Tisbury Parish Council

Minutes of Meeting - Tuesday 12th January 2021 The Reading Room, High Street, TISBURY, SP3 6LD 01747 260088 / tisburypc@gmail.com

(held virtually using Google Meet)

The Chairman started the meeting with a BIG THANK YOU to Jo Ings who had resigned as a Parish Councillor and wanted to thank her publicly for her attention to detail, especially on planning applications, but also the work on TisPlan that was a fantastic contribution to the well-being of the community.

Questions or Statements

a. A resident/ business owner explained that he was about to open a shop on the High Street that would have elements of product overlap with the proposed 'Tis the Future Refill Bus. The resident went on the ask whether the Parish Council had a view on the Refill Bus, bearing in mind that the project was using volunteer labour, financed to some extent by grants and using parking spaces on the High Street that would be unavailable to shoppers, i.e. potentially affecting the commercial viability of High Street businesses with paid staff.

Councillors discussed the matter with the resident and had some sympathy with the situation but did point out that the Refill Bus project was managed by an employee and that the application for a Street Trading Licence was for limited hours on one day each week. The Councillors suggested that there would be some benefit in talking to 'Tis the Future.

- b. The Chairman of Wardour School Governing Body referred Councillors to a statement (Appendix A) and explained the rationale leading to the submission of planning application20/10401/VAR to vary condition 2 of 18/06399/FUL to amend the layout and height of approved perimeter fencing, i.e. in terms of height (1.5m to 1.8m) and also a proposed diversion of Footpath 83 (proposal submitted in December 2020).
- c. A resident requested an update on progress with the 20mph speed limit application to CATG and asked that future progress be reported more widely and regularly at all future Parish Council meetings.

The Chairman indicated that progress was already reported appropriately and was subject to the priority system of the CATG.

Report from Wiltshire Councillor – Wiltshire Councillor Deane spoke on 4 topics:

- i. Following the introduction of the third lockdown, the Nadder Centre was now closed and staff furloughed.
- ii. Preparations for the 2021 elections are still going ahead as scheduled for May.
- iii. Timing of the external lights at the Nadder Centre had been adjusted to reflect the closure.
- iv. Arundell House Micro Weddings and Events Councillor Deane was in conversation with a number of Wiltshire Councillor Officers.

MEETING MINUTES

(*responsibility for action)

Note: agenda items 21.01.08a. 20/10401 and 21.01.08b. Street Trading Licence were taken out of order to accommodate residents attending the meeting.

21.01.01

Those present and apologies for absence:

Parish Councillors S. Davison (Chairman), Mrs J. Amos, R. Beattie, Miss F. Corp, Ms E. Coyle-Camp, P. Duffy, G. Murray – 7. Also in attendance: Wiltshire Councillor T. Deane; up to 5 members of the public; Mrs S. Harry (Clerk).

There were no apologies for absence.

21.01.02

Declarations of Interest:

Any Parish Councillor wishing to declare interests should do so at this point:

- a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests:
 - i. S. Davison (Chairman) re planning application for Wardour school as resident of a neighbouring property.
 - ii. P. Duffy re 'Tis the Future Street Trading Licence application as owner of a High Street business.
- b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests:
 - iii. G. Murray re Wardour School planning application as member of St John's School Governing Body.
- c. dispensations:

S. Davison – none; withdrew as Chairman and did not participate during the discussion and voting on the planning application.

- G. Murray dispensation to speak and vote on the planning application.
- P. Duffy dispensation to speak and vote on the Street Trading Licence application.

21.01.03

Resolution of minutes:

December 2 Meeting – 15th December 2020; not available

*Clerk

21.01.04

Parish Councillor Co-option

Parish Councillors were reminded of the statement that Nick Errington had made at the December 2 meeting and no further questions were asked before Parish Councillors resolved to co-opt Nicholas J. Errington as a Parish Councillor.

