

# Ogbourne St Andrew, Ogbourne Maizey and Rockley Parish Council

## Minutes of the AGM

**Monday 23<sup>rd</sup> May 2022 at 7pm at Southview, Ogbourne St Andrew**

**Present:** Nick Parsons (NP) (Chair)  
Jan Whitehead (JW) (Clerk)  
Yvonne Parsons (YP)  
John Edmunds (JE)  
Alan Brown (AB)  
Brian Dean (BD)  
John Hetherington (JH)

### **Apologies:**

#### **1) Minutes of Last Meeting and Matters Arising**

Action points – A346 debris being followed up. Issues to still be sent to Martin Cook.

Road markings at war memorial have now been completed.

Still waiting for list of what Parish Stewards are able to do.

No matters arising so minutes will be signed off as a true and accurate record. Approved by all those present.

#### **2) Chair's Report**

This year has been a year of change, after safely emerging through the dark embrace of the Covid cloud, the year began with Councillor John Hetherington, setting a high bar for me to follow, when he stood down as the previous Chairman, followed shortly after by the departure of our long time Parish Clerk Alison Holland to complete her academic studies, with Liz Wright stepping into the role for a short time, until handing over to our newest Parish Clerk, Jan Whitehead. We were also joined by our newest Parish Councillor, Mr Brian Dean.

During my tenure, I have taken the Parish Council back to basics, to understand, what we currently have, what we are responsible for, we have reviewed and updated our processes, procedures and financial guidelines, amending them as we progressed, allowing us now to quickly support our Parishioners, both immediately and in the future.

We were delighted when a Committee was formed to save the 'Silks of the Downs' Pub for the wider Community and that we were able to legally support the initial works on the project. We now look forward to supporting the committee and Parish users of the facility in the future.

We as a Parish Council, also identified Parish Assets, such as the two Bus Stops, that needed immediate structural attention, I have arranged and re-negotiated for both structures to be repaired with the works commencing on the 27-29 May 22, by a local company.

We identified the requirement for an emergency defibrillator for the Parish, our long-term goal is to have one located within, Ogbourne St Andrew, Ogbourne Maisey and Rockley. The first of which is to be located on the outer wall of the 'Silks of the Downs' Pub, in conjunction with their Committee and fundraising activities by their members.

I can announce today that I have arranged for and collected 5 fully functional defibrillators, from a private company that had recently upgraded their defibrillators and for the cost of one will be able to refurbish the 5 (New Batteries and Pads) for use across the Parish, making better use of our limited Parish funds.

Another of our major projects this year was to reduce the speed limit within Ogbourne Maisey, by reducing the signed speed limit to 20 mph, this has been a lengthy project, both administratively and financially. Whilst still ongoing, it has involved numerous meetings and interactions with Wiltshire County Council and various third-party contractors.

Throughout the Parish, we as a Parish Council have ensured during the reporting period in conjunction with Wiltshire County Council, that all Road, Drainage, Street Lighting and Grounds maintenance issues have been reported, rectified or chased with both local and wider Council agencies and departments, some issues are still ongoing or haven't been completed to our high standards and as your fellow Parishioners and as Parish Councillors, we will continue to ensure that these issues are fought through with Wiltshire County Council and other interested parties.

I would like to take this opportunity to thank everyone for their service and continued support to the Parish Council of Ogbourne St Andrew during this reporting period, in particular, Councillor Yvonne Parsons, Councillor John Hetherington, Councillor John Edmunds and Councillor Alan Brown, Councillor Brian Dean and our Clerk Jan Whitehead.

In closing, I look forward to Saturday 4 June 2022 to our Parish Celebration to recognise and acknowledge her Majesty the Queen's Platinum Jubilee and her lifetime of service to this country.

God Save the Queen.  
Cllr Nick Parsons, Chair

### **3) New Council Roles**

Available roles: Roads and Pavements, Planning, Grounds Maintenance, Project Work, Parish Community Engagement/Communications and Finance.

Projects: Nick Parsons

Planning: John Hetherington

Roads & Pavements: Yvonne Parsons

Communications: Nick Parsons

Grounds Maintenance: Brian Dean

Finance: Vacant

Action: All ongoing issues to be mapped to report back to WCC

Action: JW to check insurance for undertaking grounds maintenance

### **4) Jubilee Celebrations**

The village event will be on Saturday 4<sup>th</sup> June in Marion's field opposite Sheepridge. Invitations have been sent out and various activities have been arranged. Thanks to Saleha Pinhorn for organizing the event.

