

# Minutes

Meeting of Ogbourne St George Parish Council  
**Date of Meeting:** Thursday 13<sup>th</sup> September 2012 @ 7:30pm

## **Attending:**

Keith MacDonald (Chair)  
Timothy George  
Wendy Reardon-Smith  
Richard Iliffe

Keith Wallace  
Kevin Howard (Minutes)  
Jemima Milton

## **Apologies:**

PC David Tippetts

### **1. Acceptance of minutes (May and June meetings)**

1.1. Resolution on adoption of draft versions prepared by councillors.

Amendments: Minutes of APM minutes shows £1000 grant for Village Traffic Grant. This was to employ a consultant only – not for village to spend.  
APM minutes will be agreed at next year's APM.

### **2. Matters arising from previous meetings**

2.1. Expression of thanks

2.1.1. New bench received for jubilee gardens

Thanks to Cliff for installing it.

2.1.2. Jubilee weekend –

A vote of thanks was proposed to all concerned for organizing the events. All agreed that this was a very successful weekend that brought the community together and felt particular mention should be made for Helen Fisher and Richard Iliffe.

2.2. Eucalyptus Tree Village Hall (1 Liddiards Green) - 9/5/2012 KW asked Mrs Sutton to ask Mr Griffiths to provide a report to Cliff on the situation and his recommendations, for it to be discussed at the next meeting.

The Council agreed to accept the recommendations of tree surgeon. KW to ask Matthew Griffith to inspect and quote for removal.

2.3. Carol Manos reported some potholes to Clarence triggered some repairs opposite Parklands.

Further deterioration and potholes have been reported to Clarence – some have been reported and the Steward has them in hand.

The Council noted some additional issues around the village:

- RI noted that Bytham Road is in an appalling state.
- TG noted that Church Lane is in a poor state.
- RI noted considerable deterioration of the bridges brick ware on the Og bridge.

KM to contact Clarence to register these additional items, if we have no progress then Jemima will register these items directly with the Highways Agency.

2.4. Adoption of Code of Conduct and update status on Register of interests.

Councillors reported that all had agreed to the Code of Conduct and all have registered interests on-line. Council agreed to put a link on the Web Site to the Wiltshire complaints procedure, Register of Interests and Code of Conduct.

2.5. Allotments – the Council require an update on who is on the waiting list.

Defer to next meeting pending information from Clerk.

2.6. Vacancy on Council.

No-one stood for the position – we have permission to co-opt. Council discussed options of deferring to next election or advertising in the Dragon. In the current difficult circumstances of the council and the proximity to the election next year some of the council felt it would be unfair to co-opt anyone at this stage. A vote was called. Vote 5 to 1 in favour of NOT advertising and leaving matter to the election next may.

2.7. Bus shelter painting.

It was agreed at previous meeting that KM would treat the bus shelter – KM to progress. KH offered to assist.

2.8. Emergency Planning.

RI suggested that we should hold a meeting to gather expertise across the parish that may help.

KW has an updated template for emergency planning – he will circulate for review at the next meeting.

### 3. Report from the Police

Apologies from PC David Tippetts – he's helping with Pewsey carnival at the moment.

### 4. Updates

4.1. Speedwatch – any news from Wilts Police on training the volunteers.

JM advised that we need to register for training with Andrew Jacks; WR-S agreed to email registration for training.

4.2. Remembrance Sunday.

Resolution was presented by that PC should attend and lay wreath annually. This was agreed unanimously.

4.3. Parish Plan

Brian Utton provided a brief report. Plan 4 main areas of focus – groups are progressing, renewable, leisure, traffic, shop – document planned for the end of the year.

4.4. Progress report by Village Traffic Initiative.

The Council has joined the village initiative of 12 villages – consultants have provided ideas and WR-S has prepared a first draft of village traffic plan. Consultants have recommended that we look at High Street to provide pedestrian priority – James Keith helping on second draft and will then meet with transport department of Wilts. This has become separate to Parish Plan but will support the issues noted by the community. It draws on the initial findings from the community survey. This Traffic Plan represents a significant undertaking; the Council thanked Councillors Reardon-Smith for her hard work.

