

Tisbury Parish Council
Minutes of Meeting - Tuesday 12th January 2021
The Reading Room, High Street, TISBURY, SP3 6LD
01747 260088 / tisburyipc@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 to 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 explained the rationale leading to the submission of planning application 20/10401/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). Those present were reminded that the initial application in 2018 was only approved following representations that led to the fence height being reduced to 1.5m from 1.8m. However, following that approval, the matter was taken back to the Diocese, the funding authority, and the school was told that no funding would be available for a 1.5 m high fence, this being less than the 1.8 m minimum recommended by the DfE. Councillors were also reminded that at the meeting in 2018, the Governing Body were asked to consider alternative fence styles, in particular the design used at St John's Primary School. This had been 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.

Councillors noted that 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 footpath, but made the following comments:

- i. The governing body puts forward the argument for installing 1.8 metre high fencing at Wardour school much against the wishes of the rest of the community. The governors were entitled to their opinion but there was a fundamental factual error presented in favour of installing the fencing, i.e. there is no fencing height guidance, minimum or otherwise, issued by the Department of Education on school fencing; the Department is silent on the subject.

- ii. Throughout the planning process the governors had highlighted their safeguarding duty to ensure that the school complies with requirements for safety and the safeguarding of children. Councillors agreed with this but felt this was already in place, as Wardour School has, following a recent full OFSTED inspection on 4th/5th February 2020, a report stating that the Governors had ensured 'that the systems and procedures designed to keep pupils safe from harm are stringent. Pupils feel safe at school.'

- 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 Council's 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 A). **GM/PD – unanimous**

***Clerk**

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

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 C).

PD/RAB – 5 in favour with 2 abstentions

***Clerk**

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

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 would 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 criterion 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 to leave 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. Street Trading Licence – ‘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**

ii. Local Plan consultation

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 - January

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 2021 @ 10am – suggested questions to be compiled by the Clerk ***ALL /*Clerk**

05 WALC training – Finding Councillors – 4th Feb 2021 @ 10am ***Clerk attending**

05 Station noticeboard – suggestions for information to be included to lone Lacey 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

Date: 08/01/2021

Tisbury Parish Council

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

Time: 18:35

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

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

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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/12/2020	192	115,472.83
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<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
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Date: 09/01/2021

Tisbury Parish Council

Page 1

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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		

12.01.2021

	Budget	2020.21 9 months actual	12 months estimate	2021.22 suggested Precept	APPENDIX C Notes 1
150 Administration					
4000 Staff Salary	42880	25908	37150	42880	Current 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	
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	
	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

09/01/2021

Tisbury Parish Council

Earmarked Reserves
(rounded to nearest £)

Account	Opening Balance	Transfers	Closing Balance		
320 EMR - Amenities Maintenance	316		316	* could be added to general reserve if Cnllrs see fit	
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
Precept
% general reserves of precept

25016
106938
23

30746
106938
29

General reserves @31.12.202 56421
Further spends to y/e 31405
projected general reserves @y/e **25016**
as above less suggested salary reserve 5730
30746