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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 6th October 2022
commencing at 7:30pm.

MEMBERS PRESENT: Councillors Sam Frost [SF] Nicholas Burnet [NB], Robin Green [RG] Nathalie Collister [NC], Rachel Inglefield [RI]

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

CHAIR: Sam Frost [SF]

APOLOGIES: Abigail Barrett [AB]

FC22/23/070 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Cllr Barrett.

FC22/23/071 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None.

FC22/23/072 **MINUTES OF THE PREVIOUS MEETING HELD ON 7TH JULY 2022**
Proposed RI. Seconded NC. Passed.

IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 7th July 2022 be accepted as written.

FC22/23/073 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**
As attached

FC22/23/074 **CHAIRMAN'S ANNOUNCEMENTS**

The last meeting was sadly postponed due to the death of HM Queen Elizabeth II. SF signed the book of condolences on behalf of the Village Council on Wiltshire Councils website.

The Village Clean Up was scheduled for October but sadly no response was provided so it was cancelled until spring. The Council does wish to continue an extended thanks to those in the village that work to keep the village tidy through-out the year.



FC22/23/075 **PLANNING**

FC22/23/076 **To Receive The Planning Report**

The Planning report was received.

FC22/23/077 **To Consider The Following Planning Application From Wiltshire Council**

[PL/2022/05670](#)

Proposal

Front boundary wall and entrance gates (retrospective application)

Site Address

Bucklefields, Ogbourne St George, SN8 1TF

Application Type

Householder planning permission

Outcome

Approve with Conditions

[PL/2022/05717](#)

Proposal

Glazed gable replacing existing masonry gable.
Internal alterations.

Site Address

Foxglove Cottage, High Street, Ogbourne St George,
SN8 1SU

Application Type

Householder planning permission

Outcome

Approved with Conditions

[PL/2022/06848](#)

Proposal

Permission in principle for residential development of a minimum of 3 and maximum of 5 dwellings (resubmission of PL/2022/03347)

Site Address

Land Off Bytham Road, Ogbourne St George, Wilts, SN8 1SL

Application Type

Permission in Principle



Outcome

Withdrawn by Applicant

[PL/2022/07087](#)

Proposal

T1. Mature multi-stemmed Goat Willow (*Salix caprea*). Height 5m, Spread 6m. Remove.

Site Address

Pendogett High Street, Ogbourne St George, SN8 1SU

Application Type

Notification of proposed works to trees in a conservation area

Outcome

No Objection

[PL/2022/07247](#)

Proposal

External alterations and change of use to form E (g) (ii) – (iii) / B8 employment units

Site Address

Copse Drove, Ogbourne St George, SN8 1RW

Application Type

Full Planning Permission

Outcome

Additional Information on Original Planning Application for the Farm asked for. Potential planning condition of extension of speed limit and signs may be a required. SF to find original application.

FC22/23/078 TO RECEIVE FOR INFORMATION, THE CLERK’S REPORT

EM presented the proposed updated website and hosting items. Council agreed to continue to move the website. Action EM

Council asked to start preparing for the budget setting for 2023/24 and put forward any ideas of projects that would potentially require consideration for the budget. EM will provide the date for when the precept is due once it has been announced by Wiltshire Council.

FC22/23/079 TO REVIEW AND APPROVE THE RISK ASSESSMENT 2022

Proposed RG. Seconded SF. Passed



IT WAS RESOLVED THAT the Risk Assessment Be Accepted As Presented.

FC22/23/080 **FINANCE MATTERS**

FC22/23/081 **To Receive The Bank Reconciliations As Presented.**

Received and attached to these minutes.

FC22/23/082 **To Receive For Information, Disbursements Made Since The Last Meeting**

Received and attached to these minutes.

FC22/23/083 **To Consider And Approve The Schedule Of Forthcoming Payments**
Proposed RI. Seconded RG. Passed.

IT WAS RESOLVED THAT the Forthcoming Payment Schedule be Approved.

