



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 14th March 2024
commencing at 7:30pm.

Meeting started 19:32

MEMBERS PRESENT: Councillors Sam Frost [SF], Rob Green [RG], Nicholas Burnet [NB], Bob Tanner [BT], Abigail Barratt [AB]

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

CHAIR: Sam Frost [SF]

APOLOGIES: Rachel Inglefield [RI], Nathalie Collister [NC]

FC23/24/156 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Rachel Inglefield [RI], Nathalie Collister [NC]

Proposed SF. Seconded RG.

IT WAS RESOLVED THAT The Received Apologies For Absence Be Accepted.

FC23/24/157 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
Nil

FC23/24/158 **MINUTES OF THE PREVIOUS MEETING HELD ON 11TH JANUARY 2024**
Proposed SF. Seconded RG.

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

FC23/24/159 **CHAIRMAN'S ANNOUNCEMENTS**
No Announcements

FC23/24/160 **TO RECEIVE FOR INFORMATION, THE CLERK'S REPORT**

The clerk provided several updates on outstanding actions:

- The upcoming annual audit will be done on June 8th. The clerk needs to have all documentation ready by May 15th.



- The clerk is working on filling out the pre-renewal questionnaire for the annual insurance quote and will bring new quotes to the next meeting.
- The clerk received an email from a resident (Dick Millard) regarding a byway that has been fenced off since 2017 by landowners. The landowners now want to re-route the byway slightly. Mr Millard is looking for any evidence that people used the proposed re-routed path before it was blocked off.
Action: The clerk will circulate Millard's email to residents to see if anyone has evidence of using the proposed re-routed path historically.
- The clerk has written to the PCSO Emily about holding public meet-and-greet sessions, potentially at the pub since the council cannot formally host them while serving alcohol.
Action: The clerk will follow up on the PCSO's response.
- The clerk was also asked to raise the concerns around recent traffic diversions and lack of proper procedures with the PCSO Emily and James Shepherd.
Action: Raise traffic diversion concerns with PCSO and James Shepherd.

FC23/24/161 **PLANNING**

FC23/24/162 **To Consider The Following Planning Application From Wiltshire Council**

[PL/2023/10382](#) **Proposal**

Demolish existing conservatory, erect a single storey extension to the rear & replace existing shed with a home office.

Site Address

Springfield, Ogbourne St George, Marlborough.
SN8 1SU

Application Type

Householder Planning Permission

Outcome

No Discussion, notification to the Council

FC23/24/163 **FINANCE MATTERS**

FC23/24/164 **To Receive The Bank Reconciliations As Presented**
Bank reconciliations accepted as presented.



FC23/24/165 **To Receive For Information, Disbursements Made Since The Last Meeting**
Disbursements made since the last meeting were received.

FC23/24/166 **To Consider And Approve The Schedule Of Forthcoming Payments**
Proposed SF. Seconded RG. Passed

IT WAS RESOLVED THAT The Schedule Of Forthcoming Payments Be Accepted.

Date	Description	Account	Payment Number	Debit	Amount
13-Jan-24	Payment D29 for Internet 3283	Hugofox	D29		£ 11.99
15-Jan-24	Payment 045 for Tree 2023	Berisha Trading	045		£ 150.00
15-Jan-24	Payment 024 for Annual Rent For Hall	Diocese of Salisbury	024		£ 200.00
15-Jan-24	Payment 046 for Bench EA39594	Earth Anchors	046		£ 659.70
15-Jan-24	Payment 023 for SID 2 3719	Elan City	023		£ 2,807.99
15-Jan-24	Payment 044 for Rob Green Expenses	Expense Claims	044		£ 114.30
15-Jan-24	Payment 027 for 3750 - Grounds September	Kevin Iles	027		£ 460.00
15-Jan-24	Payment 028 for 3769 - Grounds October	Kevin Iles	028		£ 460.00
15-Jan-24	Payment 026 for Hall Rent 2023-24	OSG Village Hall Management	026		£ 50.00
15-Jan-24	Payment 025 for SLCC Dues 24/25	SLCC Enterprises	025		£ 75.48
17-Jan-24	Payment D30 for Internet	1&1 Ionos	D30		£ 23.94
24-Jan-24	Payment 042 Aug-Dec 2023 Staffing Allowance	Allowance Elizabeth Martin	042		£ 150.00
24-Jan-24	Payment 030 for Microsoft Office 12m	Expense Claims	030		£ 79.99
24-Jan-24	Payment 031 for RightSignature Renewal	Expense Claims	031		£ 116.65
24-Jan-24	Payment 032 for RightSignature Renewal	Expense Claims	032		£ 113.14
24-Jan-24	Payment 034 for Hugo Fox	Expense Claims	034		£ 11.99
24-Jan-24	Payment 035 for Accounts Software 12m	Expense Claims	035		£ 90.00
24-Jan-24	Payment 043 for Zoom	Expense Claims	043		£ 143.88
24-Jan-24	Payment D27 for 68441	Charlton Baker	D27		£ 15.50
24-Jan-24	Payment D28 for Internet	1&1 Ionos	D28		£ 4.20
24-Jan-24	Payment 029 for 3649 - Grounds April	Kevin Iles	029		£ 460.00
24-Jan-24	Payment 033 for 3666 - Grounds May	Kevin Iles	033		£ 460.00
24-Jan-24	Payment 047 Salary - Aug	Salary Elizabeth Martin	047		
24-Jan-24	Payment 036 Salary - Sep	Salary Elizabeth Martin	036		
24-Jan-24	Payment 037 Salary - Oct	Salary Elizabeth Martin	037		
24-Jan-24	Payment 038 Salary - Nov	Salary Elizabeth Martin	038		
24-Jan-24	Payment 039 Salary - Dec	Salary Elizabeth Martin	039		
24-Jan-24	Payment 040 - PAYE Tax - Jul thru Sep	Salary Elizabeth Martin	040		
24-Jan-24	Payment 041 - PAYE Tax - Oct thru Dec	Salary Elizabeth Martin	041		
13-Feb-24	Payment D40 for Internet 3283	Hugofox	D40		£ 11.99
16-Feb-24	Payment D31 for Internet	1&1 Ionos	D31		£ 23.94
23-Feb-24	Payment D32 for Internet	1&1 Ionos	D32		£ 4.20
26-Feb-24	Payment D33 for 69248	Charlton Baker	D33		£ 15.50
13-Mar-24	Payment D34 for Internet 3283	Hugofox	D34		£ 11.99