FC/ECC – unanimous *Clerk

FINANCIAL MATTERS - resolutions required

21.01.05

a. Financial Approvals

i. Bank reconciliations – Parish Councillors resolved the reconciliations previously circulated for the current account, noting that there were no recorded movements on the deposit and petty cash accounts (Appendix B). **GM/PD – unanimous**

*Clerk

ii. Retrospective payments - Parish Councillors resolved the listing of payments for retrospective approval previously circulated for the current account (Appendix C).

GM/ECC - unanimous

*Clerk

21.01.06

b. Precept consideration

- i. Revised budget figures Parish Councillors noted the revised budget figures taking account of December spends and known January spends.
- ii. Effect on precept Parish Councillors reflected on the proposal put forward at the December meeting that the budget remain at the same level as that of 2020/2021, before resolving that the precept be set at £106,938 (Appendix D).

PD/RAB – 5 in favour with 2 abstentions *Clerk

 Revised reserves figures – Parish Councillors noted the up to date reserves figures and give an indication of the likely general reserve figure at year end (Appendix E).

21.01.07

c. **Youth Hub replacement** – Parish Councillors noted that the Chairman and Clerk met with a local builder not previously involved in the bidding process for the Youth Hub works. The conclusion was that the best submitted quote would provide the required hub to plan but would require additional funding for fitting out the kitchen and toilet areas for example.

An option to refurbish the current building was also considered and have the advantage of not financing the running costs of two buildings, certainly in the short term, along with the public perception of using the funds available in the best possible way.

It would be possible to make the current building open plan, increase insulation, add permanent heating and an indoor toilet for example, as well as proper cooking facilities.

There is also the potential to improve the Parish Council's green credentials with the use of solar power for example.

Following a discussion, Parish Councillors resolved to shelve the proposals for a new build. Options for refurbishment, relocation or use of alternate facilities will be considered instead.

RAB/ECC – unanimous

*Clerk

d. **Bank Signatories** – Parish Councillors resolved to remove Councillors Amos,Corp and Ings from the list of bank signatories and add Parish Councillors Murray and Errington. **PD/ECC – unanimous**

*Clerk

PLANNING MATTERS - resolutions required

21.01.08

a. **Planning Applications**:

20/10401/VAR - Wardour School, Tisbury, SP3 6RF

Variation of condition 2 of 18/06399/FUL to amend the layout and height of approved perimeter fencing

Note: The Chairman withdrew and did not participate in the discussion or voting on this application – see 21.01.02

During a discussion, with the applicants expanding on information previously given at the meeting and also from emails and responses on the Wiltshire Council website, the following points were made:

- i. the proposed diversion of FP83 was generally welcomed, but a decision on this was unlikely in the near future some diversions have taken years.
- ii. Councillors therefore limited their discussion to the height of the fencing.
- iii. funding for the fence was dependent on the fence being 1.8m high a criteria set by the Diocese.
- iv. the majority of respondents thought the fence too high, some even at 1.5m, feeling that it was a criterion best suited to an inner city school and not at all in keeping for a site within the AONB and very prominent in the local area from highways and view points.
- v. OfSTED had described the location as well safeguarded; although another representative of the school described a potential situation of 1 teacher with 30 to 40 pupils being inadequate if the teacher had left the play area with a pupil for whatever reason.
- vi. the advertisement of the application in the local area was not considered at all adequate given the use of the footpath by numerous walkers on a daily basis.

Parish Councillors eventually resolved to object to the application and calling-in by Wiltshire Councillor Deane should Officers decide to approve the application.

