



DRAFT Minutes

Meeting of Ogbourne St George Parish Council

Date: Thursday 12th September at 19:30pm

Venue: Ogbourne St George Village Hall

Present:	Councillors:- Keith MacDonald (KM) (Chairman), Timothy George (TG), Wendy Reardon-Smith (WRS), Kevin Howard (KH), Michelle Cook (MC), Gordon Mudge (GM), Ineke Scott (IS).
Apologies:	PC David Tippetts (DT) Cllr Jemima Milton (JM) (Wiltshire, West Selkley ward) Angelina Grieve (AG)
Opening:	The Meeting opened at 19:30, three parishioners attended the meeting.

	<i>Agenda items</i>	<i>Action</i>
1	Minutes of the previous meeting were accepted with three typographical corrections. Signed by the Chairman.	KM to upload to website
2	Declaration of interests: TG raised a question about a potential conflict over the renewal of the village hall lease as he was a member of both the PC and the PCC. KM considered that TG had acted appropriately in a way that benefited both organisations and suggested that he should continue to act in the matter. No objections were raised but it was agreed to keep the matter under review.	
3	Police Reports	
	3.1 Community PC report. WRS had emailed DT to ask for help with the issue of parked cars opposite the High Street junction. DT responded advising that if any parked cars at the junction of High Street and Marlborough Road are causing concern, Councillors should pass the registration numbers to him and he would take action.	Parish Councillors
	3.2 KH reported that he had attended the Meet The Police and Crime Commissioner event on Tuesday the 10 th Sept. Items that were discussed included the Community Justice Programme that has been piloted across Swindon with plans to make this available across Wiltshire, and support for the Speedwatch programme. Parishes were also advised that flashing lights warning of speed restrictions are available on a temporary basis. It was agreed that this should be investigated further with the possibility of installing them in the village.	KH & WRS
4	Matters arising	
	4.1 Letter of thanks to Paul Leader for work done in the Playground sent by KM	
	4.2 The Annual Return to the External Auditor (EA) has been sent by KM on behalf of the PC. The EA has raised some questions as a result and these are to be referred to the Internal Auditor by the Finance Committee (FinCom) when it convenes within the next two weeks.	FinCom
	4.3 As required, the notice of an invitation to inspect the accounts has been published in the usual way on the PC Notice Board	
	4.4 WW1 commemoration progress. AG has written to Paul Rouse asking him to submit ideas	
	4.5 Trees in the playground by the Village Hall. GM will be meeting tree surgeon Stewart Downs on 13 th Sept at 5pm to get a quote for remedial work	GM
	4.6 Telephone boxes. No new suggestions have been received from parishioners so it was agreed that no further action will be taken at this time.	
	4.7 Village Hall leases. TG reported good progress. Tim Cameron of Merrimans has produced a revised, simpler draft lease for the village hall, which was originally the job of the Diocese. He has also agreed to act for the PC over the renewal of leases for the sum estimated: this was involving him in a lot of extra work pro bono. TG is to express thanks and to take things forward with Merrimans and also to keep the	TG

	PCC in touch. Tim Cameron also rather favoured seeking the transfer of the freehold to the PC. The PC should pursue this with the Diocese on a hypothetical basis.	
	4.8 Millennium Bench payment(s). IS reported that she has been in touch with the Company responsible for supplying the bench but was unable to find out whether the original invoice had been paid. The company claims that the records cannot be accessed. AG to be asked to write to the former Clerk (CF) to ask if he has a banking receipt.	AG
5	Correspondence received	
	5.1 – Letter received from Cliff Freeman asking for information. This has been requested under the Freedom of Information Act. KM volunteered to draft a reply for the PC to consider.	KM
	5.2 – Notes on Snap Farm biomass plant had been received from Carol Manos. It was noted that the developers have pledged not to use Castle Street in Aldbourne, but that just moves the traffic problem elsewhere as yet undefined. The remaining access routes would be via Stock Lane and the A346 to the Golf Club slip road, then up the hill to Snap. TG noted that traffic on the hill has already proved dangerous (several crashes) and this would make it worse. The PC shared that concern. TG to lodge new objection with Wilts Planning Dept.	TG
	5.3 Road closures for Remembrance Day 2013. Noted, no action	
	5.4 DEVELOP Volunteer Centre notices have been received. KM to distribute	KM
6	Planning	
	6.1 13/03458/LBC - Home Farm. As this is a listed building in a Conservation Area, the PC had some concerns particularly in relation to the consistency of approach of the Planning Department to listed buildings. TG to reply on behalf of the PC	TG
	6.2 The Gables. A parishioner had questioned whether there was a need for planning consent. KM said that when he had asked Wilts about converting his own garage into habitable space, they had said only Building Regs applied. KM to ask Wilts if the same applies in this instance.	KM
7	Finance	
	7.1 Composition of the Finance Committee. TG stood down from the Committee and KH, IS & KM were unanimously elected.	
	7.2 A response to the External Auditor's requirements and suggestions as mentioned above was delegated to the Finance Committee to discuss as soon as possible and to keep the Council informed.	FinCom
	7.3 Update on Budget. AG was not present, so this was deferred	
	7.4 Bawdens contract update. Bawdens have been unable to give details of the contract specification. It was agreed that Cllrs should produce a new specification and AG will then make contact with three companies and request quotes for the work.	FinCom/AG
	7.5 Payments for processing 7.5.1 SEC supply £162.97 7.5.2 Bawdens £273.66 +Vat = £328.39 7.5.3 Village Hall Rent - £52 Agreed and authorised by PC, but AG was not present, so payments were deferred until AG is available	AG + two cllrs
8	Working Groups and Committees	
	8.1 Highways. TG reported that new signs are due on the Aldbourne Road, and at the top of the hill	
	8.2 Traffic. WRS reported that nine parishioners have volunteered for Speedwatch and will receive training during October and November. She had also attended the CATG meeting and it appeared that progress is being made on the Traffic Plans. Councillors will be asked to comment on a short list of	

	potential traffic calming measures that can be put forward to CATG for funding	WRS
9	Parish Plan. Brian Utton reported that good progress has been made. The Plan includes an action plan with a timetable for actions to be completed. The Parish Council was asked to look at the latest draft of the plan and to agreed dates for actions where the Parish Council has responsibility. The draft plan will be circulated to Councillors who will hold a Working Party within 10 to 14 days. Once the Plan has been finalised the Parish Plan Group will hold an open meeting to present it to the village. Cllrs expressed their thanks to Brian Utton and all involved for the great job they have done	Cllrs
	Note: Councillor Mudge left the meeting at this point (20:45)	
10	Open Session for parishioners. Richenda George asked that any new mowing contract should include the option for collection of all grass cuttings, especially in the Churchyard. This was agreed by Cllrs unanimously. Andy Wall noted that the treatment of the Church yard was specifically set to protect the grave stones from strimmer damage and asked that any new contract should also address this issue.	
11	Any other business 11.1 IS mentioned debris found in the Og. AG to contact Environment Agency 11.2 KH advised that AG is due a Three Month appraisal soon. The Staffing Committee to arrange. 11.3 KM reported receiving news from Clare Convey re the Village Shop proposal. The PC will wait for the planning application to be submitted before commenting.. 11.4 IS noted that there is an outstanding action to paint the repaired play equipment behind the village hall with a protective paint. KM undertook to progress the action	AG Staff Com KM

Closing:	21:03
Next meeting:	14 th November 2103 @ 19:30 in Village Hall.