

# **DRAFT Council Meeting Minutes**

## Meeting of Ogbourne St George Parish Council

### Held in the Village Hall

**Date:** Thursday 8<sup>th</sup> November 2012 @ 7:30pm

**To:** All Councillors, Cllr J Milton, PC David Tippetts

All Councillors and six parishioners were in attendance.

#### **1. Minutes of meeting of the 16<sup>th</sup> October were accepted**

#### **2. Police Report**

##### 2.1. From PC David Tippetts:

There have been a number of break-ins and thefts across the village in the last month:

There were thefts of Diesel from building up Bytham Road: one arrest has been made but no prosecution is expected. However, the thefts have stopped.

There have been two thefts from homes in the village: the police have arrested two people and they are optimistic of successful prosecution.

#### **3. Matters arising**

##### 3.1. Thanks to parishioners for their support over the last few months in taking notes at a number of meetings.

It was proposed to send flowers for expression of thanks. Agreed unanimously; Keith Macdonald will send flowers as the Chairmen

##### 3.2. A clarification of the complaint from Dr Howard was received by all current and ex-Councillors:

*You may be aware that Mr Freeman has taken legal action against me in respect to the preamble of a complaint I made on the 10<sup>th</sup> September 2011 to the Chairman of the Council. In resolution of that action, and to avoid taking Council matters through further court action, I would like to clarify that the complaint was not meant to suggest that Mr Freeman had reported committing Parish Funds without due process either deliberately or dishonestly. Nor was the complaint intended to suggest that he was unfit for his job as Clerk and Responsible Officer.*

The Council acknowledged that they had received this clarification from Dr Howard dated the 4<sup>th</sup> Nov and concluded that clarification did not impact on its assessment or response to the complaint.

Mr Willis and Mr Grove were present and confirmed they had also received the clarification. Mr Willis asked whether he had to take action in response to the clarification. The Council confirmed that no action was needed on their behalf.

##### 3.3. Legal Costs for Staffing matters

Invoice for £1575 plus £315 VAT making a total of £1890.

These costs were for advice and 6 letters in support of processing staffing issues.

Mr Willis asked why did we have to spend this money and would it impact on the precept?

We could not comment on whether this would impact the precept until the Finance committee had considered the budget. The Council took the legal advice with guidance from WALC, NALC and ACAS to address specific staffing issues. Mr Willis asked if this was related to the item 3.2. The Council confirmed the items are not related.

##### 3.4. Council archive – Status and recommendations

The former Clerk continues to hold archive going back to 1950. We have taken further advice on how these can be recovered. Mr Frost noted that there are probably items of significant interest in this material that should be investigated before sending to archive. Wiltshire Council has been asked to support in recovering the material but are unable to; "This is a Parish Council Matter".

### 3.5. Village Hall Lease – Status report and recommendation

Decision was taken to undertake the cost but we are unable to take this further until we can process payments. This is holding up the PCC in application for grants.

Mr Frost noted that the Charity Commission has provided advice on the new lease; it must reference previous lease holder and other provisions. Details have been provided to the Council.

## 4. Working Groups and Committees

### 4.1. Standing Orders are out of date and a number of updates have not been incorporated.

Councillor George offered to support the action. Councillor Howard will forward material held at present.

### 4.2. Staffing Committee to establish contract framework.

A new ad hoc committee has been formed to consider employment pack – Councillor Milton noted that Avebury and others have just employed a new Clerk and we could use their employment pack. It was noted that the employment documents prepared for the former Clerk were based on NALC templates and should be adequate. Councillors Reardon-Smith, George, Iliffe and MacDonald undertook to review the current pack.

### 4.3. The Finance Committee was tasked to set budget, process payments, consider appointment of a new internal auditor.

The committee agreed to meet before the next meeting and present recommendations to the January meeting.

## 5. Planning

### 5.1. Processes Ex Committee

E/2012/1178 Inn with the Well, Mobile home

**No Objection**

E/2012/1196 March House, Tree work

**No Objection**

Some inconsistencies in the application were noted.

### 5.2. To be discussed

E/2012/1169 and /1170 Rectory House Swimming pool complex

**No Objection**

But propose that the contractor's vehicles be held on the property during the development to avoid further obstruction of the High St.

E/2012/1348 Landscaping of 18th Fairway

This application was first seen and passed by the Council in 2009. However, the Council noted that there was a concern that landscaping may involve some elements of in-fill and that further investigation might be in order before the application was re-approved; is this a waste transfer station.

### 5.3. Report from Open Meeting on the 19<sup>th</sup> Oct about Jubb's Lane proposal

Councillor Iliffe declared an interest and noted that the application would be placed soon.

Parishioners were concerned that Councillors had expressed opinion on the application at the meeting of the 19<sup>th</sup> Oct. The Council noted that this was not a Council meeting and Councillors were there as parishioners as was noted at the time. However, we have a record of comments made at the meeting and have since received a number of written comments from parishioners. These will be taken into consideration when the formal planning application is received.