JA/ECC – unanimous of those voting *Clerk

20/10505/FUL – Bella Vista, Cuffs Lane, Tisbury, SP3 6LG Single storey rear garden room, utility and cloakroom. Parish Councillors unanimously resolved 'no objections' following a short discussion. JA/ECC

*Clerk

20/11051/TCA - The Grange, Vicarage Road, Tisbury, Salisbury, Wiltshire, SP3 6HZ G1 - Group of |Holly; Yew & Laurels - Fell to low stumps; T1 Conifer - Fell to low stump; T2/ T3 - Yews - Crown raise to 8 Metres

Delegated 'no objection' by Tree Warden and Parish Clerk

21.01.09

b. Other Planning Matters

i. <u>Street Trading Licence</u> – 'Tis the Future; Refill Bus

Parish Councillors noted and agreed with the response of the Area Highway Engineer, i.e. no concerns with road/pedestrian safety for the two sites adjacent to Trellis House frontage and, with the owner's permission, any queues being formed on driveway access to the property. However, Parish Councillors agreed unanimously that potential conflict may occur with those wishing to park in the designated areas:

- by removal of any temporary signs and bollards marking the designated area, and

- if the hours conditioned by the licence are not strictly observed.

ECC/GM

*Clerk

 <u>Local Plan consultation</u> Formal notification of the consultation events had not been made available, but Wiltshire Councillor Deane indicated that two event dates were available: 1st and 2nd February between 7pm and 8pm.

Councillors were urged to book on to the Monday 1st February event.

*All

MATTERS REQUIRING Consideration/Resolution

21.01.10

Other items considered to be of an urgent nature by the Chairman – none.

21.01.11

Items for Information:

a. TNR update – 'Phone line operating between 9am and 4pm.

Emergency 'phone line operated by Army medics.

TNR posters about to be distributed.

Action listing from meeting 11.01.2021 CONFIDENTIAL (APPENDIX F) DO NOT SHARE – BEING CIRCULATED SEPARATELY

b. Correspondence - <u>January</u>

01 Wardour resident re salt bin – Community Emergency Volunteers need to be recruited to make use of salt bins. *Clerk /* Warden

04 Meeting with local MP Dr Murrison – 19th Jan @ 10am – suggested questions to be compiled by the Clerk *ALL /*Clerk

05 WALC training – Finding Councillors – 4th Feb @ 10am *Clerk attending

05 Station noticeboard – suggestions for information to be included to lone please. *ALL

06 Wardour resident re Ramblers Association – potential additions to the definitive map – liaise positively with Ramblers using local knowledge.

*Clerk

c. Tisbury PC website – about to go live ...

21.01.12

Items for next agenda:

Grant request from Tisbury Community Benefit Society - £240 Small Grants Policy Strapline for Parish Council Considerate Tisbury

21.01.13

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:

A. resolution to exclude the press and public as above – none.

B. nature of business – none.

21.01.14

Date of next meetings: all at 7pm unless otherwise stated:

- a. Tuesday 2nd February 2021
- b. Tuesday 16th February 2021





At February meeting 1, the accuracy of this statement was questioned and the details are included with the minutes of the February 1 meeting.

REPORT TO TISBURY PARISH COUNCIL

12th January 2021

I am Robert Vaux, Chair of Governors at Wardour School, and I wish to make a statement regarding the planning application 20/10401/VAR.

I reported to you at your Council meeting on 2nd October 2018 at the time of our initial application for fencing 18/06399/FUL, stating:

The governors have a duty to ensure that the school complies with requirements for safety and the safeguarding of children. To that end, the governors with the headteacher have prepared a risk assessment for the playing field at the front of the school, taking into account advice from the DfE, Wiltshire school improvement advisers and the chartered surveyors, appointed jointly by the county and the diocese, who act for the school.

The DfE recommends that schools conduct a scored risk assessment of site security, to ascertain the risk. We have followed this process. On the matter of the height and style of security fencing, the DfE does not prescribe a height or type, but it does state that "Casual intruders and dog walkers are usually deterred by a 1.8 - 2 m high fence. To deny access to determined intruders the fence must present a formidable obstacle at least 2.5 m high"¹.

The school has concluded that a weld mesh fence of 1.8 m high is necessary to provide the required level of security and safety, having received advice that a chain-link fence presents a degree of risk of injuring children due to the sharp ends of the turned-over twists of wire, and that a 1.5 m high fence, whilst it might be high enough to deter most intruders, is within the reach of primary aged children thus presenting a risk of them attempting to pull themselves up and injuring themselves. **The weld mesh fence is designed to be see-through and not to break up the beautiful landscape**. School fencing is now standard practice so our steps are in line with other schools.

