



**Clerk to Council: Elizabeth Martin**

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## PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Ogbourne St George Parish Council  
held at Ogbourne St George Village Hall on Thursday 5<sup>th</sup> October 2023  
commencing at 7:30pm.

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Meeting started 19:31

**MEMBERS PRESENT:** Councillors Sam Frost [SF] Nathalie Collister [NC], Bob Tanner [BT], Rachel Inglefield [RI], Abigail Barratt [AB], Nicholas Burnet [NB]

**OFFICER PRESENT:** Elizabeth Martin [EM], Clerk to the Council

**CHAIR:** Sam Frost [SF]

**APOLOGIES:** Rob Green [RG]

FC23/24/073 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Rob Green [RG] sent apologies.

Proposed SF. Seconded NC. Passed

**IT WAS RESOLVED THAT The Absence Of Cllr. Green, Be Approved**

FC23/24/074 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
NC Agenda Item 9fa, FC23/24/095

NB Agenda Item 9fa, FC23/24/095

BT Agenda Item 15, FC23/24/103

FC23/24/075 **MINUTES OF THE PREVIOUS MEETING HELD ON 13<sup>TH</sup> JULY 2023**  
Proposed RI. Seconded SF. Passed with Amendment of confirmed named Trustees on the OSG Poor Lands Charity.

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 13<sup>th</sup> July 2023 Be Accepted With Amendment.**

FC23/24/076 **CHAIRMAN'S ANNOUNCEMENTS**  
None.



FC23/24/077 **PLANNING**

FC23/24/078 **To Consider The Following Planning Application From Wiltshire Council**

[PL/2023/04676](#) **Proposal**

Single Storey Extension Replacing Existing Garage.  
Update Facing Materials. Garden Room & Shed.

**Site Address**

Downs View, Ogbourne St George, Marlborough, SN8 1SQ

**Outcome**

No Objection/ No Comment

[PL/2023/06125](#) **Proposal**

Erection of 1no. agricultural building

**Site Address**

Westfield Farm, Ogbourne St George, SN8 1SX

**Outcome**

No Objection

FC23/24/079 **TO CONSIDER A COUNCILOR TO ATTEND THE WILTSHIRE LOCAL PLAN MEETING ON 9<sup>TH</sup> OCTOBER VIA WEBINAR TO REPRESENT THE COUNCIL**  
Action: Council to Read Consultation Document and make collective response if appropriate. No Cllr available to attend.

FC23/24/080 **TO RECEIVE FOR INFORMATION, THE CLERK’S REPORT**  
Bus shelters – SF sent information to EM on dimensions of the bus shelter being considered for replacement. EM has requested an onsite visit and is awaiting a response. EM to forward the details of the visit time to the Council once agreed.

Budget items for 2024/2025 have been requested to be put forward by the 1<sup>st</sup> of November.

The Councils grass cutting contractor is off for health reasons. If there are any issues, please forward those to the Clerk and they will be addressed.

FC23/24/081 **FINANCE MATTERS**

FC23/24/082 **To Receive The Bank Reconciliations As Presented**  
Bank Reconciliations Received



FC23/24/083 **To Receive For Information, Disbursements Made Since The Last Meeting**  
Disbursements Received and attached to these minutes.

FC23/24/084 **To Consider And Approve The Schedule Of Forthcoming Payments**  
Proposed SF. Seconded NB. Passed

**IT WAS RESOLVED THAT Schedule Of Forthcoming Payments Be Accepted.**

Payment schedule attached to these minutes.

FC23/24/085 **To Consider And Agree To Payment For Parish Council Internet Website At A Cost Of £9.99 Per Month Via Direct Debit Letter Received and Signed**  
Proposed SF. Seconded AB. Passed

**IT WAS RESOLVED THAT The Council Agree To Payment For The Parish Council Internet Website At A Cost Of £9.99 Per Month Via Direct Debit.**

FC23/24/086 **To Consider And Agree To Close The Coronation Earmark And Move The Surplus Funds To A Christmas Celebration Earmark.**  
Proposed NC. Seconded RI. Passed

**IT WAS RESOLVED To Close The Coronation Earmark And Move The Surplus Funds To A Christmas Celebration Earmark.**

FC23/24/087 **TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

FC23/24/088 **Local Highways and Footpath Improvement Group (LHFIG, formally CATG)**  
Next meetings are:

Thursday 19th October 2023 Council Chamber

Thursday 25th January 2024 Council Chamber

The only item on the LHFIG is the bus stop near Whitefield Farm. The Council has not heard back from the residents near the bus stop, but an article will be placed in the Dragon.

