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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 13th July 2023
commencing at 7:30pm.

Meeting started 19:00

MEMBERS PRESENT: Councillors Sam Frost [SF] Nathalie Collister [NC], Bob Tanner [BT], Rachel Inglefield [RI],

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

CHAIR: Sam Frost [SF]

APOLOGIES: Abigail Barratt [AB], Nicholas Burnet [NB], Rob Green [RG]

FC23/24/039 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Abigail Barratt [AB], Nicholas Burnet [NB], Rob Green [RG]

FC23/24/040 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None.

FC23/24/041 **MINUTES OF THE PREVIOUS MEETING HELD ON 11TH MAY 2023**
Proposed BT. Seconded SF. Passed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 11th May 2023 Be Accepted.

FC23/24/042 **MINUTES OF THE PREVIOUS MEETING HELD ON 29TH JUNE 2023**
Proposed BT. Seconded SF. Passed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 29th June 2023 Be Accepted.

FC23/24/043 **CHAIRMAN'S ANNOUNCEMENTS**
The "slow" signs have been delivered to the Chair and are ready for installation.



FC23/24/044 **PLANNING**

FC23/24/045 **To Consider The Following Planning Application From Wiltshire Council**

[PL/2023/00064](#) **Proposal**

Renewal of Lapsed Planning (ref 19/09521/FUL) for a Mobile Home for Staff Accommodation.

Site Address

The Inn with the Well, Ogbourne St George, Marlborough, SN8 1SQ

Outcome

No Objection

FC23/24/046 **TO RECEIVE FOR INFORMATION, THE CLERK’S REPORT**

September is fast approaching, and the first draft budget for review will be due at the next meeting of possible ideas for the 2024/25 precept. The Council is asked to put forward ideas of project work that may wish to be considered for the budget. Any information with as much detail included is invited to be sent to the Clerk as soon as possible.

EM has sent an email to Highways asking for confirmation of the agreed location for the second SID (Speed Indicator Devise) in Ogbourne St George. Once this is agreed in writing the SID will be ordered.

The Council nominated
Lesley Harvey, Michelle
Cook and
Rachel Inglefield as
Trustees to the
Ogbourne St George
Poor’s Land Charity

Amendment Agreed
FC23/24/075

Wiltshire Council is working on their official Local Plan. This document is an important document for the County and will see many requirements change in the planning environment. The draft Plan sets out the vision and framework for housing, infrastructure, and land for employment growth for the next 15 years. Once adopted, all planning applications will be determined against the Plan, **making it the most important place-shaping document for Wiltshire.**

It also identifies sites for housing and employment development until 2038. Following further work to assess the number of homes needed, the number of planned homes in the Plan has been significantly reduced from its last iteration by almost 9000. When the Plan was consulted on in 2021, it proposed 45,630 homes over 20 years to 2036, but the updated Plan proposes 36,740 homes, of which over 21,900 homes have already been built or are committed.

Several important policies are included in the draft plan:

- 40% of all new housing on developments of 10 homes or more to be affordable.



- Greater flexibility for rural exception sites to make it easier to provide affordable housing in villages where there is clearly identified demand.
- New developments will have to meet zero carbon standards, including energy generation such as solar panels.
- 20% biodiversity net gain for all new developments, compared to the 10% legal requirement.
- All new developments must also have cycling and walking connections.

Most of the housing development is planned to be in the major urban centres in the county.

This Local Plan is about providing for a choice of high-quality designed housing, including affordable homes, in the most sustainable locations; maximising development on brownfield sites; supporting town centres; and providing high quality new public open spaces.

A full consultation on the proposals is expected to take place in the Autumn so please do have your say about the plans. To read the full Cabinet report, go to:

<https://cms.wiltshire.gov.uk/ieListDocuments.aspx?Cid=141&Mid=14748>

The Draft Wiltshire Design Guide and information on how to make comments will be published on 3rd July 2023 via the Wiltshire Council website at:

www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide

Hard copies of these documents will also be made available during normal opening hours at all libraries and at the three main council hubs (Monkton Park, Chippenham; County Hall, Trowbridge; Bourne Hill, Salisbury).

How to comment

Comments are invited on the Draft Wiltshire Design Guide for 4 weeks from the 3rd – 30th July.

Comments can be made:

- Online via the Council's consultation portal: <https://consult.wiltshire.gov.uk/portal>
- By emailing designguideconsult@wiltshire.gov.uk and requesting a form which will need to be returned to that email address.



- By post in writing to: Design Guide Consultation, Natural and Historic Environment Service, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JQ.

If responding by post, please use the forms that are available [online](#) and from the libraries and main council hubs.

