

# Minutes of Meeting – Tuesday 22<sup>nd</sup> September 2020

## Tisbury Parish Council

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

01747 260088 / 07388 376240

tisburyipc@gmail.com / [www.tisbury-wiltshire-pc.gov.uk](http://www.tisbury-wiltshire-pc.gov.uk)

(held virtually using Google Meet – all agenda papers are available on the Tisbury PC website)

### Questions or Statements:

- a. One member of NCE attended to answer questions from Councillors about the Tisbury Electric Car Club (TECC) and the proposed lease for a dual charging point in the Nadder Close Car Park. Councillors had previously received information about principles and mechanics of the TECC and were generally happy with the proposal, with a few provisos about branding and charging point placement. A more general conversation developed about capacity management of available cars at peak times and conversely drop in demand. The meeting quickly decided that this was not a risk for the Parish Council, rather that of the TECC. See also 20.09.32.
- b. No other members of the public were present.

### Report from Wiltshire Councillor:

WCnllr Deane spoke on one issue only; the availability of the swimming pool to members of the public during the month of October. Many requests had been received by the Swimming Club, but the club would not be able to fund the entire costs as stipulated by Wiltshire Council; this was despite the pool being closed for the majority of the season due to the C-19 pandemic. Although the Pool Manager had offered to work completely free, the other running costs involved amounted to approx. £2800 each month.

After a long discussion, the Council agreed (informally) that a sum of £250 could be considered as a contribution to the costs at the October meeting.

## MEETING MINUTES

20.09.22	<b>Those present and apologies for absence:</b> P.Cnllrs S. Davison (Chairman), Mrs J. Amos, R. Beattie (part - until 20.09.25 ), Miss F. Corp, P. Duffy, Ms J. Ings, G. Murray - 7. Also in attendance: WCnllr T. Deane; up to 1 member of the public; Mrs S. Harry (Clerk). Apologies: P.Cnllr Ms E. Coyle-Camp; WTP.Cnllr I. Lacey.
20.09.23	<b>A. Declarations of Interest</b> - any P.Cnllr wishing to declare interests should do so now: a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests - none.  b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests - none.  <b>B. <u>Dispensations</u>:</b> if required.

### PLANNING MATTERS – for decisions or noting

20.09.24  (RAB leaves)	<u>Planning Applications</u> <b>20.07641.TCA</b> – The Elms, High Street, Tisbury, SP3 6HH Thuja tree - reduce crown by up to 6m to contain the spread of this large tree ( <b>delegated decision by Tree Warden and Clerk – no objection</b> )
20.09.25	<u>Other Planning Matters:</u> a. Response to Government White Paper on Planning for the Future. P.Cnllrs discussed for some time the confusing situation resulting from 3 ongoing Government Planning consultations with different start and end dates; also the definition of 'Local' – in that this term referred to Local Planning Authorities rather than Local Neighbourhood Plans. The most immediate response deadline was

