitimacy, and noting potential door-knocking over the next six months.*
- *EM to check with Wiltshire Council on the legality of parking near the junction and post a general reminder on the council's Facebook page about parking practices near junctions.*
- *EM to respond to the member, requesting what3words coordinates for the stream bank and clarifying council maintenance responsibilities.*

*EM to acknowledge the footpath complainant's concerns, request what3words coordinates, and note that the council will review within two months due to volunteer constraints.*