**Action:** RI draft an item for the Dragon that will run again for the October newsletter. RI to check with CH about the Dragon distribution.

FC23/24/089 **Marlborough Area Board – To Receive An Update**  
No Update.

Next meetings are:

Tuesday 10<sup>th</sup> October 2023, 19:00

Tuesday 9<sup>th</sup> January 2024, 19:00

<https://cms.wiltshire.gov.uk/ieListMeetings.aspx?CIId=165&Year=0>



FC23/24/090 **Transport Working Group – To Receive An Update**

The next meeting was scheduled for the 16<sup>th</sup> October 2023 as items all covered and action list agreed.

The SID is up and working well. The Council is happy with the visual effects the SID is contributing in terms of seeing the traffic slow down through the Village. The data will be pulled off the SID in due course for review.

A second SID device has been agreed and the preferred position is located at <https://w3w.co/saves.rocket.using>

The Village Gates are now delivered, the Council will form a working group to install them. The Council are looking to set a date for the work to be completed.

There remains an action list of items with Wiltshire Council. RI is liaising with Wiltshire Highways to gain understanding of completion dates. E.g. white line painting, school signs etc.

Some white line painting has been completed in the areas that were requested to be updated.

**Action:** SF to look at a potential option of a grounds specialist to provide a quote for the installation of the gates, SID and dog waste bin. To be brought back to the next meeting.

FC23/24/091 **To Receive The Notes From The Transport Working Group Meeting Held 4<sup>th</sup> July, 2023**

Notes Received. The data for the SID on the Ogbourne Road has been reviewed. It is noted that the data does not capture the information of vehicles going under 30mph so the statistics may not be reporting all the information that the Council desires. Before the information is agreed to be circulated to the public the Council would like to ensure that the settings on the SID machine is capturing the level and accuracy of data the Council would like to review.

**Action:** SF to review the settings and adjust if required for the next set of data readings.

The next TWG meeting to be held in October 2023.

FC23/24/092 **Community Spirit Initiatives Working Group - To Receive An Update**

The group are very keen to organise another Christmas Lights event for the village in December. Again, the Council wish to invite villagers to an event to celebrate the start of the festive season fully sponsored by the Parish Council.

Suggested date: **Sunday December 3rd, 2023, 5-6pm**



The group considered setting up the event on Pooles Meadow but the lack of lighting and power will make it a difficult undertaking in the very dark conditions in December. Therefore, we would like to ask the pub once more to host us.

Megan and Mike have agreed to host the event for us on the above date. We are very thankful to them for looking after the tree during the season and lighting it on and off every night. We have also really enjoyed the fact that many villagers have stayed at the pub after our event for dinner and/or drinks, making it a very friendly experience.

The date is now on the parish council website calendar and will be published in the Dragon in November and December.

Rob Green will contact a few shops to see if we could get sponsorship for the tree. Nathalie will source additional decorations (which were broken last year) + some glow sticks for the children and the prizes, Abbi will produce the Leaflet to be posted around the village. We will as always provide free mulled wine, squash and cakes and will welcome any donations of minced pies or cakes.

The Parish Council extended their thanks to the villagers that helped with the mural under the bridge.

Action: NC to organise an update for the Dragon.

Beat the Bounds as community idea for 2024. The Council is working on details of a potential event for spring/summer 2024. More details to follow.

FC23/24/093 **Communications Working Group - To Receive An Update**  
Has not met. RI suggested that an improvement to the FB page be accepted. It has been suggested that new members to the FB page must agree to a minor series of questions before access to join the group is agreed. Suggestion was unanimously supported. RI to circulate the questions for review.

FC23/24/094 **Bell Field Working Group**  
The suggestion from the working group is for the Council to purchase an additional bench for the Bell Field in memory of the late Queen.

