

Minutes of Meeting – Tuesday 2nd 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>Those present: 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>Apologies were received and accepted from P.Cnllr Miss F. Corp due to connectivity issues.</p>	
20.06.02	<p>A. Declarations of Interest - any P.Cnllr wishing to declare interests should do so at this point:</p> <ol style="list-style-type: none">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. <p>B. <u>Dispensations</u>: if required – none.</p>	
20.06.03	<p><u>Resolution of minutes:</u> following corrections to spelling and minor errors, the following minutes were resolved.</p> <ol style="list-style-type: none">a. 7th April 2020 - proposed PD/ seconded JI/ unanimousb. 21st April 2020 - proposed ECC/ seconded PD/ unanimousc. 5th May 2020 - proposed PD/ seconded ECC/ unanimous	Clerk
PLANNING MATTERS		
20.06.04	<p><u>Planning Applications</u></p> <p>20/04068/TCA - 5 Fonthill Cottages, Hindon Lane, Tisbury, SP3 6QD</p>	

	<p>Ash tree - showing possible signs of disease, excessive size in location close to house and low amenity value. Remove P. Cnllrs noted that the decision would be made under delegated powers by the Tree Warden and Clerk</p> <p>20/03644/FUL - Wallmead Farm, Hazeldon Northeast C63 To Wallmead Farm, Tisbury, SP3 6RB Demolition of worn out straw barn and calf rearing building, reduction in site levels, construction of new straw barn and dry cow accommodation. Following a brief discussion, P.Cnllrs resolved 'No Objection' to this application. proposed GM/ seconded JI/ unanimous</p>	Clerk
FINANCIAL MATTERS – resolutions required		
20.06.05	<p>Internal Audit Report:</p> <p>a. Audit Letter – P.Cnllrs noted the paragraph relating to the lack of process with respect to the Risk Register and Assessments and the necessity to answer 'NO' to Control Objective C. on the Internal Audit Report and also on section 5. of the Annual Governance Statement. This was briefly discussed before P.Cnllrs resolved to accept the Internal Audit report. proposed GM/ seconded PD/ unanimous</p> <p>b. Actions required resulting from audit process – P.Cnllrs discussed the proposed actions detailed by the Clerk and resolved to action when appropriate due to the current COVID 19 restrictions. proposed GM/ seconded PD/ unanimous</p>	Clerk
20.06.06	<p>Annual Governance and Accounting Report (AGAR)</p> <p>a. Section 1 – Annual Governance Statement 2019/20; with the exception of Question 5 requiring a 'NO' answer due to the lack of approval of the 2019 Risk Register and Assessments, proposed PD/ seconded JA/ unanimous P.Cnllrs resolved that Questions 1- 4 and 6 – 9 should be answered 'YES'. proposed ECC/ seconded GM/ unanimous</p> <p>b. Section 2 – Accounting Statements 2019/20; P.Cnllrs resolved that the Accounting Statements were correct. proposed GM/ seconded PD/ unanimous</p> <p>c. Internal Auditor 'NO' explanation for IA report – section c; P.Cnllrs noted the explanation provided by the Internal Auditor that would accompany the AGAR return.</p> <p>d. Bank reconciliation 2019.20 - P.Cnllrs resolved to accept the Bank Reconciliation for 2019.20 that included balances from the current, deposit and petty cash accounts. proposed GM/ seconded PD/ unanimous</p> <p>e. Variance explanations 2018.19.20 - P.Cnllrs resolved to accept the variance explanations for 2019.20 as presented. proposed JA/ seconded GM/ unanimous</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
19:33pm		

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 - proposed GM/ seconded PD/ unanimous Petty Cash bank reconciliation - proposed GM/ seconded PD/ unanimous Regular payments made each year as Direct Debits, Standing Orders or Debit Card payments - proposed GM/ seconded PD/ unanimous	Clerk
20.06.08	Joint Burial Committee financial report 2019.20 – noted with unanimous approval .	
MATTERS REQUIRING Consideration/Resolution		
20.06.09	Confirmation of Chairman Simon Davison for 2020.21 – unanimous support .	Clerk
20.06.10	Confirmation / change of Councillor special interests – noted with unanimous support .	Clerk
20.06.11	Protocol for Remote Meetings – with attention drawn to the necessity for ‘muting’, P.Cnllrs resolved to accept the protocol. proposed GM/ seconded PD/ unanimous	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. The council shall seek credit references in respect of members or employees who act as signatories. proposed GM/ seconded PD/ unanimous 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. Breach of this Regulation will be treated as a very serious matter under these regulations. proposed PD/ seconded JA/ unanimous	Clerk Clerk
20.06.13	Investment Policy – reviewed and resolved without amendment. proposed PD/ seconded GM/ unanimous	Clerk
20.06.14	Standing Orders - reviewed and resolved without amendment. proposed PD/ seconded ECC/ unanimous	Clerk
20.06.15	Risk Register and Assessments – resolved with amendments to section 05 risk matrix. proposed PD/ seconded ECC/ unanimous	Clerk
20.06.16	Playground Risk Management – resolved following amendments to customise relevance to Tisbury. proposed ECC/ seconded PD/ 5 in favour with 1 abstention	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	Exclusion of the Public and Press - 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. proposed PD/ seconded FC/ unanimous	Clerk

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