

# Minutes of Meeting – Tuesday 7<sup>th</sup> July 2020

## Tisbury Parish Council

The Reading Room, High Street, TISBURY, SP3 6LD

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### Notes:

- a. Any papers referred to in the minutes are available on the website: [www.tisbury-wiltshire-pc.gov.uk](http://www.tisbury-wiltshire-pc.gov.uk).
- b. The meeting was held virtually using Google Meet.

### Questions or Statements

- a. Local update from our Neighbourhood Police Officer Richard Salter – Officer Salter was unavailable due to change of shift patterns and sent his apologies.
- b. A resident requested that the PC consider applying for the field adjacent to the South Western Hotel to be designated an Asset of Community Value. The resident stressed that this request should not be taken as an attack on the current owners, who were very community minded; and although he had no knowledge of a specific threat, such as the field being sold on, the potential relocation of the Co-op Store had been a trigger point.

The resident further requested that the legal right to access to the field be established for the village (see item 20.07.10 for the discussion).

### Report from Wiltshire Councillor – 5 items were raised:

- a. Broadband/Wi-Fi connectivity in the South West Area Board parishes – an initiative was being considered and papers to be circulated at a later date would ask Parish Councils to nominate a 'Champion' to progress the cause. (an item for September agenda – **Clerk**)
- b. Some facilities at the Sports Centre due to be open in August.
- c. A Library consultation would be ongoing until end of July, but noted that Tisbury Library was not on the current listing for those expected to open, even though rotas had been organised for July and August.
- d. It was likely that the Orangery at the Nadder Centre would, in future, be part of a Wiltshire wide franchise.
- e. The Community Area Transport Group had no forward programme at present due to the secondment of staff to higher priority work resulting from the Covid-19 pandemic relating to pedestrian and cyclist priority/safety schemes.  
A suggestion was made by the Wiltshire Councillor that perhaps the whole of Tisbury could have a 20mph speed limit, but this was not discussed further.

## MEETING MINUTES

Noted: Item 20.07.10 was taken out of order, between items 20.07.03/04

20.07.01	<p><b>Those present and apologies for absence:</b></p> <p><b>Present:</b> P.Cnllrs S. Davison (Chairman), Mrs J. Amos, Miss F. Corp, Ms E. Coyle-Camp, P. Duffy, Ms J. Ings, G. Murray - 7. Also in attendance: WCnllr T. Deane; Mrs S. Harry (Clerk).</p> <p><b>Apologies:</b> Apologies were accepted from P.Cnllr Beattie who had a prior engagement – <b>unanimous acceptance.</b></p>
20.07.02	<p><b>A. Declarations of Interest</b> - any P.Cnllr wishing to declare interests should do so at this point:</p> <ol style="list-style-type: none"><li>a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests – none.</li><li>b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests - none.</li></ol>