FC23/24/095 **To Consider And Approve An Additional Bench For Bell Field At A Cost Of £500 + VAT from Earth Anchors To Come From The Special Projects Budget Line.**  
Proposed SF. Seconded RI. Passed

**IT WAS RESOLVED To Approve The An Additional Bench For Bell Field At A Cost Of £500 + VAT From Earth Anchors. To Come From The Special Projects Budget Line.**



- FC23/24/096 **TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED**  
 EM Circulated the Consultation on the pre-submission draft Wiltshire Local Plan. The review and Consultation are open to the Council and members of the public. This may be reviewed and responded to here:  
[www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan)
- FC23/24/097 **TO CONSIDER ITEMS OF MAINTENANCE**
- FC23/24/098 **To Consider And Approve Costings For A New Noticeboard Subject To Installation**  
 The Council reviewed the options and selected the manmade timber notice board in Manchester brown with glass and header text to be confirmed. The current expected price is £2376 to be paid from reserves.  
 Proposed NC. Seconded AB. Passed  
**IT WAS RESOLVED To Approve The Selection Of The Man Made Timber Notice Board PT6A4P Subject To Final Installation Costs And Confirmation Of Price.**
- FC23/24/099 **To Receive An Update On A Potential Tree Issue On The High Street.**  
 Action: EM to Identify the Owner of the Tree.
- FC23/24/100 **KEY MESSAGES.**  
 The Council has been made aware of a few hedges that sit on private property but are overgrowing the pavement areas through the village. The Parish Council wishes to remind residents that they are responsible to remove any overgrown hedging allowing for existing payment areas to be clearly accessed by members of the public walking through the village. An additional reminder will be placed in the Dragon.
- FC23/24/101 **NEXT MEETING.**  
 To Note the next meeting will be held at 7:30pm on Thursday 9<sup>th</sup> November 2023. Ogbourne St George Village Hall.
- FC23/24/102 **IN VIEW OF THE CONFIDENTIALITY OF THE FOLLOWING ITEMS, TO CONSIDER A RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, IN ORDER TO DISCUSS THE ITEMS IN ACCORDANCE WITH STANDING ORDER 3(D)**  
 Proposed SF. Seconded NB. Agreed.  
**IT WAS RESOLVED THAT In view of the confidentiality of the following items, that the press and public be excluded from the meeting in accordance with the public bodies (admission to meetings) act 1960, in order to discuss the items in accordance with standing order 3(d)**





Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
<b>Receipts</b>						
PRECEPT2	26-Sep-23	Wiltshire Council		Precept 1 of 2	£ 6,709.00	
Interest	30-Sep-23	Unity Trust Bank		Q3 Interest	£ 154.67	
<b>Payments Made Since The Last Meeting</b>						
2023-24-D07	10-Jul-23	1&1 Ionos	June	Internet	£18.00	Y
2023-24-014	17-Jul-23	Elizabeth Martin	July	Staffing Allowance	£ 25.00	N
2023-24-015	17-Jul-23	Kevin Isles	3685	Grounds - June	£ 460.00	N
2023-24-019	17-Jul-23	Elizabeth Martin	94773	Expenses: Safety Signs	£ 205.06	Y
2023-24-016	17-Jul-23	Came & Company / Gallagher		Insurance 23/24	£ 533.59	N
2023-24-017	17-Jul-23	Bridget Bowen	337	Internal Audit 22/23	£ 340.00	N
2023-24-D08	25-Jul-23	Charlton Baker	63706	Payroll - June	£ 15.50	Y
2023-24-D09	25-Jul-23	1&1 Ionos	June	Internet	£ 4.20	Y
2023-24-018	31-Jul-23	Elizabeth Martin	July	Salary		N
2023-24-D10	09-Aug-23	1&1 Ionos	July	Internet	£18.00	Y
2023-24-D11	23-Aug-23	1&1 Ionos	July	Internet	£ 4.20	Y
2023-24-D12	24-Aug-23	Charlton Baker	64469	Payroll - June	£ 15.50	Y
2023-24-D13	07-Sep-23	1&1 Ionos	July	Internet	£18.00	Y
2023-24-D14	25-Sep-23	1&1 Ionos	July	Internet	£ 4.20	Y
2023-24-D15	25-Sep-23	Charlton Baker	64469	Payroll - June	£ 15.50	Y
2023-24-SRV	30-Sep-23	Unity Trust Bank		Q3 Service Charge	£ 18.00	N
<b>Re-Occuring Direct Debits</b>						
	Monthly	Ionos 1&1 Internet		Email	£ 4.20	Y
	Monthly	Ionos 1&1 Internet		Internet	£ 18.00	Y
	Monthly	Charlton Baker		Payroll	£ 15.50	Y
	Quarterly	Unity Trust Bank		Bank Service Charge	£ 18.00	N
	07-Sep-23	Information Commissioner		ICO Membership 22/23	£ 35.00	N
<b>Internal Banking Transfers Since Last Meeting</b>						
<b>Forthcoming Approved Payments (not included on Reconciliation)</b>						
		Elizabeth Martin	August	Allowance	£ 25.00	N
		Elizabeth Martin	September	Allowance	£ 25.00	N
		Elizabeth Martin	October	Allowance	£ 25.00	N
		Elizabeth Martin	August	Salary		N
		Elizabeth Martin	September	Salary		N
		Elizabeth Martin	October	Salary		N
		Roundhill Computer Systems	9679-Apr-Sep	Dragon Printing Costs	£ 115.42	Y
		Kevin Isles	July (3711)	Grass Cutting	£ 460.00	N
		OSG Village Hall	Annual Dues	Hall Hire	£ 50.00	N
		Elizabeth Martin		Expenses: RightSignature Renewal	£ 116.65	Y
		Elizabeth Martin		Expenses: Accounts Software	£ 60.00	Y
		Elizabeth Martin		Expenses: Internet October (move to DD)	£ 11.99	Y
		Elan City		SID #2	£ 2,807.99	Y
		Kevin Isles	August (3728)	Grass Cutting	£ 460.00	N
		Kevin Isles	September	Grass Cutting	£ 460.00	N
<b>Internal Banking Transfers Planned</b>						
		From Savings To Checking		Re-balance Reserves and Move Precept money	£ 8,045.80	