	<p>that of 'Changes to the Current Planning System' and a draft set of answers had already been circulated sourced from an informal alliance of local Wiltshire town and parish councils (WALP).</p> <p>After further discussion it was <b>unanimously</b> agreed that P.Cnllrs Amos and Murray would refine previous drafts in to a TPC response – <b>JA/GM</b>.</p> <p>b. Determinations worksheet of recent decisions – noted.</p> <p>i. P.Cnllrs asked for confirmation of the amendment to the Taeselbury plans for a garage, i.e. that the visible part of the garage (from the High Street) would be built from local stone rather than wood, in accordance with TisPlan. The Clerk confirmed this was the understanding.</p> <p>ii. Enforcement action at 10 Beckford Close – WCnllr Deane had talked to the Enforcement Officer, who explained that the access had been in place for over 10 years and that the annexe had been positioned further from the house than the location approved in the original plans due to the position of electricity stay wires. Following a brief discussion, WCnllr Deane was asked to request the attendance of the Enforcement Officer at a future PC meeting.</p>	<p><b>JA/GM</b> Clerk</p> <p><b>TD</b></p>
20.09.26	TisPlan – future ongoing amendments – see 20.09.29.	
<b>FINANCIAL MATTERS – resolutions required</b>		
20.09.27	<p><b>Financial Approvals July and August</b></p> <p>a. Current, deposit and petty cash account reconciliations;</p> <p>i. July 2020 <b>Appendices 1,2 and 3</b></p> <p>ii. August 2020 <b>Not available</b></p> <p>P.Cnllrs resolved <b>unanimously</b> the reconciliations as presented – <b>GM/FC</b>.</p> <p>b. Retrospective payment approval for debit cards, direct debits &amp; faster payments:</p> <p>iii. 01.07.2020 to 31.07.2020 <b>Appendix 4</b></p> <p>iv. 01.08.2020 to 31.08.2020 <b>Not available</b></p> <p>P.Cnllrs resolved <b>unanimously</b> the approvals as presented – <b>FC/JI</b>.</p>	
20.09.28	<p>April to September 2020 <b>Spends against budget</b> – noted. To be discussed in more detail at the October meeting; in particular, any <i>necessary</i> virements.</p> <p style="text-align: right;"><b>Appendix 5</b></p>	Clerk
20.09.29	<p><b>Future Revisions / Amendments to TisPlan</b> - Due to the extensive potential changes to the planning system being discussed at the present time, it was <b>unanimously</b> agreed to put the use of a Consultant to carry out work involved in preparing a Village Design Statement on hold – <b>JA/PD</b>.</p> <p>The current budget sum of £6,000 for a Consultant would be put into a reserve fund.</p>	Clerk
20.09.30	<b>Joint Burial Committee charges for non-Tisbury Residents</b> – P.Cnllrs deferred discussion on this item until further information had been received..	
20.09.31	<p><b>Potential Replacement of the Village Marquee:</b></p> <p>P.Cnllrs noted that direct income from hire of the marquee over 4 years to date was £600 plus £448 from marquee use during the Brocante Festivals. In addition, Village donations of £500 had been received towards the purchase the marquee (£1200 cost) along with an Area Board grant of £500. Overall, there was £848 of receipts over expenditure, i.e. a huge community benefit.</p> <p>P.Cnllrs were also asked to note that:</p>	

	<ul style="list-style-type: none"> <li>The damage to the marquee during the mini-cyclone, would not have been covered by any organisation's insurance, as it was not a permanent structure. So, one of the conditions of hire was actually not possible.</li> <li>If the marquee was to be replaced, the Football Club would probably make a contribution to the cost (subject to committee approval).</li> <li>The biggest problem would be where to store the marquee, as there is now reduced storage space at the Football Club.</li> <li>The Football Club has also helped with transporting to and from the majority of venues and helping to erect, dismantle and ensuring that the marquee is thoroughly dry before going into storage.</li> <li>Currently the PC garage has no spare space and over the 12-14 months there has been 3 requests from organisations for storage space.</li> </ul> <p>Following a brief discussion, P.Cnllrs agreed to defer any discussion until at least 2021.</p>	
<b>MATTERS REQUIRING Consideration/Resolution</b>		
20.09.32	<p><b>Tisbury Electric Car Club (TECC)</b> – P.Cnllrs noted the previously available documents relating to:</p> <ul style="list-style-type: none"> <li>Template documents for the lease.</li> <li>Confirmation that Charge My Streets happy with a 5–year lease.</li> <li>Wiltshire Council's confirmation allowing the parish council to take any action necessary to progress the project, subject to the overall conditions of the existing lease.</li> <li>SSEN would determine the final position of the Charging Point.</li> </ul> <p>Following a short discussion, P.Cnllrs agreed that the lease with Charge My Streets should be signed with a condition for the PC to have final say on any signage.</p> <p style="text-align: right;"><b>GM/PD/ 5 in favour with 1 abstention</b></p>	Clerk
20.09.33	<p><b>Weaveland Road Allotments Society Annual Report &amp; Accounts:</b> P.Cnllrs resolved <b>unanimously</b> the previously circulated documents, with the proviso that there should be no reliance on the PC for financial support – <b>PD/FC.</b></p>	Clerk
20.09.34	<p>Potential Support from the Parish Council for increased community involvement with Wiltshire Police, including <b>a Neighbourhood Watch Scheme</b> – after a brief discussion, P.Cnllrs asked the Clerk to contact P.Cnllr ECC to see how this might be progressed as a part of Tisbury Neighbourhood Response (TNR).</p>	Clerk ECC
20.09.35	<p><b>Tisbury Parish Council Logo</b> – potential design from P.Cnllr ECC; not discussed.</p>	
20.09.36	<p><b>Correspondence</b> – see 'numbers' document – not available.</p>	
20.09.37	<p><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 – no items.</p>	
20.09.38	<p>Date of next meetings: all at 7pm unless otherwise stated:</p> <ol style="list-style-type: none"> <li>Tuesday 6<sup>th</sup> October 2020</li> <li>Tuesday 20<sup>th</sup> October 2020 - if required.</li> <li>Tuesday 3<sup>rd</sup> November 2020</li> </ol>	
	<p>There being no other business, the meeting concluded at 8:32pm.</p>	



