



## OGBOURNE ST GEORGE PARISH COUNCIL

### ANNUAL PARISH COUNCIL MEETING

Minutes of the Annual Parish Council Meeting of Ogbourne St George Parish Council held at the Village Hall, Ogbourne St George on Friday 23<sup>rd</sup> May 2014 commencing at 6:00pm.

**MEMBERS PRESENT:** Cllrs George, Iliffe, Mudge, Sandison and Tuckey.

**OFFICER PRESENT:** Locum Clerk.

**Members of the Public:** There were 10 members of the public present.

Prior to the meeting formally commencing the Interim proper Officer, Mr George, informed all those present that Wiltshire Council had formally appointed 5 members to Ogbourne St George Parish Council under Section 91 of the Local Government Act 1972.

#### 1/15 **DECLARATION OF ACCEPTANCE OF OFFICE**

The Declaration of Acceptance of Office were formally **RECEIVED** from the newly appointed Councillors.

#### 2/15 **ELECTION OF CHAIR**

It was proposed by Cllr Tuckey, seconded by Cllr Sandison and unanimously **RESOLVED** that Cllr Mudge be elected Chair of the interim Parish Council

#### 3/15 **DECLARATION OF ACCEPTANCE OF OFFICE**

Council **RECEIVED** the Declaration of Acceptance of Office from the elected Chair of the Council, Cllr Mudge.

The Chair informed those present that Wiltshire Council had been very supportive during the appointment the interim parish council. He reiterated that the members had been appointed and had not been either elected or co-opted. He outlined the 3 main objectives of the interim council:

- To work towards an election of a new parish council as quickly as possible;
- To work towards the appointment of a permanent parish clerk as quickly as possible;
- To ensure that the day to day management of the parish council is undertaken.

The Chair asked for the support of the community to enable these objectives to be realized and thanked those present for their support which was very much appreciated.

#### 4/15 **APOLOGIES**

Apologies had been received from Jemima Milton.

#### 5/15 **APPOINTMENT OF LOCUM CLERK/RFO**

It was proposed by Cllr George, seconded by Cllr Tuckey and unanimously **RESOLVED** to appoint Mr Paul Russell as Locum Clerk and Responsible Financial Officer to Ogbourne St George Parish Council.

Mr Russell had been a Clerk since 1990 and had achieved the Certificate in Local Council Administration and was a member of the Institute of Local Council Clerks.

#### **6/15 DECLARATION OF INTERESTS**

The following declarations of interest were made and recorded:

- Cllr Iliffe – Planning application 14/04166/FUL, Land adjacent to Park Close.

#### **7/15 MINUTES**

It was **RESOLVED** that the Minutes of the Full Council meeting held on Thursday 9<sup>th</sup> January 2014 be agreed and signed as a correct record.

#### **8/15 MATTERS ARISING**

Minute 5.2: Speed limit along the main road. This matter would be actioned and considered at the next appropriate Council meeting.

#### **9/15 PUBLIC RECESS**

The following matters were raised by members of the public:

- An update was requested regarding whether the parish council had received any payment from its insurers. The parish council had received an offer of £300 regarding the ACAS proceedings but this had not been accepted. The matter was on-going.
- Clarification was sought regarding the overpayment of the bench purchased from Sustainable Furniture. It was confirmed that this matter had been resolved.
- The agendas had not been published on the website for this meeting. It was confirmed that this would be addressed and resolved prior to the next Council meeting.
- Council was requested to move the Public Recess item to the end of the agenda. This was agreed.
- An apology was requested following the receipt of an allegedly inappropriate email. Due to on-going legal issues the Council was not in a position to answer the question.
- Clarification was sought regarding the resignation of the previous Council. It was confirmed that all members of the Parish Council had tendered their resignations at the end of January 2014 with immediate effect.

The Chair informed the meeting that the Council could not discuss personal grievances raised during a meeting and any matter raised would be addressed separately.

#### **10/15 FINANCE**

It was proposed by Cllr Iliffe, seconded by Cllr George and **RESOLVED** to appoint the Locum Clerk as the Council's Responsible Finance Officer. This was resolved in derogation due to the requirements of the existing Financial Regulations

It was proposed by Cllr George, seconded by Cllr Tuckey and **RESOLVED** that the existing bank mandate be amended and that Cllrs Iliffe, Mudge and Sandison be appointed as cheque signatories.

Tit was **AGREED** that the RFO contact the external auditors regarding arrangements for auditing the 2013/4 account.