\* Amounts include VAT



**SIGNATURE CERTIFICATE**



**REFERENCE NUMBER**

C722FEBA-F924-4C82-B023-50D51C96C76A

**TRANSACTION DETAILS**

**Reference Number**

C722FEBA-F924-4C82-B023-50D51C96C76A

**Transaction Type**

Signature Request

**Sent At**

02/01/2024 16:45 +01

**Executed At**

05/01/2024 10:29 +01

**Identity Method**

email

**Distribution Method**

email

**Signed Checksum**

0d43073bcc33358ba335196ae9d9e1ea9cfb62ee812fe3d8136d5773491e5225

**Signer Sequencing**

Disabled

**Document Passcode**

Disabled

**DOCUMENT DETAILS**

**Document Name**

OSG Mins 051023 Final

**Filename**

OSG\_Mins\_051023\_Final.pdf

**Pages**

8 pages

**Content Type**

application/pdf


**File Size**

356 KB

**Original Checksum**

62ce9f7718dabf40da9c762296013bc2ff23359ff2c268bacd0eee47feea8818

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Sam Frost</p> <p><b>Email</b> sam.frost@ogbournestgeorge.org.uk</p> <p><b>Components</b> 9</p>	<p><b>Status</b> signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> 774b7e3aa49cb6d67592078d0507d72b186d12d37396f73936326092d977de5a</p> <p><b>IP Address</b> 104.28.30.143</p> <p><b>Device</b> Safari via Mac</p> <p><b>Typed Signature</b> </p> <p><b>Signature Reference ID</b> 3ADFA421</p>	<p><b>Viewed At</b> 05/01/2024 10:27 +01</p> <p><b>Identity Authenticated At</b> 05/01/2024 10:29 +01</p> <p><b>Signed At</b> 05/01/2024 10:29 +01</p>

**AUDITS**

TIMESTAMP	AUDIT
02/01/2024 16:45 +01	Elizabeth Martin (parishclerk@ogbournestgeorge.org.uk) created document 'OSG_Mins_051023_Final.pdf' on Chrome via Mac from 217.39.114.59.
02/01/2024 16:45 +01	Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a link to sign.
05/01/2024 10:27 +01	Sam Frost (sam.frost@ogbournestgeorge.org.uk) viewed the document on Safari via Mac from 104.28.30.150.
05/01/2024 10:29 +01	Sam Frost (sam.frost@ogbournestgeorge.org.uk) authenticated via email on Safari via Mac from 104.28.30.143.
05/01/2024 10:29 +01	Sam Frost (sam.frost@ogbournestgeorge.org.uk) signed the document on Safari via Mac from 104.28.30.143.