	<b>B. <u>Dispensations</u>:</b> none required.	
20.07.03	<b><u>Resolution of minutes:</u></b> June Meeting 1 – 2 <sup>nd</sup> June 2020; <b>proposed JA/seconded ECC/unanimous</b>	<b>Clerk</b>
<b>PLANNING MATTERS – for decisions or noting</b>		
20.07.04	<p><u>Planning Applications</u></p> <p><b>20/04649/TCA</b> - Gaston Manor, High Street, Tisbury, SP3 6LD Macarocarpa - remove right hand stem &amp; reduce remaining stem by 2m &amp; shape <b>Delegated decision of 'no objection' by Tree Officer &amp; Clerk/RFO</b></p> <p><b>20/04297/FUL</b> - Taeselbury, High Street, Tisbury, SP3 6LD Proposed garaging P.Cnllrs discussed this application at some length, due primarily to non-compliance with the Neighbourhood Plan (p.17) as it would be out of keeping with the surrounding buildings in the conservation area, being visible from the High Street and of wooden construction. P.Cnllrs resolved to object to the application unanimously. <b>proposed GM/seconded JA</b></p> <p>P.Cnllrs also resolved unanimously to call-in the application if Officers were minded to approve the proposal. <b>proposed GM/seconded JA</b></p> <p><b>20/04277/LBC</b> - Astley House, 5 High Street, Tisbury, SP3 6PS Replacement sashes only to box sash window on front elevation. P.Cnllrs resolved to support the application unanimously. <b>proposed JI/seconded FC</b></p> <p><b>20/04963/TCA</b> - Hill Close, Tisbury, SP3 6TB T1 Tree type - Sycamore (Acer pseudoplatanus) Approx Height - 12m Prune branches away from streetlight to provide 1.5-2m clearance. T2 &amp; T3 - Hornbeam (Carpinus betulus) Approx Height - 10m Targets- House, road - Prune branches away from house to provide 1m clearance, and crown lift over road to 4m. T4 &amp; T5 Tree type - Cockspur hawthorn (Crataegus crus-galli) Approx Height - 4m - Prune branches away from house to provide 0.5-1m clearance and to clear window. Crown lift over pavement to 2.5m from ground level. <b>Delegated decision of 'no objection' by Tree Officer &amp; Clerk/RFO</b></p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
20.07.05	<p>Other Planning Matters:</p> <ol style="list-style-type: none"> <li>1. Re-opening of Messums Wiltshire – the letter from a resident concerned at the introduction of entry fees was discussed for some time before P.Cnllrs <b>unanimously</b> resolved to write to Messums Wiltshire expressing their dismay at the introduction of entrance fees and suggesting concessions for under 18 year old students in particular. <b>Proposed JA/ seconded GM / unanimous</b></li> <li>2. Use of South Western Hotel site by Co-op Stores Ltd – the Clerk advised that all questions sent to the Co-op Ltd, along with the answers, were now posted on the website and would be updated as any additional questions were asked.</li> <li>3. P.Cnllrs also noted information in the following documents, available on the Parish Council website: <ol style="list-style-type: none"> <li>a. Determinations worksheet of recent decisions</li> <li>b. Refusal notice /Officer's Report for Quince Cottage</li> <li>c. Planning Appeal Refusal for Furzelease Farm</li> </ol> </li> </ol>	<b>Clerk</b>

<b>FINANCIAL MATTERS – resolutions required</b>		
20.07.06	<p><b>Annual Governance and Accounting Report (AGAR)</b>  P.Cnllrs resolved that they were aware of the following documents / information being posted on the Parish Council website and noticeboard as required as a part of the AGAR process:</p> <ol style="list-style-type: none"> <li>Notice of Inspection Dates &amp; Summary of Rights with declaration that the accounting statements are as yet unaudited;</li> <li>the completed annual governance statement (Section 1), signed by the Chairman and Clerk;</li> <li>the accounting statements (Section 2) signed and dated by the RFO and Chairman;</li> <li>the Internal Auditor’s report and explanation of the ‘No’ response to item 5 of the annual governance statement.</li> </ol> <p style="text-align: right;"><b>Proposed JA/ seconded GM / unanimous</b></p>	<b>Clerk</b>
20.07.07	<p><b>Financial Approvals</b></p> <ol style="list-style-type: none"> <li>Current account bank reconciliation – P.Cnllrs noted that there were no changes to the deposit or petty cash accounts transactions/balances, and resolved to accept unanimously the current account reconciliation as detailed in Appendix 1. <b>Proposed GM/ seconded FC / unanimous</b></li> <li>Retrospective payment approval for period 01.04.2020 to 30.06.2020 for debit card and faster payments – P.Cnllrs further resolved unanimously to approve the retrospective payments detailed in Appendix 2. <b>Proposed GM/ seconded FC / unanimous</b></li> </ol>	<b>Clerk</b>
20.07.08	<p><b>Small Grant Applications</b>  P.Cnllrs resolved the small grant payments as detailed in Appendix 3, using the following powers: Small Holdings &amp; Agricultural Allotments Act 1908, Local Government Act 1972 s137, Local Government Act (Miscellaneous Provisions) 1976 and Open Spaces Act 1906.</p> <p style="text-align: right;"><b>Proposed GM/ seconded FC / unanimous</b></p> <p>It was noted that the application from Wardour School for a donation towards fencing costs had not been considered as it would be against WALC and SLCC legal advice that funding could not be given for the benefit of Church buildings that would include Voluntary Aided schools.</p>	<b>Clerk</b>  <b>Clerk</b>
20.07.09	<p><b>Skate Park Progress and financing</b> – P.Cnllr GM reported that the construction was likely to be finished by mid-August. It was noted that a payment to cover the first 2 invoices from Clark and Kent Construction Ltd had been received from Wiltshire Council; the Clerk and s106 Officer were working together to enable the final three payments to be processed more quickly.</p>	
<b>MATTERS REQUIRING Consideration/Resolution</b>		
20.07.10	<p>Nomination of the field adjacent to the South Western Hotel as an <b>Asset of Community Value (ACV)</b>; including the legal right to access - see resident’s letter for request that Tisbury PC apply for this designation.  P.Cnllrs felt that the designation would not be straightforward and also unnecessary as the current owners had confirmed that they had no intention of selling the land. It was noted that the owners had offered to sell the land to the parish council in the past, but there had been no community interest.  Also, the owners had previously always accommodated any requests for residents to use the field for events, such as the carnival, bonfire/fireworks, one-off parking for weddings and funerals etc. and were keen that such events should continue.</p>	