Attached to these minutes

FC22/23/084 **TO RECEIVE UPDATES FROM WORKING GROUPS AND OUTSIDE BODIES**

FC22/23/085 **Local Highways and Footpath Improvement Group (LHFIG, formally CATG)**

One point for OSG remained on the agenda at the last meeting. LHFIG has removed the point of placing a ridgeway sign from the priority list. RI emailed James Shepherd to obtain further information on this and will come back to the Council.

White Fields bus stop still requires attention and a document is being put together for agreement and sending.

Refreshing of the white lines within the village is needed throughout. Parishioners are encouraged to continue to use the <https://www.wiltshire.gov.uk/mywilts-online-reporting> items such as this to Wiltshire as a matter of information.

LHFIG funding structured has also changed. Once a local contribution was 20% but now it is a 25% contribution. The Parish Council will need to be aware of this for future projects and budgets.

LHFIG is also now looking after footpaths. This is something that the working group and Council will need consider for further improvements.

The next LHFIG meeting is the 24th November 2022 in Marlborough.

FC22/23/086 **To Consider And Agree The Priority List For LHFIG**

Not discussed.



- FC22/23/087 **Marlborough Area Board (MAB)**
 Next meeting is Tuesday 11th October 2022, Marlborough Town Hall.
 19:00.
- This last Area Board Meeting was not attended by the Parish Council,
 however the details of the last meeting may be found here:
<https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=165&Mid=14318&Ver=4>
- FC22/23/088 **Transport Working Group - To Receive An Update**
 Meeting to be held Thursday 13th October and will report at next Full
 Council.
- The group will be setting out a schedule for the next year for regular
 meeting that align with the Parish Council Meetings.
- The group has been chasing up many items from that are outstanding
 from Wiltshire Council. A review of all the items being worked on in the
 transport group was completed and all items identified are still sitting
 with Wiltshire Council.
- FC22/23/089 **To Consider The Appointment Of A Lay Member (Wilf Hyde Smith)
 To The Transport Working Group**
 Proposed SF. Seconded NB. Passed.
- IT WAS RESOLVED THAT Mr Hyde Smith Join The Transport
 Working Group As A Lay Member.**
- FC22/23/090 **To Consider The Appointment Of A Lay Member (Bob Tanner) To
 The Transport Working Group**
 Proposed SF. Seconded RG. Passed.
- IT WAS RESOLVED THAT Mr Bob Tanner Join The Transport
 Working Group As A Lay Member.**
- FC22/23/091 **To Consider And Agree To Purchase A Speed Indicator Device To Be
 Placed At The Aldbourne Entrance To The Village At A Cost Of £2850
 +VAT To Include A Fixing Post**
 Proposed NC. Seconded NB. Passed.
- IT WAS RESOLVED THAT The Council Purchase A Speed Indicator
 Device At A Cost Of £2339.99+VAT As Presented (Elan City).**
- FC22/23/092 **To Consider And Agree To Purchase A Speed Indicator Device To Be
 Placed At The Marlborough Exit To The Village At A Cost Of £2850
 +VAT To Include A Fixing Post**
 Deferred
- Proposed RG. Seconded SF. Passed.



- FC22/23/093 **Community Spirit Initiatives Working Group - To receive an update**
 The pub has agreed to be a venue for the Christmas Tree, with the aim for the 4th of December 2022. Times to be confirmed by the next meeting.
 Continued work being done on sourcing a tree for the event as using the same supplier as last year is not possible.
 Several action points (added to the action list) were discussed to be brought back to future meetings.
 Additional future ideas being considered are a defibrillator training course. EM asked that the contract held with the school be reviewed to see if annual training has already been agreed as part of the purchase agreement.
 A request of putting together an initiative to have the local school children plant flowers around Bell Field is also being looked at for a future consideration.
 A new Head of School is coming Ogbourne St George Primary School. The group are due to meet and catch up with any updates in the next meetings.
- FC22/23/094 **To Consider the appointment of a lay member (Louise McIntyre) to the Community Spirit Initiatives**
 Proposed RG. Seconded SF. Passed.
IT WAS RESOLVED THAT Louise McIntyre Join The Community Spirit Working Group As A Lay Member.
- FC22/23/095 **Communications Working Group - To receive an update**
 The Communications Group has not sat yet and do not yet have a date agreed.
 Suggested that a calendar be put together that outlines the planned events.
 NB to get further information on continued development of the website.
- FC22/23/096 **To Consider the appointment of a lay member (Claire Heald) to the Communications Working Group**
 Proposed NB. Seconded SF. Passed.
IT WAS RESOLVED THAT Claire Heald Join The Communications Working Group As A Lay Member.
- FC22/23/097 **Bell Field Working Group**
 The working group has had a suggestion of flower planting by the school kids as stated in FC/23/093



The field is better maintained now, and the working group is interested in looking at two tables being priced out for the Bell Field area. Additional information will be brought forward to a future meeting.

