

# Minutes of Meeting – Tuesday 2<sup>nd</sup> June 2020

## Tisbury Parish Council

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

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\*\*\*The meeting was held virtually using Microsoft Teams\*\*\*

**Questions or Statements from Residents** – none present.

**Report from Wiltshire Councillor;** 5 items were raised:

- a. Tisbury Neighbourhood Plan – this document was still not in its final version, awaiting amendments by WC resulting from changes made by the Planners; the latest version was however available on the WC website. WCnllr Deane agreed to approach Mike Kilminster to progress the required editing.
- b. Quince Cottage – noted that the planning application had been rejected by WC Planning Officers.
- c. Affordable Housing in Squalls Lane – noted that an area of land had been offered as a potential site on the Ansty PC side of the lane.
- d. Following a comment from the Internal Auditor, a discussion on the intervals between VAT refund claims and the software limitations associated with the financial accounting package would be discussed with Rialtas by the Clerk.
- e. Transparency of PC meetings was briefly discussed and although it was recognized that the number of members of the public attending was more related to the agenda topics, other platforms such as skype would be looked at with a view to allowing all P.Cnllrs to be available.

## MINUTES

20.06.01	<p><b>Those present:</b> P.Cnllrs S. Davison (Chairman), Mrs J. Amos, R. Beattie (until 7:33pm), 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> were received and accepted from P.Cnllr Miss F. Corp due to connectivity issues.</p>	
20.06.02	<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> <p><b>B. <u>Dispensations</u>:</b> if required – none.</p>	
20.06.03	<p><b><u>Resolution of minutes:</u></b> following corrections to spelling and minor errors, the following minutes were resolved.</p> <ol style="list-style-type: none"><li>a. 7<sup>th</sup> April 2020 - proposed PD/ seconded JI/ unanimous</li><li>b. 21<sup>st</sup> April 2020 - proposed ECC/ seconded PD/ unanimous</li><li>c. 5<sup>th</sup> May 2020 - proposed PD/ seconded ECC/ unanimous</li></ol>	<b>Clerk</b>
<b>PLANNING MATTERS</b>		
20.06.04	<p><u>Planning Applications</u></p> <p><b>20/04068/TCA</b> - 5 Fonthill Cottages, Hindon Lane, Tisbury, SP3 6QD</p>	



20.06.07	Financial Approvals – P.Cnllrs considered the following information before resolving to accept each report ranging from 01.04.20 to 31.05.20: Current Account bank reconciliation - <b>proposed GM/ seconded PD/ unanimous</b> Petty Cash bank reconciliation - <b>proposed GM/ seconded PD/ unanimous</b> Regular payments made each year as Direct Debits, Standing Orders or Debit Card payments - <b>proposed GM/ seconded PD/ unanimous</b>	Clerk
20.06.08	Joint Burial Committee financial report 2019.20 – noted with <b>unanimous approval</b> .	
<b>MATTERS REQUIRING Consideration/Resolution</b>		
20.06.09	Confirmation of Chairman Simon Davison for 2020.21 – <b>unanimous support</b> .	Clerk
20.06.10	Confirmation / change of Councillor special interests – noted with <b>unanimous support</b> .	Clerk
20.06.11	Protocol for Remote Meetings – with attention drawn to the necessity for ‘muting’, P.Cnllrs resolved to accept the protocol. <b>proposed GM/ seconded PD/ unanimous</b>	Clerk
20.06.12	Financial Regulations – P.Cnllrs discussed 2 paragraphs in particular at some length, before resolving to delete the last sentence of each; due to lack of feasibility to seek credit references in 5.1 and lack of any real meaning in 6.16:  5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. <b>The council shall seek credit references in respect of members or employees who act as signatories.</b> <b>proposed GM/ seconded PD/ unanimous</b>  6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. <b>Breach of this Regulation will be treated as a very serious matter under these regulations.</b> <b>proposed PD/ seconded JA/ unanimous</b>	Clerk  Clerk
20.06.13	Investment Policy – reviewed and resolved without amendment. <b>proposed PD/ seconded GM/ unanimous</b>	Clerk
20.06.14	Standing Orders - reviewed and resolved without amendment. <b>proposed PD/ seconded ECC/ unanimous</b>	Clerk
20.06.15	Risk Register and Assessments – resolved with amendments to section 05 risk matrix. <b>proposed PD/ seconded ECC/ unanimous</b>	Clerk
20.06.16	Playground Risk Management – resolved following amendments to customise relevance to Tisbury. <b>proposed ECC/ seconded PD/ 5 in favour with 1 abstention</b>	Clerk
20.06.17	Correspondence – noted.	
20.06.18	Items for Next Agenda – SK8 Park progress; autumn vaccine programme; Zion Hill; Wyndham Place; St John’s Close; Status of Tisbury Neighbourhood Response Team.	Clerk
20.06.19	<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 – staffing committee report. P.Cnllrs accepted the recommendations of the Staffing Committee with respect to salary payments. <b>proposed PD/ seconded FC/ unanimous</b>	Clerk

20.06.20	Date of next meetings: all at 7pm unless otherwise stated: a. Tuesday 16 <sup>th</sup> June 2020 – if required.  b. Tuesday 7 <sup>th</sup> July 2020	
	There being no other business, the meeting concluded at 9.06pm.	