	Following further discussion, P.Cnllrs resolved not to pursue this initiative. <b>Proposed PD/ seconded FC/ unanimous</b>	
20.07.11	<p><b>COVID-19 Issues:</b></p> <p>i. Tisbury Neighbourhood Response Team</p> <p>a. Status of organisation – the Clerk reported that the Tisbury &amp; West Tisbury Clerks had taken advice from WALC and the Tisbury PC insurers on aspects including insurance, funding and data protection; having taken all aspects in to account, the recommendation was that TNRT should be independent. This would require having a separate bank account, insurance cover and registration with the Information Commissioner’s Office for GDPR etc.</p> <p>b. Preparations for the autumn and potential second wave – P.Cnllr ECC indicated that by the end of July, the activities of TNR would be wound down but the infrastructure would remain to allow a speedy re-start if required and would provide prescription and shopping collection for those still in need throughout the summer months</p> <p><i>The Chairman, on behalf of the Parish Council and residents of Tisbury, thanked the TNRT, particularly P.Cnllr Liz Coyle-Camp, for the fantastic organisation, team work and resilience of the group itself in providing much needed support and re-assurance for the community.</i></p> <p>ii. Opening of play areas and public toilets – P.Cnllrs noted the draft notices and work required previously circulated and offered suggestions for improvement.</p> <p>iii. Risk assessments: P.Cnllrs noted that the proposed risk assessments (RAs) and guidelines had no minimum standards or criteria except meeting the 3 Covid-19 tests on social distancing, personal hygiene and the cleanliness of hard surfaces, i.e. risks change, guidance changes and so risk assessments must be kept under regular review and rechecked against government guidance. Draft risk assessments (previously circulated) for the following areas were then reviewed and suggestions made:</p> <p>c. Play areas</p> <p>d. Public toilets</p> <p>e. Reading Room</p> <p>iv. Face to Face Meetings – P.Cnllrs were referred to the ALCC/NALC guidance and noted that it would be at least September before such meetings would be possible.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
20.07.12	<p><b>Zion Hill</b> – WCnllr Deane indicated that the A2 Dominion, the present owners, wanted to sell the property to another housing provider. The Guinness Trust had been approached, but neither they or the Nadder CLT were interested in taking on the property that was judged to be in a poor condition and required substantial investment for renovation.</p> <p>The Chairman felt this should be of interest to the Parish Council, as there were 9 flats in the building, with residents likely to be homeless if the building was sold on the open market in the future.</p> <p>A small working group (reporting back to full council – TD, SD, GM) was formed to make a realistic assessment of the property and potential options.</p>	<p>TD SD GM</p>
20.07.13	<p><b>Community Speed Watch (CSW)</b> – P.Cnllrs noted that Elizabeth Forbes had resigned as co-ordinator of the CSW group and, with no replacement coming forward, there was unlikely to be any activity until September at the earliest.</p>	