Following representations, the application was approved subject to the fencing around the field being reduced to 1.5 m high. This matter was taken back to the Diocese, who are the funding authority, and we were told that they would not support an application for a 1.5 m high fence, this being less than the 1.8 m minimum recommended by the DfE, and would be a waste of public funds.

You asked the school, at the meeting in 2018, to consider alternative fence styles, in particular the design used at St John's Primary School. This was considered, and while it was agreed that the St John's fence produces a very pleasing result in its own location, with other buildings nearby, it was considered to be out of place in countryside in an AONB. The proposed fence has a more open design, such that when viewed from any reasonable distance it has a very low visual impact. Photos of the playground fence, which is to the same specification, are attached.

The school has consulted with neighbours throughout, and with Sally Madgwick, Rights of Way Officer, the latter being supportive of the redirection of the public foorpath.

References:

1. Department of Education and Employment Improving Security in Schools 1996.

Date: 08/01/2021

Tisbury Parish Council

Page 1

Time: 18:35

Bank Reconciliation up to 31/12/2020 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/10/2020	301023	50.00		50.00		R 📕	The Poppy Appeal
26/10/2020	DC3078	52.90		52.90		R 📕	TRavis Perkins
03/11/2020	FP1080	23.28		23.28		R 📕	Employee 7
03/11/2020	FP1081	126.00		126.00		R 📕	Employee 11
03/11/2020	FP1082	19.94		19.94		R 📕	Employee 6
03/11/2020	FP1083	1,410.00		1,410.00		R 📕	Rob Pearce
03/11/2020	FP1084	250.00		250.00		R 📕	Tisbury Swimming Pool
03/11/2020	FP1085	526.80		526.80		R 📕	Visit wiltshire
03/11/2020	FP1086	92.64		92.64		R 📕	AndyVan
03/11/2020	FP1087	200.00		200.00		R 📕	R.Russell (Ivy Blue)
04/11/2020	DD35128	53.05		53.05		R 📕	Hewlett Packard
04/11/2020	DD35129	153.90		153.90		R 📕	Hewlett Packard
06/11/2020	DC3080	11.00		11.00		R 📕	Post Office
10/11/2020	DC3081	1.59		1.59		R 📕	Google
12/11/2020	DC3082	22.80		22.80		R 📕	Shutterstock
16/11/2020	BSONOV 07	269.62		269.62		R 📕	Employee 07
16/11/2020	BSONOV 06	740.00		740.00		R 📕	Employee 06
16/11/2020	BSONOV 02	1,400.00		1,400.00		R 📕	Employee 02
16/11/2020	FP1088	144.00		144.00		R 📕	ECS
16/11/2020	FP1089	72.90		72.90		R 📕	AndyVan
16/11/2020	DC3083	479.05		479.05		R 📕	John Lewis
16/11/2020	DC3084	612.18		612.18		R 📕	HMRC
17/11/2020	DD35130	87.38		87.38		R 📕	West Mercia Electricity
17/11/2020	DD35132	220.83		220.83		R 📕	BIFFA
17/11/2020	TNR refund		3,219.00	3,219.00		R 📕	Receipt(s) Banked
17/11/2020	TNR test		5.00	5.00		R 📕	Receipt(s) Banked
17/11/2020	TNRgrant£s		6,001.61	6,001.61		R 📕	Receipt(s) Banked
18/11/2020	DD35131	105.43		105.43		R 📕	Smart Numbers
19/11/2020	FP1090	292.50		292.50		R 📕	LightATouch
01/12/2020	DD35133	53.05		53.05		R 📕	Hewlett Packard
08/12/2020	DC3085	208.00		208.00		R 📕	SLCC
09/12/2020	DC3086	1.59		1.59		R 📕	Google
10/12/2020	FP1091	200.00		200.00		R 📕	TNR101220
14/12/2020	DC3087	22.80		22.80		R 📕	Shutterstock
16/12/2020	FP1092	176.62		176.62		R 📕	employee 02
16/12/2020	FP1093	157.41		157.41		R 📕	Employee 06
16/12/2020	FP1094	103.50		103.50		R 📕	Employee 11
16/12/2020	FP1095	23.28		23.28		R 📕	Employee 07
16/12/2020	FP1096	144.00		144.00		R 📕	TEEC
16/12/2020	FP1097	540.00		540.00		R 📕	SG Manufacturing Ltd
16/12/2020	FP1098	80.00		80.00		R 📕	KDC Landscapes
16/12/2020	DC3088	99.00		99.00		R 📕	John Lewis
16/12/2020	DC3089	612.18		612.18		R 📕	HMRC
16/12/2020	DC3090	79.99		79.99		R 📕	Microsoft
16/12/2020	BSODEC 02	1,400.00		1,400.00		R 📕	Employee 02
16/12/2020	BSODEC 06	740.00		740.00		R	Employee 06
16/12/2020	BSODEC 07	269.62		269.62		R 📕	Employee 07
16/12/2020	DD35134	105.43		105.43		R 📕	Smart Numbers

