

# Minutes of Meeting – Tuesday 21<sup>st</sup> April 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** – 6 residents and 1 architect spoke for or against 2 of the applications. The points mentioned are summarized below.

### **1. 20/01931/FUL - Trellis House, Station Road, Tisbury, SP3 6JR**

Summary of points made by residents:

- a. No feedback from Planning Officer.
- b. No site notices.
- c. Site area insufficient for 8 houses.
- d. Lack of acknowledgement of traffic problems (road access and pollution) / residents' on-site vehicles.
- e. Negative impact of plans on wildlife and tree management.
- f. Negative impact of light emitted from the development.
- g. No regard to the site being in an AONB.
- h. Site not included in TisPlan.
- i. Ground water levels, that already cause a problem, not taken into account.

In response, the Architect made the following points:

- j. The purpose of the application was two-fold; to provide affordable housing for local people and provide funding for restoration/refurbishment of Church property.
- k. The plans had been discussed at a public Parish Council meeting and as a pre-application with Wiltshire Council officers over several years. An approach had been made to one resident, but further consultation with residents had been halted by the Covid-19 restrictions.
- l. Advice had specifically been sought from the Wiltshire Council Officers regarding Trees, conservation and road access.
- m. Parking spaces were the minimum prescribed by planning legislation.
- n. There were no plans to access the site from The Avenue.
- o. The houses would be sustainable carbon neutral.

The Parish Council also made the following comments:

- p. Unfortunate that the application had come forward at a time when face to face consultation could not take place, but submission had been prior to any restrictions being put in place and the strong residents' feelings were now very obvious and with no opportunity to truly negotiate.
- q. The Architect had agreed a later response date to allow a decision to be delayed until May 6<sup>th</sup> that would allow the Parish Council to have further contact with the Church and come to a decision at the 5<sup>th</sup> May meeting.
- r. The use of the term 'affordable' and the designation of the application as 'social housing' were really important as they determine how the application proceeds.
- s. Despite residents' statements, TisPlan was now a legal document after 5 full years of consultation and the Trellis House site formed a part of the plan; having been assessed as a site with potential for 8 dwellings by AECOM.
- t. Residents needed to be aware that the Parish Council was not a designated Consultee and the final decision would be made by Wiltshire Council.

### **2. 20/01931/FUL - Trellis House, Station Road, Tisbury, SP3 6JR**

Summary of points made by residents:

- a. The height of the proposed build was overbearing and would decrease available light considerably to neighbours whose properties were at a lower level.
- b. The proposed build would seriously reduce the value of adjoining properties, in terms of light and proximity to boundaries – less than 1m in one instance.

- c. The proposed design was described as a retirement property as an annexe to the main house – but was substantial and with a roof height that would allow a first floor level to be added at a later date.
- d. The necessary earth works were a risk to the ancient wall that had no foundations and would affect flow of ground water to lower level neighbouring properties.
- e. Little account appeared to have been taken of access for construction traffic.

**Report from Wiltshire Councillor** – Wiltshire Councillor not present.

## MEETING MINUTES

20.04.12 **Those present:**  
P.Cnllrs S. Davison (Chairman), Mrs J. Amos, R. Beattie, Ms E. Coyle-Camp, P. Duffy, Ms J. Ings, G. Murray - 7.  
Also in attendance: WCnllr T. Deane; up to 7 residents and 1 architect. Mrs S. Harry (Clerk).  
  
Apologies were received from: W.Cnllr T. Deane & P.Cnllr Miss F. Corp due to connectivity issues.

|          |  |              |
|----------|--|--------------|
| 20.04.13 | <p><b>A. Declarations of Interest</b> - any P.Cnllr wishing to declare interests should do so at this point:</p> <ul style="list-style-type: none"> <li>a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests - P.Cnllr ECC with respect to 20/01931 – ownership of property affected by the development; P.Cnllr PD with respect to 20/02545 – close neighbour of property.</li> <li>b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests.</li> <li>c. <b>Dispensations:</b> Note that P.Cnllr ECC abstained from commenting on 20/01931/FUL; P.Cnllr PD abstained from commenting and voting on 20/02545/FUL.</li> </ul> | <b>Clerk</b> |
|          |  | <b>Clerk</b> |