20.07.14	Draft <b>Code of Conduct</b> consultation – P.Cnllrs resolved to delegate any response to the Clerk. <b>Proposed JA / seconded ECC / unanimous</b>	<b>Clerk</b>
20.07.15	<b>Tisbury Carnival</b> – Request for use of KGV for a socially distanced Family Picnic on Bank Holiday Monday – P.Cnllrs resolved to allow this request subject to social distancing requirements at the time. <b>Proposed JA / seconded ECC / unanimous</b>	<b>Clerk</b>
20.07.16	<b>Correspondence</b> – P.Cnllrs were referred to the number of emails/letters recently received (previously circulated) plus the following items of particular interest: 28.05.2020 – Correspondence with Cuffs Lane resident re speeding – noted; 20 mph review at CATG in progress. 02.06.2020 - Nadder Community Energy – Use of pesticides query plus suggestion to use a foam based product for dealing with weeds; being used by a number of councils - Clerk to investigate. 16.06.2020 – Wardour resident re Johnson’s Field; potential ACV and legal right to access – see 20.07.10. 18.06.2020 – Request to use KGV on 31 <sup>st</sup> August – see 20.07.15.	<b>Clerk</b>  <b>Clerk</b>
20.07.17	Items for Next Agenda – to pick up any urgent action required from public representations etc. Neighbourhood Plan review/amendment; Parish Council logo; spends v. budgets	
20.07.18	<b>Exclusion of the Public and Press</b> - that under the Public Bodies (Admission to meetings) Act 1960 (as extended by s.100 of the LGA 1972), the public and accredited representatives of newspapers be excluded from the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the LGA 1972 – none.	
20.07.19	Date of next meetings: all at 7pm unless otherwise stated: a. Tuesday 21 <sup>st</sup> July 2020 – if required. b. Tuesday 4 <sup>th</sup> August 2020 – if required. c. Tuesday 18 <sup>th</sup> August 2020 – if required. d. Tuesday 8 <sup>th</sup> September – if required.	
	There being no other business, the meeting concluded at 21:23 hours.	

