

OGBOURNE ST GEORGE PARISH COUNCIL

ANNUAL PARISH COUNCIL MINUTES

Minutes of the Parish Council Meeting of Ogbourne St George Parish Council
held at the Village Hall, Ogbourne St George on Thursday 10th May 2018
commencing at 7:30pm.

MEMBERS PRESENT: Cllr Mudge (Chair), Cllr Tanner and Cllr Utton

OFFICER PRESENT: Georgina Morgan-Denn, Clerk to Council

ALSO PRESENT: PCSO Emily Sykes from 7.40pm until 7.55pm

FC01/18 ELECTION OF CHAIRMAN

Resolved: Cllr Gordon Mudge was nominated as Chairman of Ogbourne St George Parish Council.

Proposer: Cllr B Tanner

Seconded: Cllr B Utton

FC02/18 CHAIRMAN TO SIGN ACCEPTANCE OF OFFICE

Resolved: Chairman Cllr Mudge signed the Chairman's Acceptance of Office.

FC03/18 APOLOGIES

Apologies were received and accepted from Cllr W Sandison and Cllr A Tuckey.

FC04/18 DECLARATION OF INTERESTS

There were no Declarations of Interest.

FC05/18 MINUTES

Resolved: that the Minutes of the Full Council held on Thursday 8th March and 12th April 2018 be agreed and signed as a correct record.

FC06/18 PUBLIC RECESS

There were four members of the public present.

Resolved: *bring item 9 forward on the agenda.*

FC07/18 PLANNING MATTERS

(a) **Applications:** Members considered the following Planning Applications from Wiltshire Council:

Application: 18/02883/FUL

Location: Ogbourne St George and St Andrew C of E Primary School, High Street, Ogbourne St George, Wiltshire, SN8 1SU

Proposal: Installation of a Coniston 35 Full Aluminium Wall mounted Canopy on rear steel goal posts

Comments: **No Objection**

Application: 17/09245/FUL

Location: Hunters Moon, Bytham Road, Ogbourne St George, Wiltshire, SN8 1TD

Proposal: Relocate existing drive 17 meters to the north

Comments: **No Objection**

The next planning application was received after the agenda was issued and circulated to Council for discussion at the meeting.

Application: 18/03453/VAR

Location: Buckerfields Nursery, Southend, Ogbourne St George, SN8 1TF

Proposal: Removal of conditions 4 & 5 of planning permission 17/09632/FUL to allow the owner to have the property as their sole residence

Comments: **No Objection**

Please note: in planning matters the Council acts as the consultee of the Principal Authority. (The Principal Authority being the deciding body)

(b) Decisions: The following Planning Decisions have been notified to the Council:

Application: 18/01114/TCA

Location: Orchard House, Chiseldon Road, Ogbourne St George, Marlborough, Wiltshire SN8 1SU

Proposal: Application for Work to Trees in a Cons Area

Tree 1 - Horse Chestnut tree - fell

Tree 2 - Apple tree - fell

Tree 3 - Norway Maple tree - fell

Tree 4 - Birch tree - fell

OSG Comment: **No objection**

Decision: **No objection**

Application: 18/01560/FUL

Location: 1 Skylarks, Bytham Road, Ogbourne St George, Wiltshire, SN8 1TD

Proposal: Installation of steel shipping container and fencing

OSG Comment: **No objection**

Decision: **No objection**

FC08/18 REPORT FROM UNITARY COUNCILLOR

There was no report from Cllr Jane Davies who was unavailable to attend. The Chairman expressed his thanks on behalf of the Council to Cllr Davies for her assistance in liaising with Wiltshire Council on the matter of the Street Lighting.

The Chairman welcomed PCSO Emily Sykes to the meeting.

FC09/18 POLICE REPORT

PCSO Sykes gave a presentation on the Police Report. The current report states no recent incidents have occurred in the village and no reported crimes. The annual statistics are 28 reported crimes to date and the majority of these have been road traffic collisions. A few of the incidents have been metal thefts where items have been unlocked. PCSO Sykes reiterated how residents should report a crime using 101 and to sign up to the community messaging service that helps deliver police messages to rural communities. Sign up via <https://www.wiltsmessaging.co.uk/>.

FC10/18 APPOINTMENT OF COUNCILLORS TO EXTERNAL GROUPS

Resolved: to appoint representatives on the following:

- (a) Cllr Mudge - Village Hall Management Committee
- (b) All Councillors to be notified of the meeting dates - NALC/WALC

FC11/18 COUNCILLOR CODE OF CONDUCT

Resolved: to adopt the Wiltshire Council Code of Conduct.

Proposer: Cllr G Mudge

Seconded: Cllr B Utton

Noted: 13th April 2018 letter from the Monitoring Officer at Wiltshire Council which reminded Councillors to keep their register of interests up to date, the Government Consultation on Local Government Ethical Standards and future training needs on the Code of Conduct.

FC12/18 REVIEW AND ADOPTION OF PARISH DOCUMENTATION

Council agreed to **DEFER** reviewing the Standing Orders, Financial Regulations and other policies until July's meeting of the Council.