Audit is now complete for Ogbourne St George and all the recommendations that have been made to the Council are being reviewed and completed as outlined. The information is on the Councils website for review.

EM has found two possible contractors to ask for a quote for the rebuild of the bus shelter. EM has priced out costs of skips and removal of the current bus shelter. Wiltshire Highways has confirmed the license required to do the work. Once all the quotes for the work are back a full report will be placed before Council for next steps. If the work is over 10k the Council will need to receive 3 quotes.

The Parish Council were made aware of the Community Asset scheme with Wiltshire Council. This scheme allows the Parish Council to submit a list of assets that are considered of Community importance. If the list is confirmed by Wiltshire Council, this scheme allows the Parish Council six months to raise the money to purchase the asset before a full sale of the property is permitted. Areas of consideration might include the local pub and Village Hall. EM has passed on the information and the Council will consider the list and bring this back to a future meeting.

The Council was asked if they would approve EM to complete the licensing process with Wiltshire Council to ensure the processes for maintaining the small space of land with the Coronation bench by the pub is agreed to remain under Ogbourne’s maintenance plan. The Council agreed it would be prudent to do this to ensure the Councils insurance coverage remains integral.

- FC23/24/047 **FINANCE MATTERS**
- FC23/24/048 **To Receive The Bank Reconciliations As Presented**
Bank Reconciliations Received
- FC23/24/049 **To Receive For Information, Disbursements Made Since The Last Meeting**
Disbursements Received
- FC23/24/050 **To Consider And Approve The Schedule Of Forthcoming Payments (As Attached As Part Of The Minutes)**
Proposed SF. Seconded RI. Passed



IT WAS RESOLVED THAT Schedule Of Forthcoming Payments Be Accepted.

FC23/24/051 **To Receive And Sign A Letter To Unity Trust To Adjust The Authorised Signatures To Be Three On Internet Banking To Meet The Requirements Of The Council's Financial Regulations**
Letter Received and Signed

FC23/24/052 **To Consider And Agree To Retain The Services Of Bridget Bowen As The Council's Internal Auditor's For The Forthcoming Year, For The Fee Of £350.**
Proposed SF. Seconded RI. Passed

IT WAS RESOLVED THAT The Council Retains Bridget Bowen As The Council's Internal Auditor For The Forthcoming Year, For The Fee Of £350.

FC23/24/053 **To Receive And Approve The Annual Renewal Of Insurance With Gallagher At £431.77 ex VAT/Administration Fee**
Proposed SF. Seconded BT. Passed

IT WAS RESOLVED THAT The Renewal Of Insurance With Gallagher At £431.77 ex VAT/Administration Fee be approved.

FC23/24/054 **To Consider And Agree To Nominate Two Councillors To Sign The Quarterly Bank Reconciliations (One Of Two To Sign)**
Proposed SF. Seconded BT. Passed

IT WAS RESOLVED THAT The Council Nominate Sam Frost and Nicolas Burnet To Sign The Quarterly Bank Reconciliations.

FC23/24/055 **To Agree and Approve Direct Debit Mandates For Reoccurring Payments**
Proposed RI. Seconded NC. Passed

IT WAS RESOLVED THAT The Council Agrees To Approve Direct Debit Mandates For Charlton Baker (Payroll Company), The Clerks Basic Salary, ICO (Information Commissioning Office), IONOS (web provider).

FC23/24/056 **To Receive And Approve The Annual Renewal Membership To WALC/SLCC (Wiltshire Association Of Local Councils And Society Of Local Council Clerks) At £180.24 Ex VAT**
Proposed SF. Seconded RI. Passed

IT WAS RESOLVED THAT The Annual Renewal Membership To WALC/SLCC At £180.24 Ex VAT Be Approved.

FC23/24/057 **GOVERNANCE**

FC23/24/058 **To Consider And Agree The Code Of Conduct**
Proposed NC. Seconded SF. Passed



IT WAS RESOLVED THAT The Code Of Conduct Be Approved.

FC23/24/059 **To Agree A Date And Time For The Clerks Annual Appraisal**
Proposed To Defer Proposed SF Seconded NC. Passed

IT WAS RESOLVED THAT The Council Agrees To Defer The Date And Time Of Clerks Annual Appraisal. EM To Circulate Details Of Information Needed Before Date Is Set.

FC23/24/060 **TO RECEIVE ANY UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

FC23/24/061 **Local Highways and Footpath Improvement Group (LHFIG, formally CATG)**
Next meetings are:

Thursday 13th July 2023 Council Chamber

Thursday 19th October 2023 Council Chamber

Thursday 25th January 2024 Council Chamber

RI was in contact with Steve Hind at Wiltshire Council to discuss the issue of the bus stop on the A346 and the Highways Improvement Form that has been submitted. Wiltshire Council currently has an issue with budget for this request and an overall interest in the project. The Parish Council believe this bus stop is in a dangerous location and could use improvements to maximise use. Wiltshire Council have asked how many people use this bus stop. It is unlikely, due to the costs associated with changes for this bus stop, that any resolutions will be found promptly.