Date: 07/09/2020

Tisbury Parish Council

Page 1

Time: 07:58

**Bank Reconciliation Statement as at 31/07/2020  
for Cashbook 1 - Current Bank A/c**

User: SHARRY

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/07/2020	182	164,063.81
			<hr/> 164,063.81
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			164,063.81
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			164,063.81
		<b>Balance per Cash Book is :-</b>	<b>164,063.81</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date:07/09/2020

Tisbury Parish Council

Page 1

Time:07:56

Bank Reconciliation Statement as at 31/07/2020  
for Cashbook 2 - Petty Cash

User: SHARRY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/07/2020	41	96.04
			96.04
<u>Unpresented Cheques (Minus)</u>		Amount	
		0.00	
			0.00
			96.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			96.04
		Balance per Cash Book is :-	96.04
		Difference is :-	0.00

Date:07/09/2020

Tisbury Parish Council

Page 1

Time:07:51

Bank Reconciliation Statement as at 31/07/2020  
for Cashbook 3 - Deposit Account

User: SHARRY

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/07/2020	112	20,014.53
			<hr/> 20,014.53
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			20,014.53
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			20,014.53
		Balance per Cash Book is :-	20,014.53
		Difference is :-	0.00

Date: 07/09/2020

Tisbury Parish Council

Page 1

Time: 08:12

Current Bank A/c

## List of Payments made between 01/07/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2020	West Mercia Electricity	DD35109	21.45		Electricity
01/07/2020	Hewlett Packard	DD35110	53.05		Printer lease
02/07/2020	E. Closier	FP1028	157.50		Litter Bin cover
03/07/2020	Farms2Fork	DC3023	99.98	s137	Hand Gel
06/07/2020	Microshade Business Consultant	FP1029	164.70		Cloud Hosting
06/07/2020	SLCCC	FP130	240.00		Practitioners on-line attendan
06/07/2020	Tisbury Football Club	FP1031	20,000.00		R4 Monies stage pay 2
06/07/2020	Carole Buksh	FP1032	86.40		Payroll services
06/07/2020	Employee 11	FP1043	90.00		Salary
07/07/2020	WH Smith	DC3024	34.98		Laminator
09/07/2020	Google	DC3025	1.59		Cloud storage
11/07/2020	Weebly.com	DC3026	57.14		57.14
11/07/2020	Weebly.com	DC3027	1.57		foreign Currency transfer
14/07/2020	AndyVan	FP1027	112.30		COVID Cleanning supplies
14/07/2020	Tisbury Pre-School	FP1033	300.00	s137	Small Grant - Covid
14/07/2020	Hinton Hall	FP1034	300.00		Small grant
14/07/2020	Tisbury Bowling Club	FP1035	300.00		Small grant
14/07/2020	Tisbury Footpath Club	FP1036	300.00		Small Grant - covid
14/07/2020	VHMC	FP1037	200.00		Covid Writing comp
14/07/2020	Tisbury Natural History Societ	FP1038	200.00		Oddford Brook works
14/07/2020	Weaveland Road Allotment Soc	FP1039	50.00		Clearing hedge at W'land Rd
15/07/2020	Employee 2	BSOJUL 02	1,400.00		Salary
16/07/2020	Employee 06	BSOJUL 06	740.00		Salary
17/07/2020	HMRC	DC3028	524.41		Tax & NI
17/07/2020	Employee 07	BSOJUL 07	269.62		Salary
17/07/2020	Smart Numbers	DD35111	105.43		VOip + 2 sim cards
17/07/2020	West Mercia Electricity	DD35112	19.92		Electricity
23/07/2020	Nisbets	DC3029	19.50	s137	Face visors
23/07/2020	Clark and Kent Contracting	FP1040	23,754.00		SK8 Park stage payment
23/07/2020	Ertrad Ltd	FP1041	100.00		On-screen advertising
23/07/2020	Berwick Forge	FP1042	504.00		Replacement gate
24/07/2020	Adobe	DC3031	181.10		Software annual subs
25/07/2020	Sainsburys store	DC3030	4.00		Spray bottles
27/07/2020	Petty Cash	T2 2021	100.00		Transfer for Petty Cash
27/07/2020	BIFFA	DD35113	220.32		Waste collection
28/07/2020	Sherborne Shoe Repairs	DC3033	8.00		Spare keys for RR
29/07/2020	CCC	DC3032	4.62		Goods
29/07/2020	Weebly.com	DC3034	168.28		TisPlan website renewal
Total Payments			50,893.86		