FC13/18 GENERAL POWER OF COMPETENCE

Resolved: To adopt the General Power of Competence as the Council met the requirement and adopted the Statutory Instrument of Law that gives Local Councils the power to do anything that an individual may generally do and is found under Statutory Instrument 2012 No 965 of the Localism Act 2011- Sections 1-8.

Proposer: Cllr G Mudge

Seconded: Cllr B Tanner

FC14/18 GENERAL DATA PROTECTION REGULATION (GDPR) UPDATE

Council received an update from the Clerk regarding GDPR and

Resolved: to adopt the following policies and procedures.

Proposer: Cllr B Utton

Seconded: Cllr G Mudge

- a) Data Protection Policy
- b) Privacy Policy – General
- c) Privacy Policy – Staff and Councillors
- d) Data Audit

- e) Retention of Documents Policy
- f) Data Breach Procedure
- g) Consent Form – required for future use
- h) The Clerk to review physical and digital data held and delete all out of date and redundant material.
- i) The Clerk to review the Council's requirement as a Data Controller to register with the Information Commissioner's Office (ICO).
- j) The Home page of the Parish Council's website to include a privacy statement and privacy section with access to the relevant policies.
- k) All emails sent from the Clerk or Parish Councillor with an OSG email address to include a disclaimer.

Resolved: bring item 18 forward on the agenda.

FC15/18 STREET LIGHTING UPDATE

Cllr Mudge updated Council on recent correspondence with Wiltshire Council to progress the street lighting in Ogbourne St George, which is currently the responsibility of the Parish Council.

Wiltshire Council will arrange for a contractor to replace the existing lighting with:

3 new Philips Micro Luma lanterns supplied in RAL9005 (Jet Black) with DN10 Optic and 12no. 3000K (Warm White) LED with 1600lumen output. For use on Footpath locations.

10 new Philips Mini Luma lanterns supplied in RAL9005 (Jet Black) with DW50 Optic and 12no. 3000K (Warm White) LED with 1600lumen output. Standard requirement.

3 new Philips Mini Luma lanterns supplied in RAL9005 (Jet Black) with DW50 Optic and 20no. 3000K (Warm White) LED with 3000lumen output. Higher output for use at Junctions.

Bracket metalwork to be painted black.

All units fitted with miniature photocell with 35lux switch on.

Units to replace existing units at locations agreed. Revised Version B – 16. (drawing number OSTGPC2018.001) - which takes into consideration previous feedback from local residents previously resolved as per minute reference FC123/17.

Dimming of light output shall be as per Wiltshire standard, which is currently to reduce to 75% output at 8pm and 50% output at 11pm until 6am.

The 5 units not required will be disconnected and removed.

Timescale of works will depend on availability of materials, and SSE disconnection and connection work, but is likely to be 12-16 weeks from receipt of first payment.

Wiltshire Council will take over maintenance and energy costs associated with the lighting, and will operate it in accordance with the Council's lighting policies and standards, which may change from time to time.

Resolved: To proceed with the replacement works and to hand the street lighting and any future maintenance and energy costs over to Wiltshire Council. To the following payment terms:

One off payment - £4,756.62 (exc VAT)
Earmarked Reserves: £2,250 (FC93/17)
18/19 Lighting Maintenance: £2,295
18/19 Street Lighting: £211.62

Then five annual payments:
2019/20 – 2024/25 Lighting Maintenance: £1,000 (exc VAT)

Proposer: Cllr G Mudge
Seconded: Cllr B Utton

FC16/18 FINANCIAL MATTERS

(a) BANKING ARRANGEMENTS

Resolved: Confirmed that the Bank Signatures for the next Civic Year are Cllr G Mudge, Cllr W Sandison and Mrs Georgina Morgan-Denn.

Proposer: Cllr G Mudge
Seconded: Cllr B Utton

Noted: Cllr R Illiffe has been removed from the bank mandate.

Noted: Clerk has applied for online banking access.

A member of public left the meeting.

(b) SAVINGS DEPOSIT

Noted: the Clerk has deposited £3,000 in the Lloyds Savings Account (interest rate 0.05%) for General Reserves (FC93/17). Local Government Finance Act 1992 s32, s43 require local authorities to have regard to the level of Reserves needed for meeting estimated future expenditure.

(c) INTERNAL AUDITOR APPOINTMENT

Resolved: To appoint the Internal Auditor (IA). The IA will audit the accounts and guide the Council on the completion of the 2017/18 Accountability and Governance Annual Return (AGAR). The fee agreed is £120.

Proposer: Cllr B Utton
Seconded: Cllr B Tanner

(d) EXTRAORDINARY MEETING

Resolved: To hold an Extraordinary meeting of the Council on 14th June 2018 to consider the IA's report, Year End Accounts, Certificate of Exemption and sign the Annual Return before 30th June 2018.

(e) EXTERNAL AUDIT EXTENSION

Noted: The Clerk has sought an extension to the Audit reporting date to PKF Little John the External Auditors from the 11th June 2018 as requested to 2nd July 2018.