One of the stiles is not considered safe. A letter will be drafted by NC to the local farmer looking at new solutions to make accessibility safe whilst working with the community.

FC22/23/098 TO CONSIDER AND AGREE A SOCIAL MEDIA POLICY

Proposed RI. Seconded SF. Passed.

IT WAS RESOLVED THAT The Social Media Policy Be Accepted As Presented.

FC22/23/099 TO CONSIDER AND AGREE A REQUEST FOR THE COUNCIL TO PROVIDE A SMALL AWARD FOR THE VILLAGE UNSUNG HERO COMPETITION.

Proposed NB. Seconded RG. Passed.

IT WAS RESOLVED THAT The Council Fund A Small Award For The Village Unsung Hero Competition (Less Than £50).

FC22/23/100 TO RECEIVE FOR INFORMATION CORRESPONDENCE AND CIRCULARS RECEIVED.

None.

FC22/23/101 TO CONSIDER ITEMS OF MAINTENANCE.

Notice Board – Still seeking like for like quotes on the product spec being sought.

FC22/23/102 KEY MESSAGES.

None for this meeting.

FC22/23/103 NEXT MEETING.

To Note the next meeting will be held at 7:30pm on Thursday 10th November 2022. Ogbourne St George Village Hall.

These minutes are accepted as a true and accurate record: -

Signed _____

Date _____



Summary Of Public Participation Section

a) Report from Unitary Councillor.

Cllr James Shepherd was not in attendance.

b) PCSO Report

No PCSO in attendance and no report received.

c) Public Participation

A member of the public raised a question regarding the triangle of land outside the Inn With The Well.

The member of the public felt that the land belonged to the Parish Council along with the bench that is on it and queried the previous statement that it was not the Parish Council's land.

EM explained that there is no digital Title document on record for the land (registrations have only been compulsory since 1990, and digital since the early 2000s). The Parish Council does not knowingly hold a Title deed. EM has spoken to Wiltshire Highways who have asserted that they own the land.

EM further stated that, if there is property on the land (such as the bench) then, legally, the property belongs to the land owner unless they wish to asset otherwise (or the Council can prove that the item is theirs). SF will discuss the history of the bench with his father to see if it may have once belonged to the PC. If it did, EM will contact Wiltshire Council to address ownership of the bench.

EM also updated that Wiltshire Council, as the legal owners, are happy to grant usage licenses to the Parish Council on a case-by-case basis.