Councillor Milton was concerned that the Council has not established a control committee to manage the prospect of the Jubb's Lane development. Councillor Milton suggested that the responsibility for the development of the housing up Jubb's Lane would fall to the Council and suggest we investigate the conditions for the build. Council noted that the Parish Plan is

considering the options for leisure use of the area under its remit and would present parishioner input to the Council.

Until we have the details of the application we cannot respond. Once we have that application we will consider appropriate response.

The Council undertook to ask the Parish Plan group to widen their remit to more closely consider the development opportunity supported by another special issue of the Dragon.

## 6. Financial report

### 6.1. Status report

**Bank:** We have received a bank statement but no cheque book or transfer book. However, we have investigated and it seems that we may be able to use some form of on-line banking that would make life easier for all.

**VAT:** letter sent to HMRC but no response has been received.

**Electricity contract:** It seems that our supplier was changed on June 7th this year – we have no record of the change being set by the Council and we are investigating with SEC how and who actioned the change.

## 7. Asset and Risks

### 7.1. Review of register – propose publication on the Web

The Council agreed unanimously to publish as ‘work in progress’

### 7.2. Play equipment status and action

A quick inspection confirmed the poor status of the material. Councillor MacDonald will seek local expert help and guidance and action the recommendations.

## 8. Traffic control measures – reclaim your village

### 8.1. Update report from special Dragon feedback

The Council has received very positive response from the community and support for many of the proposals. The draft Traffic Action Plan has been presented and the next step is for representatives from the village to meet with Highways to discuss further. Councillor Reardon-Smith will continue to support this.

### 8.2. Community speed watch status and actions

Delays in responding to the speed report prepared by Councillor Smith in 2009 means that we have missed the opportunity to establish the speed watch. However, the Council has started the process again and the metro count was placed on the Old Marlborough Road last week. It was removed today. Results will be analysed under new guidelines to determine whether we qualify once again. There is already a list of volunteers to support the action group.

## 9. Status report from highways

### 9.1. We have received a new regime for Parish Steward coordination

There is a schedule of attendance in the areas to address specific items; dates for the next few months are weeks commencing: 10<sup>th</sup> Dec 2012, 04<sup>th</sup> Feb 2013, 11<sup>th</sup> March 2013

It was proposed to put these dates in the Dragon. This was agreed unanimously.

### 9.2. Posts at the end of the Old Marlborough Rd remain in place.

Councillor George is to seek an update from Highways.

### 9.3. Lowering of kerb at Southend

Councillor Reardon-Smith has spoken to Mr Cook of Highways; he has offered alternative ideas and is progressing clearing the area. No further action by the Council is necessary.

### 9.4. Bytham Road and Church Lane status update and action

Highways have investigated Church Lane and concluded that it requires considerable work that is in their bailiwick. However the council is not hopeful of a quick action. We will continue to monitor the status and support the PCC in petitioning Highways.

Bytham road has been reported to the Community Teams for more work in the last week. We will continue to monitor.

#### **10. Storage of Council Material**

10.1. Proposal to place a 4 drawer cabinet in the Village hall.

Deferred subject to assessment of the amount of material to be held.

#### **11. Eucalyptus tree**

11.1. Update report, cost estimate and recommended action

The Council has already agreed that the tree should be removed. An estimate of £460.00 has been received from Matthew on the basis of cutting down, disposal of waste and treating the root. Councillors MacDonald and Howard offered to dispose of the wood and the Council asked that we get another quote from an alternative supplier for cutting down the tree and treating the root only. Councillor Wallace is approved to act on the most favourable quote received. This was agreed unanimously.

#### **12. Recycling bins at Sonia's**

12.1. Recycling bins have been removed – status report.

These bins are redundant and Sonia asked that they be removed. The Council acknowledge these were no longer needed with the improved individual recycling facilities. Councillor Macdonald offered to send Sonia a thank you for having supported the community for so long.

#### **13. Emergency Planning**

13.1. Status report and recommendation

Councillor Wallace proposed that the personal emergency plan should be put on the web site. Council agreed

Council has an emergency plan template and Wiltshire Council will provide some support and material for implementation. The plan needs to be supported by a team (that we don't have). This needs support of volunteers to set the plan and support its implementation. Councillor Wallace offered to consider a risk assessment and seek community support through the Dragon (KW).

#### **14. Open Community Spot**

##### **...Have your say**

Parishioners appreciated the more relaxed approach to the Council meetings and the improved community engagement.

Comments were noted on the state of the notice board; It's difficult to read material and gets full with the increase output of the Council. Council will consider improvements to the notice board.

The agenda needs the Parish Plan to be included at the next meeting.

Dates of future meetings are not widely noted. These are on the Second Thursday of every odd month.

The next meeting will be on the **Thursday 13<sup>th</sup> January 2013**

The meeting closed at 21:29

**Dr Kevin Howard**  
(Acting Clerk)