(f) FINANCIAL & MANAGEMENT RISK ASSESSMENT

Noted: The Financial & Management Risk Assessment and actions listed.

(g) ASSETS REGISTER & INSURANCE RENEWAL 18/19

Noted: The Council's current assets register and 2018 insurance renewal. The fee is £280 which is year two of a three year binding agreement.

(h) VAT

Noted: The Clerk has applied for VAT reclaim of £222.04 VAT.

Noted: A new VAT126 claim reference number has been received following HMRC updates to their IT systems.

(i) PENSIONS

Noted: The Clerk has received correspondence that confirms Ogbourne St George Parish Council has opted out of providing a pension and completed a declaration of compliance with the Pensions Regulator.

FC17/18 PAYMENTS

Resolved: To ratify the payment of the following accounts:

Date	Cheque Ref	Payee	Description	Payment	VAT	Net
10.05.18	674	WALC	Subscription to WALC & NALC	£209.32	£34.89	£174.43
10.05.18	675	Wiltshire Council	CATG Project: contribution to road markings	£100.00	£0.00	£100.00
10.05.18	676	Diocese of Salisbury	Annual Rent of Village Hall	£150.00	£0.00	£150.00
10.05.18	677	OSG Village Hall	Council meeting hall hire arrears (2015-17)	£150.00	£0.00	£150.00
10.05.18	678	OSG Village Hall	Council meeting hall hire 2018-19	£50.00	£0.00	£50.00
10.05.18	679	Bawden Contracting Services Ltd	Grounds Maintenance	£169.50	£28.25	£141.25
10.05.18	680	Came & Company	Insurance	£280.00	£30.00	£250.00
10.05.18	681	Georgina Morgan-Denn	Reclaim Professional SLCC membership	£64.00	£0.00	£64.00
10.05.18	682	Ruth Anderson	Dragon April 2018	£17.60	£0.00	£17.60

10.05.18	683	Ruth Anderson	Dragon May 2018	£11.52	£0.00	£11.52
10.05.18	684	Bawden Contracting Services Ltd	Grounds Maintenance (arrears from 10/15 see email)	£169.50	£28.25	£141.25
10.05.18	685	Bawden Contracting Services Ltd	Grounds Maintenance	£176.27	£29.38	£146.89
TOTAL				£1,547.71	£150.77	£1,396.94

FC18/18 APPROVAL AND SIGNING OF PARISH ACCOUNTS FROM 2nd MARCH 2018 TO DATE

Resolved: To approve the Parish Accounts as shown below:

Opening Balances 2nd March 2018		
Treasurers Account	£8,983.09	
Business Instant Access Account	£325.00	
Expenditure		(4,044.12)
CHQ 671	358.80	
CHQ 673	19.00	
CHQ 669	21.16	
CHQ 670	169.50	
CHQ 672	169.50	
SO DENN-GM	128.08	
SO DENN-GM	25.00	
SO DENN-GM	128.08	
SO DENN-GM	25.00	
SAVINGS TRANSFER	3,000.00	
Income – Treasurers Account		5,994.52
INT (GROSS) T/FER		(0.02)
WILTSHIRE COUNCIL *		(5,994.50)
Income – Business Instant Access Account		3,000
TRANSFER		(3,000)
Actual Total Balance		£14,258.49
Closing Balance 3rd May 2018		
Treasurers Account	£10,933.49	
Business Instant Access Account	£3,350.00	
Balances at Bank		£14,283.49

*Note: Precepts over £10,000 are paid in two stages 50% by 30 April and remaining 50% by 30 September.

FC19/18 VILLAGE HALL PLAY EQUIPMENT

The Clerk verbally updated Council on the progress of the play equipment. A revised quotation had been received from Sovereign and due to be discussed with the local school for feedback. Grants have been applied for to cover the cost of the project and awaiting response.

Action: Clerk to discuss the possibility of reusing the old slide with the Sovereign and costs.

FC20/18 ITEMS TO NOTE

Council Meeting Schedule for 18/19:

<u>2018</u>	
May (APM & AGM)	10 th
Jun (audit)	14 th
Jul	12 th
Sept	13 th
Nov	8 th
<u>2019</u>	
Jan	10 th
Mar	14 th
May (APM & AGM)	9 th

FC21/18 NEXT MEETING

The next meeting of the Parish Council will be on Thursday 14th June 2018.

FC22/18 CONFIDENTIAL SESSION

Resolved: In view of the confidential nature of the business about to be transacted, public and press are excluded from the meeting to in accordance with Standing Order 3 (d)

FC23/18 CLERK'S APPRAISAL AND PAY AWARD

Chairman reported on the Clerk's recent appraisal and Council **Resolved** to the following:

- Increase the Clerk's salary to SCP 19 and implement this in time for the June salary.
- To pay £64 towards the SLCC membership.
- To pay up to £150 towards the cost of a filing cabinet.
- To agree to another book keeping course or equivalent – cost to be confirmed in due course.

Proposer: Cllr G Mudge

Seconded: Cllr B Utton

There being no further business the Chairman closed the meeting at 8.40pm

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Cllr Gordon Mudge, Chairman, 12th July 2018