### PLANNING MATTERS

|          |  |              |
|----------|--|--------------|
| 20.04.14 | <p><u>Planning Applications</u><br/> <b>20/02545/FUL</b> - 2 The Tanyard, Duck Street, Tisbury, SP3 6LJ<br/> Construction of Oak Framed extension to rear of property<br/> P.Cnllrs <b>resolved to support</b> the application – <b>unanimous of those voting.</b></p> <p><b>20/01931/FUL</b> - Trellis House, Station Road, Tisbury, SP3 6JR<br/> Provide 6 terraced houses and two semi-detached houses with ancillary road access new high access, and demolition of existing outbuilding at Trellis House<br/> P.Cnllrs <b>agreed to defer this application until 5<sup>th</sup> May</b> meeting.</p> <p><b>19/11282/FUL</b> - Land at Cleveland House, High Street, Tisbury, SP3 6HF<br/> Carry out alterations to existing access, erect single storey dwelling and provision of parking to serve new and existing properties.<br/> P.Cnllrs discussed this application at some length before resolving to object to the application on the following grounds:</p> <ul style="list-style-type: none"> <li>i. loss of amenity – light in particular to neighbouring properties 17/17a due to the slope of the land,</li> <li>ii. loss of heritage value – removal of a section of the ancient wall,</li> <li>iii. structural impact on party walls from water run-off and structural supports, and</li> <li>iv. disproportionate roof height to height of the ground floor living accommodation.</li> </ul> | <b>Clerk</b> |
|          |  | <b>Clerk</b> |

|   |   |              |
|---|---|--------------|
|   | <p>Also that if Officers be minded to approve the application, the Parish Council has resolved that WCnllr Tony Deane call in the application, and if Planning Committee decide to approve the application then P.Cnllrs would like the following conditions:</p> <ol style="list-style-type: none"> <li>The property should remain subservient to the main house and be conditioned such that it cannot be sold separately.</li> <li>The height of the roof should be reduced to allow natural light into adjacent properties, especially 17 and 17a that are well below the level of the proposed building due to the slope.</li> </ol> <p style="text-align: right;"><b>Proposed PD / seconded ECC / unanimous</b></p> | <b>Clerk</b> |
| <b>FINANCIAL MATTERS – resolutions required</b>                 |   |              |
| 20.04.15  | <p>Retrospective payment approvals – see Appendix 1.<br/>P.Cnllrs resolved the retrospective payments as presented after noting that all were within previously agreed budgets, payment schedules or delegated emergency spending .</p> <p style="text-align: right;"><b>Proposed GM / seconded PD / unanimous</b></p>  | <b>Clerk</b> |
| 20.04.16  | <p>Tisbury Neighbourhood Response (TNR) – P. Cnllrs noted that:</p> <ol style="list-style-type: none"> <li>hand sanitizer was now being sourced at lower cost (£10 per litre rather than £42/litre) but this may vary in the future.</li> <li>More than 300 volunteers now recruited and trained.</li> <li>'Usual' tasks for volunteers cover collection of prescriptions, food shopping, 'phone a friend.</li> <li>Late night shopping at the Co-op has proved unnecessary.</li> <li>Emergency Food Boxes in hand for when required – not everyone is on the Wiltshire Council list of those at risk.</li> <li>Caution – noted that exchanging DVDs and books not recommended.</li> </ol>                                |              |
| 20.04.17  | <p>Tisbury Football Club payments plan for R4 works – see Appendix 2.<br/>P.Cnllrs resolved the payment schedule as presented.</p> <p style="text-align: right;"><b>Proposed GM / seconded PD / unanimous</b></p>   | <b>Clerk</b> |
| 20.04.18  | <p>Draft Annual Governance &amp; Accounting Report – see Appendices 3 and 4.<br/>P.Cnllrs noted the draft figures with no queries; also that the figures may change before the Internal Auditor report at the June 2<sup>nd</sup> 2002 meeting.</p>   | <b>Clerk</b> |
| <b>Other Items</b>  |   |              |
| 20.04.19  | Items for Next Agenda – no additional items.  |              |
| 20.04.20  | <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.   |              |
| 20.04.21  | <p>Date of next meetings: all at 7pm unless otherwise stated:</p> <ol style="list-style-type: none"> <li>Tuesday 5<sup>th</sup> May 2020</li> <li>Tuesday 19<sup>th</sup> May 2020 (if required)</li> </ol>   |              |
| There being no other business, the meeting concluded at 8:25pm. |   |              |