FC23/24/167 **TO CONSIDER AND APPROVE THE COUNCILS RISK ASSESSMENT**
Proposed RB. Seconded BT. Passed

IT WAS RESOLVED THAT The Councils Risk Assessment Be Accepted As Presented.

FC23/24/168 **TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

FC23/24/169 **Local Highways and Footpath Improvement Group (LHFIG, formally CATG)**
Next meeting is:

Thursday 2nd May 2024, 14:00, Microsoft Teams Meeting

The Improvement Group needs to meet before the May meeting.

FC23/24/170 **Marlborough Area Board**
Next meetings are:

Tuesday 18th June 2024, 19:00, Marlborough Town Hall

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



- FC23/24/171 **Transport Working Group – To Receive An Update**
 The last meeting was postponed. Next meeting date TBC but would like to meet before the May meeting.
Actions Outstanding: The installation of the gates and the SID are still outstanding. The contractor has been approached for a quote and would be available sometime in April. SF to supply a description of work for EM so that the Council may seek more than one quote.
 The order of a dog waste Bin needs to be completed. EM to send waste bin options to AB.
 Wiltshire Council have a list of items that the Council are still waiting for to be completed. A change of contractors with Wiltshire has created a delay in the work being reviewed and planned for completion.
 EM to provide two additional quotes for the bus shelter.
- FC23/24/172 **Community Spirit Initiatives Working Group - To Receive An Update**
 No update provided, though it was noted the village newsletter "The Dragon" continues to be published wonderfully. The Council needs to consider the work for "Beating The Bounds" event.
- FC23/24/173 **Communications Working Group - To Receive An Update**
 No recent meeting. Next meeting TBC
- FC23/24/174 **Bell Field Working Group**
 No recent meeting, no update provided.
- FC23/24/175 **TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED**
 Notice of the upcoming bike ride on 2nd June 2024 has been circulated and the SID Data rollout from Wiltshire Document
- FC23/24/176 **TO CONSIDER ITEMS OF MAINTENANCE**
Dog Waste Collection
 The clerk provided an update that there have been ongoing issues with the dog waste bin collections. The council is supposed to have a contract with ID Verde for this service, but the clerk has had difficulty getting a response from them to confirm the contract details.
 The clerk has also been contacted by Wiltshire Council stating that the dog waste bins are an asset belonging to the parish council that they need to maintain.
 The clerk reached out to an alternative contractor to potentially take over the dog waste collection and provide a quote for a new contract, as there are concerns ID Verde is not performing well.
Actions:
 - Clerk will continue pursuing ID Verde to confirm contract status



- Clerk will get a quote from the alternative contractor for taking over the dog waste collection contract

There was also some discussion around potentially adding more dog waste bins and bag dispensers around the village when resolving the bin collection contract. Clerk to review with supplier.

Notice Boards

An update was provided regarding quotes received for new notice boards made of oak or manmade timber. Costs were around £3,600 for oak or £3,000 for manmade timber.

FC23/24/177 **KEY MESSAGES.**

- The Council has Progressed the placement of the new speed indicator device (SID) and village gateways.
- The Transport Working Group needs to meet to work out the scope of work and timing for installing these.
- The Parish Council discussed holding a Consultation on how to use the CiL money that will be received from the approved housing development.
- The Parish Council will schedule meetings for the various working groups prior to the next parish council meeting in May.
- It was noted that several of the working groups like Transport, Community Spirit, Communications, etc. had not met recently and provided updates. The council wants to get these groups meeting again.
- The annual parish meeting was confirmed for 7pm on May 9th, preceding the regular 7:30pm parish council meeting.

FC23/24/178 **NEXT MEETING.**

To Note the next meeting will be held at 7:30pm on Thursday 9th May 2024. Ogbourne St George Village Hall. The meeting will be preceded by the Annual Parish Meeting at 7:00

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

Signed _____ Date _____

Meeting Concluded: 20:38



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

The main discussion during public participation centered around recent traffic accidents and the diversions routed through the village as a result. Residents expressed significant concerns about the damage being caused to roads and verges by the diverted traffic, especially from larger vehicles like lorries.

There was a suggestion to have police manage alternating traffic flow during these diversions, or at a minimum put up proper diversion signs, rather than just closing the road. The Council agreed to raise this issue with James Shepherd from Wiltshire Council to see if procedures can be improved.

Action: Council will raise concerns about traffic diversion procedures and lack of proper diversion signage with James Shepherd (Wiltshire Council representative).

One resident also asked about potential improvements around the bus stop area, including installing a new bus shelter. The council has received one quote over £10,000 for this work, but will be getting additional quotes. There were some concerns expressed about whether the current bus shelter is even usable given its condition.