Action: RI to draft an item for the Dragon

FC23/24/062 **Marlborough Area Board – To Receive An Update**
No Update.

Next meetings are:

Tuesday 10th October 2023, 19:00

Tuesday 9th January 2024, 19:00

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

FC23/24/063 **Transport Working Group – To Receive An Update**

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.

The Village Gates are now delivered, the Council will form a working group to install them. There will be some additional expense for materials. The Council to identify what is needed.



The signs for the Village and the Cones as agreed have been ordered and await delivery.

Wiltshire Council have started a new financial year. RI has sent an email asking where OSG falls on the priority list for work that needs completing e.g., white line painting etc.

Action: [RI] to draft an item for the Dragon to highlight the SID and work being done in the transport group. [EM] to liaise with Adrian Turnbull to ensure that the data from the SID in OSG is shared to feed into the Wiltshire Police system for data collection and analysis for road safety.

FC23/24/064

To Consider And Agree The Participation With Wiltshire Council In The PEAS (Parish Emergency Assistance Scheme) And Any Required Equipment

Proposed SF. Seconded BT. Passed.

IT WAS RESOLVED THAT The Council Are Not In Need Of Additional Equipment From The PEAS Scheme But The Clerk Will Instruct The Refill Of Salt From Wiltshire Council As Required.

FC23/24/065

To Receive The Notes From The Transport Working Group Meeting Held 4th 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. SF to review the settings and adjust if required for the next set of data readings. The Parish Council have joined an initiative that will allow the Council and Wiltshire Police to work together on reviewing the data and ensuring appropriate safety measures for the public are considered. SF to format data each month and send to Wiltshire Police cc'ing the Clerk and Council.

The SID for the Marlborough Road is being organised with placement and agreement with Highways to be reached before the purchase is made.

There will be a working party set up to install the gates and the signs for the entrance to the Village. Date to be determined.

There are several outstanding actions with Wiltshire Council that the Parish Council are continuing to follow up e.g. slow markings on the road and the repainting of the white lines.

The Council is pleased with the bridge art and wishes to express its thanks to all who have participated in the work.



As members of the public have expressed a desire to see a further mural on the opposite side, the Council will review and consider this for next year, perhaps a Duke of Edinburgh initiative.

The next TWG meeting to be held in October 2023.

FC23/24/066

Community Spirit Initiatives Working Group - To Receive An Update

The group would like to recommend another bench in the Bell Field. This would be dependent on the budget. The second bench for the Bell Field and would also like to consider a bench in commemoration of Queen Elizabeth. NC and EM to discuss the costs and wording before the next meeting.

NC has reported that the stiles are a significant issue for the village as they do not meet appropriate safety standards required. NC to send W3W (What3words) to EM for all the stiles in question. EM to contact the Rights of Way Team with Wiltshire to ask for advice and review of safety.

The group is looking at ordering a Christmas Tree for the 2023 Christmas period.

Litter picking event for the Village was discussed and will revisit setting a date for an autumn event.

Action: NC to send WTW to EM for the Stiles, EM to contact Wiltshire Council Rights of Way Officer.

FC23/24/067

Communications Working Group - To Receive An Update

Has not met. Access to the website is sorted out now and updates are being made to include a calendar of Village events.

FC23/24/068

Bell Field Working Group

NC and EM will begin to look at the play area for potential options of improvement in play amenities and costings for this to be brought back to the Council. EM to contact the company that provided equipment for the Village Hall play area.

FC23/24/069

TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED

EM to circulate information regarding the Planning Review for Wiltshire. The review and consultation is open to the Council and members of the public. This may be reviewed and responded to here: <https://www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide>.

The Email from J Darryman regarding the SID (Speed Indicator Results) data scheme has been circulated to the Council instructing how to share the SID data to Wiltshire Police for information and analysis of Wiltshire overall speeding/traffic issues.

Bank Reconciliation

June 2023



Current Account

Balance as per bank statement at 30/06/2023 on sheet JUN is £3,105.53 Cllr.

Undeclared receipts £0.00 Cllr.