Appendix 1 – retrospective payments 01/02/2020 – 31/03/2020

Appendix 2 – R4 monies payment schedule for Football Club

Appendix 3 – Draft AGAR section 2 accounting statements

Appendix 4 – Draft Earmarked Reserves at year end 31/03/2020

**TISBURY PARISH COUNCIL**

**APPENDIX 1**

List of Retrospective Payments made between 01/02/2020 and 31/03/2020

| <b>Date Paid</b> | <b>Payee Name</b>           | <b>Reference</b> | <b>Amount Paid</b> | <b>Power to spend</b> | <b>Transaction Detail</b>      |
|------------------|-----------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/02/2020       | SCREWFIX                    | DC294            | 177.92             |                       | Brushcutter and fuel           |
| 01/02/2020       | SCREWFIX                    | DC295            | 169.95             |                       | Dehumidifier and heater        |
| 01/02/2020       | Hewlett Packard             | DD246            | 153.9              |                       | Printer lease payment          |
| 01/02/2020       | West Mercia Electricity     | DD247            | 111.66             |                       | Electricity                    |
| 03/02/2020       | Bookers                     | DC296            | 36.56              |                       | Paper and Disinfectant         |
| 04/02/2020       | Smart Numbers               | DD248            | 105.43             |                       | VOIP + 2 sim cards             |
| 07/02/2020       | SCREWFIX                    | DC297            | 38.97              |                       | Hazard Tape                    |
| 07/02/2020       | Bookers                     | DC300            | 47.98              |                       | Black bags                     |
| 09/02/2020       | DPD                         | DC298            | 5.00               |                       | Parcel delivery                |
| 09/02/2020       | Google                      | DC299            | 1.59               |                       | cloud storage                  |
| 09/02/2020       | HMRC                        | DC301            | 603.48             |                       | Tax & NI                       |
| 10/02/2020       | Post Office                 | DC302            | 9.10               |                       | Postage                        |
| 10/02/2020       | MidWest Stationers          | DC303            | 21.79              |                       | Stationery                     |
| 14/02/2020       | Redshank Office Supplies    | DC304            | 373.20             |                       | Storage base for printer       |
| 17/02/2020       | Employee 02                 | BSOFEB 02        | 1170.00            |                       | salary                         |
| 17/02/2020       | Employee 06                 | BSOFEB 06        | 660.00             |                       | salary                         |
| 17/02/2020       | Employee 07                 | BSOFEB 07        | 230.00             |                       | salary reconciliation          |
| 23/02/2020       | Vinyl Lettering             | DC305            | 29.80              |                       | Letters for Road Closure Signs |
| 23/02/2020       | BIFFA                       | DD249            | 181.54             |                       | Waste collection               |
| 24/02/2020       | Digital River               | DC306            | 99.99              |                       | AVG internet Security          |
| 25/02/2020       | Vinyl Lettering             | DC307            | 29.80              |                       | Letters for Road Closure Signs |
| 26/02/2020       | Post Office                 | DC308            | 3.55               |                       | Postage                        |
| 03/03/2020       | Shaftesbury District Carers | 301348           | 40.00              |                       | Amenity maintenance            |
| 03/03/2020       | E. Closier                  | 301350           | 90.00              |                       | Youth Hub repairs +signs       |
| 31/03/2020       | Tisbury Football Club       | FP005            | 10000.00           |                       | s106 grant                     |
| 31/03/2020       | Wallgate                    | FP006            | 92.34              |                       | Hand drier replacement motor   |

|            |                             |            |                   |      |                                 |
|------------|-----------------------------|------------|-------------------|------|---------------------------------|
| 31/03/2020 | Employee 11                 | FP007      | 85.00             |      | salary                          |
| 31/03/2020 | Z Hooper                    | FP008      | 70.00             |      | Covid-19 Leaflet delivery       |
| 31/03/2020 | Shaftesbury/District Carers | FP009      | 40.00             |      | Gardening Services              |
| 31/03/2020 | Dicks Contracting Ltd       | FP010      | 228.00            |      | Jubilee Meadow hedges and drill |
| 31/03/2020 | Clark & Kent Contracting    | FP011      | 20000.00          |      | s106 SK8                        |
| 31/03/2020 | Seeds4Success               | FP012      | 222.41            |      | Joint Youth Activities          |
| 31/03/2020 | Clark & Kent Contracting    | FP013      | 3160.00           |      | s106 SK8 Park                   |
| 31/03/2020 | West Mercia Electricity     | DD250      | 864.49            |      | electricity                     |
| 31/03/2020 | Smart Numbers               | DD251      | 107.23            |      | VOIP + 2 sim cards              |
| 31/03/2020 | BIFFA                       | DD252      | 220.32            |      | waste collection                |
| 31/03/2020 | Post Office                 | DC309      | 2.86              |      | Postage                         |
| 31/03/2020 | Google                      | DC310      | 1.59              |      | Cloud storage                   |
| 31/03/2020 | Post Office                 | DC311      | 2.12              |      | postage                         |
| 31/03/2020 | WH Smith                    | DC312      | 50.50             | s137 | stationery                      |
| 31/03/2020 | Sherborne Shoe Repairs      | DC313      | 8.00              |      | spare keys                      |
| 31/03/2020 | GeoXphere Ltd               | DC315      | 54.00             |      | POL subscription                |
| 31/03/2020 | HMRC                        | DC316      | 589.06            |      | Tax & NI                        |
| 31/03/2020 | Post Office                 | DC317      | 4.50              |      | postage                         |
| 31/03/2020 | Epson                       | DC318      | 22.86             |      | Maintenance box                 |
| 31/03/2020 | HSNF Ltd                    | DC319      | 145.00            | s137 | Hand Sanitiser                  |
| 31/03/2020 | HSNF Ltd                    | DC320      | 149.99            | s137 | Hand Sanitiser                  |
| 31/03/2020 | Boots UK Ltd                | DC321      | 7.00              | s137 | Pump Sprays                     |
| 31/03/2020 | Post Office                 | DC322      | 105.00            | s137 | Postage                         |
| 31/03/2020 | Chemassist Ltd              | DC323      | 481.20            |      | Urinal Chemicals                |
| 31/03/2020 | SLCC Enterprises Ltd        | DC324      | 36.00             |      | Teams webinar                   |
| 31/03/2020 | UK Office Direct            | DC325      | 94.10             | s137 | Rubber Gloves & A4 paper        |
| 31/03/2020 | Employee 02                 | BSO 02 MAR | 1170.00           |      | salary                          |
| 31/03/2020 | Employee 06                 | BSO 06 MAR | 660.00            |      | salary                          |
| 31/03/2020 | Employee 07                 | BSO 07 MAR | 230.00            |      | salary                          |
| 31/03/2020 | TRavis Perkins              | DC314      | 53.28             |      | Youth Hub repairs               |
|            | <b>TOTAL PAYMENTS</b>       |            | <b>£83,790.94</b> |      |                                 |