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
Payments Made Since The Last Meeting						
2022-23-DD12	07-Sep-22	Information Commisioner		ICO Membership 22/23	£ 35.00	N
2022-23-018	07-Sep-22	Elizabeth Martin	July	Allowance	£ 25.00	N
2022-23-019	07-Sep-22	Elizabeth Martin	July	Salary		N
2022-23-020	07-Sep-22	Charlton Baker	55056	Payroll July	£ 14.00	Y
2022-23-021	07-Sep-22	Kevin Isles	3510	Grass Cutting June	£ 460.00	N
2022-23-023	07-Sep-22	Elizabeth Martin	August	Allowance	£ 25.00	N
2022-23-024	07-Sep-22	Elizabeth Martin	August	Salary		N
2022-23-025	07-Sep-22	Kevin Isles	3526	Grass Cutting July	£ 230.00	N
2022-23-026	07-Sep-22	Charlton Baker	56020	Payroll August	£ 14.00	Y
2022-23-027	07-Sep-22	Gallagher/Hiscox		Insurance 22/23	£ 491.36	P
Re-Occuring Direct Debits						
	Monthly	Ionos 1&1 Internet		Email	£ 3.00	Y
	Monthly	Ionos 1&1 Internet		Internet	£ 18.00	Y
	07-Sep-23	Information Commisioner		ICO Membership 23/24	£ 35.00	N
Internal Banking Transfers Since Last Meeting						
Forthcoming Approved Payments (not included on Reconciliation)						
2022-23-022		Bridget Bowen - Auditor	279	Audit	£ 325.00	N
2022-23-028		Cllr. Collister		Jubilee Expenses	£ 104.94	tbc
2022-23-029		Roundhill Computer Systems	9635	Dragon Printing Apr-Aug	£ 65.09	Y
2022-23-030		Village Hall		Hall Rent 2022	£ 50.00	N
2022-23-031		Elizabeth Martin	September	Allowance	£ 25.00	N
2022-23-032		Elizabeth Martin	September	Salary		N
2022-23-033		Charlton Baker		Payroll September	£ 14.00	Y
2022-23-034		Kevin Isles		Grass Cutting August	£ 230.00	N
2022-23-035		Elizabeth Martin	October	Allowance	£ 25.00	N
2022-23-036		Elizabeth Martin	October	Salary		N
2022-23-037		Kevin Isles		Grass Cutting September	£ 460.00	N
2022-23-038		Charlton Baker		Payroll October	£ 14.00	Y
Internal Banking Transfers Planned						
		Internal Transfer To Reserves		Re-balance Reserves	£ 6,093.00	