Date: 05/07/2020

Tisbury Parish Council

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Time: 11:42

**Bank Reconciliation Statement as at 30/06/2020  
for Cashbook 1 - Current Bank A/c**

User: SHARRY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/06/2020	180	89,957.67
			<hr/> 89,957.67
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			89,957.67
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			89,957.67
		<b>Balance per Cash Book is :-</b>	<b>89,957.67</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Tisbury PC Current Bank A/c**  
**List of Payments made between 01/04/2020 and 30/06/2020**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01/04/2020	UK Office Direct	DC3001	60.00	A4 paper
02/04/2020	Microsoft	DC3002	54.72	Microsoft Teams software
09/04/2020	Google	DC3003	1.59	Cloud storage
15/04/2020	Cartridge Discount	DC3004	42.30	Canon cartridges
15/04/2020	Wiltshire Council	DC3005	431.08	Garage rental 2020.21
16/04/2020	Cartridge Discount	DC3006	72.06	HP cartridges
17/04/2020	HMRC	DC3007	634.86	Tax & NI
16/04/2020	Farms2Fork	DC3008	1511.95	Hand Gel plus masks
27/04/2020	Fruugo	DC3009	19.99	Glyphosate free weedkiller
27/04/2020	Fruugo	DC3010	44.55	Cable ties
27/04/2020	Eureka	DC3011	680.34	Safety equipment
28/04/2020	Shop Monk Ltd	DC3012	23.99	Weed Wand
09/05/2020	Google	DC3013	1.59	Cloud storage
10/05/2020	HMRC	DC3014	524.21	Tax & NI
11/05/2020	Post Office	DC3015	26.60	postage for Internal Audit
13/05/2020	Farms2Fork	DC3016	255.68	PPE supplies
13/05/2020	MidWest Stationers	DC3017	11.98	Oiled sheets for shredder
27/05/2020	Bookers	DC3018	96.28	Waste bags + PPE
05/06/2020	Lidl	DC3019	1.09	Youth Supplies
05/06/2020	Bookers	DC3020	47.65	Youth Supplies
09/06/2020	Google	DC3021	1.59	Cloud Storage
19/06/2020	HMRC	DC3022	524.41	Tax + NI
01/04/2020	Embroidery Ltd	FP1001	117.60	T-shirts
16/04/2020	Employee 02	FP1002	1357.38	salary recon
16/04/2020	Employee 06	FP1003	261.66	salary recon
16/04/2020	Employee 07	FP1004	34.16	salary recon
17/04/2020	AndyVan	FP1005	37.68	Cleaning materials
16/04/2020	Carole Buksh	FP1006	130.80	payroll
16/04/2020	Microshade Business Consultant	FP1007	157.50	Cloud back-up
16/04/2020	B. Ford	FP1008	207.50	Acting Clerk payment
30/04/2020	Employee 07	FP1009	39.62	Salary recon
30/04/2020	Employee 11	FP1010	112.50	salary
30/04/2020	Shaftesbury & District Carers	FP1011	40.00	Gardening
18/05/2020	Zurich Insurance	FP1012	782.94	Insurance cover - Reading Room
18/05/2020	Zurich Insurance	FP1013	913.03	Insurance Cover
27/05/2020	Employee 02	FP1014	149.20	Training +s137+office clean
27/05/2020	Employee 11	FP1015	90.00	Salary
27/05/2020	Employee 07	FP1016	39.62	salary reconciliation
27/05/2020	employee 06	FP1017	166.94	salary reconciliation
27/05/2020	Employee 02	FP1018	499.64	salary reconciliation
27/05/2020	WALC	FP1019	974.32	Membership
27/05/2020	Rob Pearce	FP1020	1000.00	KGV grass mowing/strimming
27/05/2020	Tisbury Supplies Ltd	FP1021	25.80	Grass and flower seeds
27/05/2020	LightATouch	FP1022	571.60	Internal Audit fee
10/06/2020	Seeds4Success	FP1023	221.26	Joint Facilities funding
10/06/2020	Seeds4Success	FP1024	1500.00	small grant
10/06/2020	Microshade Business Consultant	FP1025	32.40	VSM share set up
25/06/2020	Clark and Kent Contracting	FP1026	23754.00	SK8 Park - invoice 2

APPENDIX 3

Grants Awarded:

Organisation	Power Used	Reason for Funding	Amount (£)
Weaveland Road Allotments Society	SH & AA 1908		
Tisbury Pre-School	s137	Help with an additional unexpected cost for insurance costs previously covered by the PC. To help with adaptations to 'the Cabin' for paint and floor covering to make more friendly and relaxing during Covid-19 pandemic.	300
Tisbury Bowls Club	LGA (MP) 1976	Refurbishment of the exterior of the Clubhouse, e.g. paint, sealant and possibly some underfloor joists.	300
Hinton Hall	LGA (MP) 1976	To improve lighting and replace chipped crockery, especially large plates	300
Tisbury Footpath Club	s137		
Tisbury Natural History Society	OSAct 1906	These two village organisations are being nominated by the Clerk to help with maintenance, training and the running costs of their equipment. No claims were made for such costs in 2019 and both groups have done considerable work in the village: i. on footpaths - increasing their maintenance days from monthly to weekly. This is ongoing work and requests can be made for specific paths that will be accommodated if possible. ii. on the Oddford Brook amenity area; again this is ongoing work and considerable hours were spent by members of this group in reclaiming the area between St John's Close and Oddford Brook for both flora and fauna.	200