FOOTBALL CLUB EXTENSION – R4 s106 MONIES  
PAYMENT SCHEDULE

The PC has made an initial payment of £10,000 for which an invoice for materials was issued for the Football Club by the Treasurer, Paul Orchard.

Further invoices will be issued at the following stages:

Ground works and walls to roof height - £20,000,

External works complete and 1st fit - £15,000,

Scheme complete - £5,000.

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2020**  
**Tisbury Parish Council**

APPENDIX 3

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer  Date

I confirm that these accounts are approved by the Council and recorded as council minute reference  Dated

Signed on behalf of the above Council (Chair)  Date

|           |                                  | <u>Last Year £</u> | <u>This Year £</u> | <u>General Notes for Guidance</u>   |
|-----------|----------------------------------|--------------------|--------------------|---|
| <b>1</b>  | Balances brought forward         | <b>44,852</b>      | <b>86,433</b>      | Total balances & reserves at the beginning of the year as recorded in the Financial Records   |
| <b>2</b>  | Annual Precept                   | <b>89,840</b>      | <b>97,795</b>      | Total amount of Precept income received in the year   |
| <b>3</b>  | Total other receipts             | <b>62,551</b>      | <b>118,457</b>     | Total income or receipts as recorded in the cashbook minus the Precept  |
| <b>4</b>  | Staff costs                      | <b>37,339</b>      | <b>36,771</b>      | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses |
| <b>5</b>  | Loan interest/Capital repayments | <b>0</b>           | <b>0</b>           | Total expenditure or payments of capital and interest made during the year on borrowings  |
| <b>6</b>  | Total other payments             | <b>73,470</b>      | <b>153,818</b>     | Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)                               |
| <b>7</b>  | Balances carried forward         | <b>86,433</b>      | <b>112,097</b>     | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]  |
| <b>8</b>  | Total Cash & Investments         | <b>86,433</b>      | <b>112,097</b>     | The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March   |
| <b>9</b>  | Total Fixed Assets               | <b>88,637</b>      | <b>94,022</b>      | The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register  |
| <b>10</b> | Total Borrowings                 | <b>0</b>           | <b>0</b>           | The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)  |

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

20/04/2020

22:43

**Tisbury Parish Council  
Earmarked Reserves**

| <u>Account</u>                   | <u>Opening Balance</u>  | <u>Net Transfers</u>    | <u>Closing Balance</u>  |
|----------------------------------|-------------------------|-------------------------|-------------------------|
| 320 EMR - Amenities Maintenance  | 316.00                  |                         | 316.00                  |
| 321 EMR - Office Setup           | 0.00                    |                         | 0.00                    |
| 322 EMR - Public Toilets         | 15,327.00               |                         | 15,327.00               |
| 323 EMR - Car Park               | 10,490.00               |                         | 10,490.00               |
| 324 EMR - Insurance              | 3,021.00                |                         | 3,021.00                |
| 325 EMR - Small Grants           | 2,690.00                | -2,304.00               | 386.00                  |
| 326 EMR - Tisbury youth          | 6,941.00                |                         | 6,941.00                |
| 327 EMR - Joint Burial Committee | 850.00                  |                         | 850.00                  |
| 328 EMR - CATG                   | 1,700.00                |                         | 1,700.00                |
| 329 EMR - Printer                | 1,595.00                |                         | 1,595.00                |
| 330 EMR - Election               | 1,000.00                |                         | 1,000.00                |
|                                  | <b><u>43,930.00</u></b> | <b><u>-2,304.00</u></b> | <b><u>41,626.00</u></b> |