



**Annual General Meeting of Ogbourne St George Parish
Council
Held in the Village Hall, Thursday 9th May at 19:30pm
DRAFT Minutes**

Present	Councillors:- Keith MacDonald, Timothy George, Wendy Reardon-Smith, Kevin Howard, Michelle Cook, Gordon Mudge, Ineke Scott. Parish Clerk: Angelina Grieve Parishioners: Six attended the meeting
Apologies	PC David Tippetts

The Meeting Opened at 19:31

1. Declaration by New Councillors.
2. Election of Chairman and Vice Chairman. Chairman – Keith MacDonald. Vice Chairman – Timothy George
3. Declaration of Interests – None
4. Matters Arising –
 - a. The PC had hoped the ACAS Settlement with the previous Clerk would mean a clean sheet for the new PC, but is having to pursue some issues via the solicitors. Among them is the fact that the previous Clerk agreed to return all Council material. But many items are still missing or incomplete, which is causing considerable inconvenience. We understand that some items may have been destroyed.
 - b. Playground: The swing outside the Village Hall has been taken away as it became a safety issue. The PC is grateful to Paul Leader for his advice on construction and repairs to the play equipment. **Action: KH & KM** have offered to repair a piece of equipment which is in poor condition. **Action: KM** to find out timber prices and hopefully the equipment will be repaired over the next school break.
 - c. Village Hall: TG reported that The Charity Commission had effectively ruled out the option of the Council acquiring the freehold, so the PC had instructed their solicitor to negotiate for the leases in a simpler form from that proposed earlier. An estimated charge of £1k and £1500 respectively. **Action: TG.**

It is hoped that the Village Hall Committee can be strengthened, to seek grant for its improvement, and plan for its future.
5. It was noted that planning applications are processed by Wiltshire Council within c.four weeks, less than the frequency of PC meetings, so applications are being approved ex-committee, in line with the new standing orders. A current planning application for Westfield Farm has received no objections.
6. Financial Items (KH report)–
 - a. A process for Electronic Banking is in place (Lloyds Bank) and a specimen signature is required by the new Clerk, Angelina Grieve. **Action: KH/AG**
 - b. Progress with engaging a new Internal Auditor. Sally Utton is willing to do the Auditing for the Council and has agreed in principal. The accounts will be inspected as a charity. A budget of £50 per year was recommended by KH and

agreed by councillors. **Action: KH** to discuss this with Sally Utton and prepare a formal letter of engagement so that both sides agree and understand what is involved. That letter will come back to the PC for formal approval along with an agenda item to approve payment in due course.

The External Audit needs to be completed by the end of June **Action: AG/KH** will provide the relevant information.

- c. A grant has been received for Precept and Footpath Lighting. £298.00
 - d. The Insurance premium has gone down slightly this year. £246.77
 - e. As noted earlier, the PC is still missing some financial information (on lost or unused cheques) held by the previous Clerk. KH was authorised by the PC to get that information from the bank if it is available from them.
 - f. Lighting power (SEC) £175.03
Lighting Maintenance:
Regular maintenance contract £71.23
Specific additional maintenance £105.88
Approved
 - g. WALC annual membership renewal £147.90. Approved
 - h. The Dragon newsletter contribution (Andy Wall) £24.00. Approved.
7. Highways report from WRS –
- a. Bottom Lane: Some responses received from parishioners, **Action: WRS** to reply
 - b. It was decided that the T Junction at the High Street/Marlborough Road should be looked at. Highways to be contacted again regarding the T Junction. **Action: WR-S**
 - c. There are also cars which are being parked inconveniently. . Wendy has already spoken the Highways Department to discuss parking problems in the Village. **Action: KH** to discuss this with PC Tippetts, **WR-S** to speak to the Playgroup.
- Megan Shaw will be asked to publish a report in the Dragon.
- d. SEC to repair broken lamp and another supplier to be contacted to fix lamp 16 in the hope that the cost may be reduced **Action: KH** will look into costing.
8. The Parish Plan is still in draft form. Comments are now in place and a committee meeting will take place in two weeks time to finalise. Community to be invited to a meeting for the presentation of the plan in early July. Date TBA. The PC work on a Four Year Strategic Plan will be started after the Parish Plan is released.
9. The Village Hall keys still need an owner for emergencies. Emergency plans are satisfactory within the Council. Ineke Scott is to deal with Lighting issues in the Village. A Footpath Survey is to be carried out shortly **Action: KH/KM** to do this.
10. NWD AONB has asked for future plans in the Village but there were no comments to give.

Next meeting will be on Thursday July 7:30pm

Close of Meeting – 20:25