### 5. Planning applications

Application	Address	Description	Received
<a href="#">E/2012/0892/FUL</a>	2 Bytham Road Ogbourne St George Marlborough SN8 1TD	Siting of three temporary storage containers	11-07-2012

#### Objected – No Decision

<a href="#">E/2011/1708/FUL</a>	The Pooles Yard High Street Ogbourne St George Marlborough Wiltshire SN8 1SL	Demolition of existing farm buildings and erection of 15 no. residential dwellings.	09-12-2011
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## Objected – Approved by Wiltshire Planning

[E/2011/1443/FUL](#)

Crimea Cottage High Street  
Ogbourne St George  
Marlborough Wiltshire SN8  
1SL

Two storey rear extension. 14-10-2011

## Approved on Appeal

[E/2012/0879/FUL](#)

[E/2012/0880/FUL](#)

Development of 1 and 2 Park  
Close

Extension to the rear of  
both properties

03-08-2012

## No Objection – Approved

**Pooles Yard update:** the planning authority has placed emphasis on the allocation of affordable housing on the local requirement first. The Council agreed to engage in the definition of the play area to ensure we preserve community access. Our Objection on the basis of insufficient green space on the Pooles Yards development precipitated a discussion with Richard with regard to a further proposal on Jubbs Lane.

### 6. Jubbs Lane proposal, discussion

RI declared an interest in this item but before leaving presented a brief description of his proposal for development on Jubbs – land could be provided for a small number of affordable housing with a large area of land for recreation.

RI left the meeting while the proposal was discussed. Principal issue was one of insufficient understanding in the Council and community of the proposal, particular concern about whether affordable housing was to move from Pooles Yard to Jubbs lane. It was proposed to call an open public meeting to discuss the proposal with a presentation from the developer – it was agreed that a meeting on a Friday would get better engagement from the community and was proposed for the 12th or 19th October with a note to be put on the front page of the Dragon; this must include consideration of the implications on Pooles Yard at the same time. KM to contact Michael Fowler to confirm date and time of open meeting.

RI returned to the meeting.

### 7. Finance

The following payments were before the Council for agreement:

- |      |                 |                              |
|------|-----------------|------------------------------|
| 7.1. | Clerk's salary  | £258.47                      |
| 7.2. | Dragon payment  | £12.00 – to Andy Wall        |
| 7.3. | Bawden Contract | £947.37 – three months cover |

All were agreed but it was noted that missing the last meeting had delayed some payments that were causing concern to some suppliers. The Council is aware of the impact this can have on small businesses and would endeavour to ensure prompt payment in future. It was noted that the new financial regulations provide for making some payments without the need for a full Council meeting.

### 8. Village hall lease progress – report of status

The combining of leases of Village Hall and the land around has engaged two solicitors. The Council had agreed to cover this cost on behalf of the PCC. We will need to get the invoices for costs but these are understood to be ca £1500. A proposal to pay these fees was agreed unanimously. TG agreed to collect the invoices from the Clerk.

### 9. Reports from Finance Committees

9.1. New Financial Regulations, for discussion and vote on adoption.

The proposal to adopt was agreed unanimously – KW noted that the Council Standing Orders would need to be amended to refer to these regulations – this will be referred to the Clerk. KM agreed to publish the regulations on the web site.

The Standing Orders will need review at the next meeting.

9.2. Risk Assessment, for discussion.

9.3. Asset Register, for discussion.

The Council agreed they needed a copy of the insurance schedule to address the scale of risks to be tracked. It was agreed to change of contact details at this time. Under the Financial regulations the Risk and Asset register are combined. These are to be reviewed by KH and put to Council for next meeting.

9.4. Registration as employer:

This is a consequence of adoption of the Financial Regulations proposal to register.

KM to register the Council as an employer with HMRC.

9.5. Report on new external auditor.

Mazars are no longer providers – new auditor is Grant Thornton for next year.

## **10. Web Site update**

10.1. Proposal to define Council email addresses to simplify community access.

It was proposed to add two email links to the web site; Clerk@... and Council@... KM to investigate and update the web site. These would include automatic forwarding to the appropriate party.

## **11. AOB**

Additional issues were raised with condition of roads. These have been included under the relevant agenda item.

KM noted the Parish Plan groups Logo competition and proposed that the selection might be considered at the open meeting to consider Jubbs Lane.

## **12. Meeting Closed at 21:10**

**Next meeting 8<sup>th</sup> November**

**K. R. Howard**