07/09/2020

Tisbury Parish Council  
Annual Budget - By Centre

Page 1

08:16

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>100</u> <u>Income</u>									
Total Income	97,795	209,047	0	158,530	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>97,795</u>	<u>209,047</u>	<u>0</u>	<u>158,530</u>	<u>0</u>		<u>0</u>		
<u>150</u> <u>Administration</u>									
Total Income	0	25	0	2,996	0	0	0	0	0
Overhead Expenditure	57,595	51,545	0	23,175	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(57,595)</u>	<u>(51,520)</u>	<u>0</u>	<u>(20,179)</u>	<u>0</u>		<u>0</u>		
<u>200</u> <u>Amenity Maintenance</u>									
Overhead Expenditure	6,600	6,366	0	2,797	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(6,600)</u>	<u>(6,366)</u>	<u>0</u>	<u>(2,797)</u>	<u>0</u>		<u>0</u>		
<u>250</u> <u>Grants/Donations</u>									
Overhead Expenditure	14,950	13,975	0	2,100	0	0	0	0	0
6000            plus Transfer from EMR	0	-2,996	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(14,950)</u>	<u>(16,971)</u>	<u>0</u>	<u>(2,100)</u>	<u>0</u>		<u>0</u>		
<u>300</u> <u>Public Toilets</u>									
Overhead Expenditure	4,900	3,144	0	1,321	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(4,900)</u>	<u>(3,144)</u>	<u>0</u>	<u>(1,321)</u>	<u>0</u>		<u>0</u>		
<u>350</u> <u>Car Park</u>									
Overhead Expenditure	4,500	523	0	431	0	0	0	0	0

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	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
	<u>(4,500)</u>	<u>(523)</u>	<u>0</u>	<u>(431)</u>	<u>0</u>		<u>0</u>		
<u>400</u> <u>Planning Gain Monies</u>									
Overhead Expenditure	0	90,054	0	59,590	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>(90,054)</u>	<u>0</u>	<u>(59,590)</u>	<u>0</u>		<u>0</u>		
<u>450</u> <u>Asset Funding</u>									
Overhead Expenditure	0	3,152	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>(3,152)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<u>500</u> <u>Tisbury Youth</u>									
Overhead Expenditure	4,250	2,656	0	267	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(4,250)</u>	<u>(2,656)</u>	<u>0</u>	<u>(267)</u>	<u>0</u>		<u>0</u>		
<u>650</u> <u>Nadder Community Land Trust</u>									
Total Income	0	850	0	0	0	0	0	0	0
Overhead Expenditure	0	4,671	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>(3,821)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<u>655</u> <u>Tisbury Community Benefit Soc.</u>									
Overhead Expenditure	0	5,415	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>(5,415)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<u>999</u> <u>VAT Data</u>									
Total Income	0	6,331	0	9,089	0	0	0	0	0

Continued on next page

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	0	9,089	0	8,855	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(2,758)	0	234	0		0		
Total Budget Income	97,795	216,252	0	170,614	0	0	0	0	0
Expenditure	92,795	190,589	0	98,537	0	0	0	0	0
Net Income over Expenditure	5,000	25,664	0	72,077	0	0	0	0	0
plus Transfer from EMR	0	(2,996)	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	5,000	22,668	0	72,077	0		0		