#### 11/15 OUTSTANDING ACCOUNTS

Council **RESOLVED** to ratify the payment of the following accounts:

Supplier & Date	Reason	Amount	VAT	Total
Wansbroughs Solicitors				
13 <sup>th</sup> December 2013	Legal advice	£900.00	£180.00	£1,080.00
29 <sup>th</sup> January 2014	Legal advice	£300.00	£60.00	£360.00
Sally Utton				
7 <sup>th</sup> March 2014	Dragon expenses Jan/Feb 14	£40.00	£0.00	£40.00
Brian Utton				
31 <sup>st</sup> January 2014	Parish Plan expenses	£28.44	£3.69	£32.13
Southern Electric				
24 <sup>th</sup> December 2013	Utility supplies	£160.22	£8.00	£168.22
26 <sup>th</sup> March 2014	Utility supplies	£163.41	£8.17	£171.58
Paul Scott				
31 <sup>st</sup> March 2013	Website expenses reimbursement to UK21	£4.98	£1.00	£5.98
3 <sup>rd</sup> April 2013	As above	£71.40	£14.28	£85.68
6 <sup>th</sup> April 2014	As above	£71.40	£14.28	£85.68
		£1,747.76	£289.42	£2,029.27

It was **RESOLVED** that the accounts would be settled as soon as the bank mandate and signatories were in place.

#### 12/15 STANDING ORDERS/FINANCIAL REGULATIONS

Council **NOTED** that the Standing Orders and Financial Regulations required review. It was **RESOLVED** to defer this item until the next meeting when revised Standing Orders and Financial Regulations would be tabled.

#### 13/15 INSURANCE COVER

It was **RESOLVED** that the Annual Insurance cover provided by AON for the Parish Council at a cost of £248.44 (incl. 6% Insurance Premium Tax) be agreed and that the premium to paid as soon as possible.

#### 14/15 GROUNDS MAINTENANCE CONTRACT

The current contract with Bawdens had expired at the end of March 2014. It was agreed to retender the contract as soon as possible and that the first cut include an additional cost for grass collection.

On behalf of the Parish Council the Chair apologised to residents regarding the poor condition of the grassed areas but this would be addressed as soon as possible.

#### 15/15 EXTERNAL AUDIT REPORT

Council was informed that the report for 2012/13 had not yet been received from Grant Thornton, the external auditors.

It was **RESOLVED** to give delegated authority to the Clerk to consider the report, to address any issues highlighted in it and to recommend its adoption by the Parish Council at its next meeting.

#### 16/15 PLANNING MATTERS

Cllr George presented the following Planning Applications and the responses were **AGREED**:-

- (a) Application Number: 14/03983/FUL  
Proposal: Storage Barn  
Location: Herdswick Farm  
**OSGPC Comment: No objection**
- (b) Application Number: 14/04068/FUL  
Proposal: New vehicular access and gate  
Location: Westfield Farm  
**OSGPC Comment: No objection**
- c) Application Number: 14/04166/FUL  
Proposal: New dwelling  
Location: Land adjacent to Park Close, High Street  
**OSGPC Comment: No objection**

#### 17/15 APPOINTMENT OF LOCAL CO-ORDINATORS

Council **RESOLVED** to appoint the following co-ordinators:

- Cllr Iliffe: Street Lighting – Responsible for reporting defective Street Lights;
- Cllr Sandison: Highway Issues – Responsible for reporting potholes and other highway issues;
- Cllr George: Planning – Responsible for co-ordinating planning items.

#### 18/15 LEASES

Members were informed that there were two leases that required completion. The first related to the Village Hall and was ready for signature. The second was for the land to the rear of the Village Hall which in its current form was unacceptable and required revision.

The main issue was that the land was exclusively for use as a car park. This reflected an original planning condition. However, it was hoped that this clause could be amended to a more general use such as community use.

It was **RESOLVED** to wait until both leases were ready for signature before proceeding. Cllr George was given delegated authority to move this matter forward.

#### 19/15 MEETING SCHEDULE

Council **RESOLVED** to adopt the following meeting schedule:

- Thursday 10<sup>th</sup> July 2014
- Thursday 11<sup>th</sup> September 2014



**20/15 APPOINTMENT OF CLERK AND ELECTION TO THE PARISH COUNCIL**

It was **AGREED** to defer the consideration of appointing a permanent Clerk and organise parish elections. The Chair reiterated the interim Council's desire to move towards proper elections and the appointment of a new Clerk as soon as possible.

There being no other business the Chair thanked everyone for their attendance and closed the meeting at 6.40pm.

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**CHAIR:**

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**DATE:**