Date: 08/01/2021

Tisbury Parish Council

Page 2

Time: 18:35

Bank Reconciliation up to 31/12/2020 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/12/2020	DD35135	27.55		27.55		R 📕	West Mercia Electricity
20/12/2020	DD35136	245.31		245.31		R 📕	BIFFA
21/12/2020	FP1100	200.00		200.00		R 📕	TNR3
21/12/2020	FP1101	200.00		200.00		R 📕	TNR2
22/12/2020	FP1102	625.00		625.00		R 📕	Joint Burial Committee
22/12/2020	FP1103	50.16		50.16		R 📕	AndyVan
22/12/2020	FP1099	86.40		86.40		R 📕	Carole Buksh
		13,868.68	9,225.61				

Date: 08/01/2021

Time: 18:34

Tisbury Parish Council

Page 1 User: SHARRY

Bank Reconciliation Statement as at 31/12/2020 for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/12/2020	192	115,472.83
		—	115,472.83
Unpresented Cheques (Minus)		Amount	
		0.00	
			0.00
			115,472.83
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			115,472.83
	Balance	per Cash Book is :-	115,472.83
		Difference is :-	0.00

Time: 12:22

Tisbury Parish Council

Page 1

Current Bank A/c

List of Payments made between 01/12/2020 and 31/12/2020

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
01/12/2020	Hewlett Packard	DD35133	53.05	Printer lease
08/12/2020	SLCC	DC3085	208.00	SLCC membership
09/12/2020	Google	DC3086	1.59	Cloud Storage
10/12/2020	TNR101220	FP1091	200.00	Charitable payment
14/12/2020	Shutterstock	DC3087	22.80	Stock images
16/12/2020	employee 02	FP1092	176.62	salary reconciliation
16/12/2020	Employee 06	FP1093	157.41	salary reconciliation
16/12/2020	Employee 11	FP1094	103.50	salary
16/12/2020	Employee 07	FP1095	23.28	salary reconciliation
16/12/2020	TEEC	FP1096	144.00	Hosting for TPC website
16/12/2020	SG Manufacturing Ltd	FP1097	540.00	SID Extensions & Fixings
16/12/2020	KDC Landscapes	FP1098	80.00	Compost for Youth Planters
16/12/2020	John Lewis	DC3088	99.00	Office Chair
16/12/2020	HMRC	DC3089	612.18	Tax + NI
16/12/2020	Microsoft	DC3090	79.99	365 Office software
16/12/2020	Employee 02	BSODEC 02	1,400.00	salary
16/12/2020	Employee 06	BSODEC 06	740.00	salary
16/12/2020	Employee 07	BSODEC 07	269.62	salary
16/12/2020	Smart Numbers	DD35134	105.43	VOIP + 2 sim cards
16/12/2020	West Mercia Electricity	DD35135	27.55	Electricity
20/12/2020	BIFFA	DD35136	245.31	Waste collection
21/12/2020	TNR3	FP1100	200.00	charitable payment
21/12/2020	TNR2	FP1101	200.00	charitable payment
22/12/2020	Joint Burial Committee	FP1102	625.00	precept drawdown
22/12/2020	AndyVan	FP1103	50.16	cleaning materials
22/12/2020	Carole Buksh	FP1099	86.40	Payroll