Unrepresented cheques

£0.00

Actual

£3,105.53

Balance per cash book on 30/06/2023 £3,105.53

Difference £0.00

NOTES:

Adjustments

Movement (owed) to Earmarks (Savings) £4,313.50

Forecasted VAT ytd £842.76

Wilshire County Council Precept (Paid April / September) £6,709.00

£11,865.26

Balance on Suppliers (Major Items, non-payroll)

£0.00

£0.00

Balance On Customers

£0.00

£0.00

Available Balance To Spend

£14,970.79

Savings account balance at 30/06/2023 £22,401.16

Savings Account After Planned Adjustments £18,087.66

Total Available Money at 30/06/2023

£33,058.45

Earmarks

Street Sign Project £40.00

Trees at VH and Bell Field £1,978.00

VH Fencing £0.00

Benches (£163.45)

Trees £1,000.00

Highways and Signage (£921.90)

Contingency £6,000.00

Legal (carried forward) £945.00

Jubilee/Coronation £695.00

Playground Improvements £4,000.00

Special Projects £4,520.00

SID (£4.99)

£18,087.66

Clerk/RFO

Elizabeth Martin

 Cllr.

 Cllr.

Outcome of 22/23

| | |
|----------------------------------|-----------------------------------|
| Balance Of Deposit EoY | £22,262.84 |
| Balance Of Current EoY | £2,241.27 |
| Total Bank at Year End | <u>£24,504.11</u> |
| | |
| Rounded To | £24,504.00 |
| AGAR Reported | £24,504.00 |
| Difference | <u>£0.00</u> Should be £2 or less |
| | |
| Value Of Reserves/EMRs | £22,013.00 |
| Surplus Funds Carried Forward | £2,491.00 |
| Amount Used For Operation Budget | £0.00 as agreed at budget |
| | |
| Actual Surplus | £2,491.00 |
| VAT Refund 22/23 | £347.64 |
| Total Surplus | £2,838.64 |

Recommendation

Add £2345 to SID EMR
Use £498.64 surplus to cover deficits in Benches EMR and Highways Signage EMR along with moving £591.71 from Special Projects

Outcome

Operations Budget is sufficiently funded as per Budget
Earmarks are sufficiently funded as per Budget, with an increase in Special Projects allocation


SIGNATURE CERTIFICATE



REFERENCE NUMBER
7BDFEE4-6104-4E88-985A-6C4563E8A59B

| TRANSACTION DETAILS | DOCUMENT DETAILS |
|--|---|
| <p>Reference Number 7BDFEE4-6104-4E88-985A-6C4563E8A59B</p> <p>Transaction Type Signature Request</p> <p>Sent At 11/09/2023 20:41 EST</p> <p>Executed At 11/15/2023 04:14 EST</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum 7ef61c3ceedb45f0257117e254fc59da620fb33a8e02364d6964f816ae66923b</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p> | <p>Document Name OSG Mins 130723 Final</p> <p>Filename OSG_Mins_130723_Final.pdf</p> <p>Pages 12 pages</p> <p>Content Type application/pdf</p> <p>File Size 12.1 MB</p> <p>Original Checksum a48c6b990e44dc1d0851865df914bf2a61b4b66a032ca2a3f94b7ca12a2233af</p> |

SIGNERS

| SIGNER | E-SIGNATURE | EVENTS |
|--|---|--|
| <p>Name Sam Frost</p> <p>Email sam.frost@ogbournestgeorge.org.uk</p> <p>Components 11</p> | <p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum d9629282ec9695073d4a7d7f9a628e12e6db6c6b66a01eca0e4157cd70f051c2</p> <p>IP Address 104.28.40.140</p> <p>Device Safari via Mac</p> <p>Typed Signature </p> <p>Signature Reference ID D34D7539</p> | <p>Viewed At 11/15/2023 03:39 EST</p> <p>Identity Authenticated At 11/15/2023 04:14 EST</p> <p>Signed At 11/15/2023 04:14 EST</p> |

AUDITS

| TIMESTAMP | AUDIT |
|----------------------|--|
| 11/09/2023 20:41 EST | Elizabeth Martin (parishclerk@ogbournestgeorge.org.uk) created document 'OSG_Mins_130723_Final.pdf' on Chrome via Mac from 217.32.114.120. |
| 11/09/2023 20:41 EST | Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a link to sign. |
| 11/14/2023 18:02 EST | Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a reminder. |
| 11/15/2023 03:39 EST | Sam Frost (sam.frost@ogbournestgeorge.org.uk) viewed the document on Safari via Mac from 104.28.89.82. |
| 11/15/2023 04:14 EST | Sam Frost (sam.frost@ogbournestgeorge.org.uk) authenticated via email on Safari via Mac from 104.28.40.140. |
| 11/15/2023 04:14 EST | Sam Frost (sam.frost@ogbournestgeorge.org.uk) signed the document on Safari via Mac from 104.28.40.140. |