**5) Pub Update**

The CBS received the news of the Community Ownership Fund matched funding award at the end of March and successfully completed the purchase of the Silks on the Downs on 13<sup>th</sup> May 2022. The focus now is on the refurbishment and recruiting the team to run the pub once opened. Recruitment for the Manager is currently under way. The refurbishment will largely be done by volunteers but certain tasks will need to be undertaken by qualified tradespeople. It is the intention of the management team to ensure that community focus is at the forefront and to open the pub as soon as possible.

**6) Village Maintenance**

NP is currently mapping all the issues. Roads and hedges issues have been flagged up. Verges are being left for flora and fauna. Grass cutters have been stood down and WCC are doing cutting themselves. If there are areas which are blind spots and need to be trimmed we can either manage ourselves or flag to WCC. Thanks to Nick Bailey who cuts the area at the entrance to Maizey.

Current issues:

Visibility at the Rockley junction – blocked by a road closure sign - to be followed up by AB.

Drain on the main road by the war memorial.

Drain cover outside Crawlings Piece needs to be repaired.

Compacted earth along main road is still under investigation by WCC.

Bus stops – new quote from local builder in Marlborough. Will repair both bus stops for cost of one from other companies. Quote includes a seat in each - £1500.

Action: JW to check whether we can claim back VAT.

Action: NP to notify bus companies and neighbours.

**7) Planning**

No live applications at the moment.

Lodge being erected at Maizey Manor Farm – no planning permission requested. Letter of concern being raised with WCC by JH.

**8) Finance**

JW ran through the finances to year ended 31.3.22.

The council made a surplus of £3621 to 31.3.22. Significant variances resulted from an incorrect payment of £1200 to the council which should have been made to the PCC. This amount went into and out of the accounts. There was also a variance in staff costs as Liz Wright's expenses were not sorted out until after year end. These will be included in the current FY.

The accounts have been checked by an independent examiner.

Due to the level of income and expenditure of the Parish Council it was agreed that we should declare ourselves exempt from the Annual Governance and Accountability Return and publish our financial records on the Parish Website as per previous years. The Council approved the accounts and agreed JW to send relevant paperwork to PNK for external auditing compliance purposes.

Action: JW to send submission to external auditor before deadline of 30th June.

Current account on 9.5.22   £8,110      Savings account   £5,954      TOTAL: £14,064

Expenses of £398 have so far been paid out for the Jubilee which is within the budget of £500. A petty cash sum of £100 has now been set up to enable minor expenses to be reimbursed. Thanks have been received from the church for contribution to churchyard maintenance. It is proposed that the third noticeboard be repaired as this is currently being used again. NP to investigate costs.

Budget – will look to replace the laptop in the near future.

Fixed assets – the defibrillators will need to be added to the list for this FY.

The NS&I account needs to be amended so that Nicholas Parsons and Janice Whitehead become signatories on the account going forward.

The resolution appointing the signatories was approved unanimously and the required forms were signed by 3 members of the Council: John Hetherington, Alan Brown and Brian Dean.

#### **9) Correspondence**

Energy Rebates and Solar Panels schemes have been notified to the Parish Council. Posters have been placed on noticeboards and posted on the village website.

Parish Steward visits for June to September have been notified

There is a possibility of non-personal email addresses for all council members.

Action: NP to investigate further and report back to the next meeting.

#### **10) AOB**

20mph limit in Maizey. Several parishioners in the village are still concerned about the speed of traffic through the village. It has not been possible to re-route satnavs.

In February report went out, CATG signed off in March. Response in May – traffic orders to be raised. NP has requested a timeline for action. Traffic orders must be advertised for a few weeks, if no objections then the signs can be implemented. Staff will then need to be available to erect the signs. Village access only signs are unlikely to be accepted as it is a through road.

Community Speedwatch – unsafe to work as speed on the A346 exceeds to allowable limit for community speedwatch. Awaiting action by Wiltshire Police. Another survey to be requested, however there is a backlog.

CATG meeting on 26<sup>th</sup> May – NP to attend if possible.

WI tree is dangerous. Currently belongs to WI but there is nobody to represent them. Needs to be assessed. NP to follow up

Additional councillor – there is a position available. It would be preferable to have someone from Rockley to represent that area. Adverts to be placed on Facebook.

There was no further business and the meeting closed at 20.41

Date of next meeting: 04/07/2022 at 7pm at Southview, Ogbourne St Andrew