Total Payments

6,450.89

APPENDIX D

12.01.2021

01.2021	1				
	Budget	2020.21 9 months actual	12 months estimate	2021.22 suggested Precept	APPENDIX D Notes 1
150 Administration		actual	estimate	riecept	
4000 Staff Salary	42880	25908	37150	42880	Currrent vacancy for Youth Support Worker. Start reserve for replacement clerk - handover and higher SCP
4030 PAYE and NI	6500	5235	7200	7500	Assume increase
4060 Staff Expenses	0		0	0	
4070 Training	1000	812	1290	2000	New Cnllrs = training
4080 Chairman's Allowance	100	25	100	100	5
4100 Audit Fees	830	1464	1465	1160	
4110 Professional Fees	1000	972	1200	2000	includes play inspections
4120 Subscriptions & Memberships	1100	1050	1250	1250	···········
4130 Insurance	2300	1918	2300	2300	reserve = self insurance
4140 IT	1000	2218	2720	1000	
4150 Supplies	1500	517	600	500	
4160 Website	630	787	850	850	
4170 Telephone & Broadband	1450	835	1115	1200	
4180 Water - Office	100	38	85	100	
4190 Electricity - Office	1100	846	1300	1300	
4210 Section 137 Expenditure	200	4121	4121	1050	Use TNR return £s in reserve
4230 Accom & Lease Payments	250	220	220	250	
4240 Regulatory	4000	35	200	1000	for ICO/Licences/ Registry searches
4250 Newsletter	500	0	500	200	Election advertising
4255 Considerate Tisbury	1200	0	1000	1000	5
	67640		64666	67640	
200 Amenity Maintenance					
	7300		9200	7300	
250 Grants/Donations					
	22150		21485	22150	
300 Public Toilets					
	3828		3757	3570	Transfer underspend to reserves for hub
350 Car Park					
	1500		1500	1500	Transfer underspend to reserves for hub
500 Tisbury Youth					
	4250		2856	4250	Transfer underspend to reserves for resurfacing
	£106,668	£72,059	£103,464	£106,410	

0

APPENDIX E

09/01/2021 14:37		Tisbury Parish Council			APPENDIX E				
14.57		Earm	arked Reserv	ves					
	(rounded to nearest £)								
	Opening Transfers Closing * could be added to								
		Balance		Balance	general reserve if Cnllrs				
	Account				see fit				
	320 EMR - Amenities Maintenance	316		316					
	321 EMR - Office Setup	0		0					
	322 EMR - Public Toilets	15327		15327					
	323 EMR - Car Park	10490		10490					
	324 EMR - Insurance	3021		3021					
	325 EMR - Small Grants	386		386					
	326 EMR - Tisbury youth	6941		6941					
	327 EMR - Joint Burial Committee	1600		1600					
	328 EMR - CATG	5700		5700					
	329 EMR - Printer	1595		1595					
	330 EMR - Election	2000		2000					
	331 EMR - Swimming Pool	550		550					
	332 EMR - Tisbury NHood Resilience	0	6007						
			-600	5407	Charitable payments				
	333 EMR - s137	0	3000						
			-1474	1526	Covid-19 staff costs				
	334 EMR - Neighbourhood Planning	0	6000	6000					
	335 EMR - Skate Park retention mon	0	4750	4750					
		47926	19156.61	67082.61					
	310 General Reserves estimate for y/e	25016	30746		General reserves @31.12.202	56421			
	Precept	106938	106938		Further spends to y/e	31405			
	% general reserves of precept		29		projected general reserves @y/e	25016			
					as above less suggested salary reserve	5730			