* Amounts include VAT

SERIAL	REFERENCE	STATUS	ACTION DESCRIPTOR	ACTION DETAIL	OWNER	DATE ASSIGNED	DATE TO CLOSE BY	DATE COMPLETED	COMMENTS	DISPLAY
1	AP/22/23/001	Open	PARISH STEWARD	Update s/sheet with What3Words locations of drains, sign posts, overgrowth etc.	Nicholas Burnet	May-22	Aug-22		Proposal to adopt Parish Online sent out by EM May 2022 and prompted at the July Meeting. EM has signed the Council up for this initiative and will circulate the details to the Council.	A
2	AP/22/23/002	Open	FINANCE / EXPENDITURE	Renewal of OSG PC Notice Board	Sam Frost	May-22			Outstanding awaiting quotes	A
3	AP/22/23/003	Closed	COMMUNICATIONS	FaceBook - Administrators add all PCs that use FaceBook	Clerk	May-22	14-Jul-22	07-Jul-22	Done	A
4	AP/22/23/004	Open	COMMUNITY SPIRIT	Christmas Tree 2022	Community Spirit Working Group	May-22			Date set for Christmas lights to be turned on Venue set. Christmas tree being sought.	A
5	AP/22/23/005	Open	COMMUNITY SPIRIT	Mural under the village bridge	Community Spirit Working Group	May-22			Outstanding	A
6	AP/22/23/006	Closed	ASSETS	Coronation Garden - confirm ownership	Clerk	May-22	07-Jul-22	07-Jul-22	Contacted the Solicitor and this area does not officially belong to anyone. I would be assumed to be part of Wiltshire Highways for formal upkeep. Sam Frost to find formal information on bench that used to sit in this area.	A
7	AP/22/23/007	Open	PARISH COUNCIL	Additional councillor - position and next steps	Sam Frost & Clerk	Feb-22	Sep-22		A member of the public has expressed interest in co-option. November agenda	A
8	AP/22/23/008	Open	TRANSPORT	Contact surrounding Parishes to enquire about SID Schemes in place	Rachel Inglefield	Jul-22	Aug-22	06-Oct-22	Done- SID scheme agreed in first stages.	A
9	AP/22/23/009	Open	TRANSPORT	Contact Phillip Whitiker regarding ongoing speeding issues in OSG - email	Wiiif	Jul-22	None Provided		Outstanding no update	A
10	AP/22/23/010	Open	TRANSPORT	List of areas for White Line updates or new installation to include photographs to be sent to M Cook, ccing SH and EM	Nicholas Burnet and Rachel Inglefield	Jul-22	None Provided		Areas identified and Wiltshire App being encouraged for the members of the pulic for continued reporting.	A
11	AP/22/23/011	Open	TRANSPORT	Complete the LHFIG form for the bus stop across from White Farm for funding and amendment considerations	Nicholas Burnet and Rachel Inglefield	Jul-22	None Provided		Outstanding	A
12	AP/22/23/012	Closed	PARISH CLERK	Circulate remaining date of meetings to JS for 22/23	Elizabeth Martin	Jul-22	Jul-22	Jul-22		A
13	AP/22/23/013	Open	PARISH CLERK	Circulate information regarding Bucklefields to Council	Elizabeth Martin	Jul-22	Sep-22		Retrospective Permissions now submitted to Wiltshire Council - Consent granted application closed	A
14	AP/22/23/014	Open	PARISH CLERK	Retrospective Permissions now submitted to Wiltshire Council	Elizabeth Martin	Jul-22	Jul-22		Retrospective Permissions now submitted to Wiltshire Council - Consent granted application closed	A
15	AP/22/23/015	Open	LHFIG	My Wilts App case number to be sent to EM and sent to JS	Nicholas Burnet	Jul-22	Jul-22			A
16	AP/22/23/016	Closed	PARISH CLERK	Circulate the next date of the Area Board Meeting	Elizabeth Martin	Jul-22	Jul-22	Jul-22	CIRCULATED IN THE MINUTES AND EMAIL SENT TO THE NAMED COUNCIL MEMBERS WITH DATES.	A
17	AP/22/23/017	Open	PARISH CLERK	Ask for quote for hedge work and strimming by the 30 mile an hour signs.	Elizabeth Martin	Jul-22	Jul-22			A
18	AP/22/23/018	Closed	PARISH CLERK	Prepare and send signed AGAR for Signing and place on website	Elizabeth Martin	Jul-22	Sep-22	28-Jul-22	Completed and accepted	A
19	AP/22/23/019	Closed	PARISH CLERK	Correct Mintues from May 2022	Elizabeth Martin	Jul-22	Sep-22	24-Aug-22	Completed and on-website	A
20	AP/22/23/020	Closed	PARISH CLERK	Agenda Item for KL to be co-opted to the Council working group	Elizabeth Martin	Jul-22	Sep-22	30-Aug-22	Completed and Agreed	A
22	AP/22/23/022	Open	PARISH CLERK	Map of Village Grounds Explorer from Wiltshire to be circulated again to OSG Council (and Parish Boundary)	Elizabeth Martin	Jul-22	Sep-22			A
23	AP/22/23/023	Open	PARISH CLERK	Send Details of the Village Clear Up to the Dragon for the Magazine	Elizabeth Martin	Jul-22	Aug-22		Clear up cancelled will be rescheduled for Spring	A
24	AP/22/23/024	Open	PARISH CLERK	Send an outline of website requirements for the Parish Council website to the Council for consideration of amendments.	Elizabeth Martin	Jul-22	Sep-22		Email sent to the Coucil on the 26th August for review - Website under construction. Review of future items continued to be reviewed.	A
25	AP/22/23/025	Open	PARISH CLERK	Letters sent to Businesses in OSG	Elizabeth Martin	Oct-22			Outstanding	A
26	AP/22/23/026	Open	PARISH CLERK	Letters sent to Farmers	Elizabeth Martin	Oct-22			Outstanding	A
27	AP/22/23/027	Open	PARISH CLERK	Land Owners Guidance and Protocol	Elizabeth Martin	Oct-22				A
28	AP/22/23/028	Open	PARISH CLERK	Open New Banking and Complete Transfer	Elizabeth Martin	Jul-22	Oct-22		Account open - awaiting for the bank to contact the members of the Council to register for on-line banking.	A
29	AP/22/23/029	Open	PARISH CLERK	Seeking information on a man made tree for Pooles Meadow, Lights for the tree at the Village Hall, Information on planting a tree in honour of the Queen, water proof power box and cabling	All moved to the Community Spirit Initiative Group	Oct-22				A
30	AP/22/23/030	Open	PARISH CLERK	Speak to the Village Hall Committee e.g. the electrical situation at the Hall for Christmas lights	Sam Frost	Oct-22				A