

# Tisbury Parish Council

Full Meeting - Tuesday 5<sup>th</sup> June 2018 at 7:30pm

The Reading Room, High Street, Tisbury

18.06.01	<p>Present: P.Cnllrs P.Duffy(Chairman), S.Davidson, J.Amos, F.Corp, E.Coyle-Camp (from 7.15), G.Murray.          Apologies received and accepted: P.Cnllrs J. Ings, R. Wright.          Also present: W Cnllr Tony Deane; Mrs S.Harry(Clerk), Mrs J Garner Rudman(Admin Assistant).          Public - up to 11.          Note: Chairman not voting unless a deciding vote is necessary.</p>	
18.06.02	<p><b><u>Dispensations:</u></b></p> <ul 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- P.Cnllr G.Murray declared an interest as a school governor of St Johns and his wife is also the Treasurer of the Pre-school. P.Cnllr F.Corp sits on the PCC and P.Cnllr J.Amos is on the Electoral Roll.</li> </ul>	
18.06.03	<p><b><u>Public Participation and Presentations</u></b> (Questions and/or statements)</p> <ul style="list-style-type: none"> <li>a. Secretary of the History Society explained the need for funding from a small grant to enable setting up and training for new systems recommended by the County Archives for the move to the Nadder Centre.</li> <li>b. St John's Church representative informed the PC that the Advisory Committee has informally agreed to the proposed works and as a result matters can be put forward for the Faculty.</li> <li>c. Richard Beattie expressed an interest in becoming a councilor</li> <li>d. It was announced by the Clerk that the Brocante had raised c.£2,000, which P.Cnllrs agreed would be made available for small grants funding.</li> <li>e. The Chairman formally thanked P.Cnllr J Amos for all her hard work in making the Brocante a success.</li> </ul>	
7:15pm1 8.06.04	<p><b><u>Resolution of minutes:</u></b></p> <p>AGM - 1<sup>st</sup> May 2018, one query was raised and the minutes would be amended to show that Russel Wright would represent the PC on the Lord Arundell Wardour Trust rather than Simon Davison.</p> <p style="text-align: right;"><b>Proposed GM/seconded FC/unanimous</b></p> <p>Full meeting - 1<sup>st</sup> May 2018</p> <p style="text-align: right;"><b>Proposed JA/seconded FC/unanimous</b></p> <p>Annual Parish Meeting - 15<sup>th</sup> May 2015- minutes not circulated at time of meeting.</p>	

18.06.05	Co-option of P.Cnllr - P.Cnllrs resolved the co-option of Richard Beattie for one of the vacancies; note that a further 2 vacancies exist.  <b>Proposed FC/seconded LCC/unanimous</b>	Clerk
<b>PLANNING MATTERS - resolutions required</b>		
18.06.06	<u>Pre - Applications - none.</u>	
18.06.07	<b>Planning Applications:</b> <b>18/04193/TCA</b> The Rectory, Park Road, SP3 6LF - Fell 1 Portuguese Laurel - delegated decision of no objection (providing no birds nesting)  <b>18/04282/TCA</b> The Old House, High Street, SP3 6PS - Copper Beech reduction of canopy by up to 4 metres. Thin canopy out 10% - delegated decision to refer back to WC Tree Officer for decision.  <b>18/04214/FUL</b> Avebury, Vicarage Road, Tisbury SP3 6HZ- Convert existing garage to form new kitchen, new single storey attached extension to the side of the dwelling to form single storey garage. Carry out internal alterations. P.Cnllrs proposed no objection.  <b>Proposed JA/seconded/FC/unanimous</b>	Clerk
18.06.08	<b>Neighbourhood Planning</b> - P.Cnllr J.Amos informed the PC that steady progress was being made in time for the health check at the end of the month. After considerable discussion by the NP steering group, it had been decided to revise the proposed policy for the use of the old sports centre site in order to permit 'education and other community uses' (not least because the school governors had indicated that whilst they would appreciate an allocation for some parking, they would be unlikely to afford an extension of the school premises.) TisPlan's policy is to strongly resist the use of the site for open market housing.	
18.06.09	Applications Determined - no further determinations issued.	
<b>FINANCE - resolutions required</b>		
18.06.10	<b>Annual Governance and Accountability Return (AGAR):</b> P.Cnllrs are required to resolve the following documents (see attachments circulated with the agenda). a. Internal Auditor - report, action plan and statement. Although the Clerk advised that the Internal Auditor's report was factually correct, P.Cnllrs agreed not to accept the current content and asked that the Clerk request changes to the wording in respect of the compliance with the PC's adopted Financial Regulations. The Cnllrs accepted that this would entail further work by the Clerk/RFO and an additional request to PKF Littlejohn for an extension to the date for submission of the Annual Governance and Accounting Return. b. Section 1 - Annual Governance Statement - this could not be discussed until a response from the Internal Auditor had been received. c. Section 2 - Accounting Statements - not discussed.	Clerk
18.06.11	<b>Financial Report</b>	

	P.Cnllrs noted that the latest receipts and payments figures for 2018.19 were not currently ready for viewing.	
18.06.12	<p><b>Insurance quotations</b> - P.Cnllrs noted that 4 quotes were obtained in total and a comparison made between the 2 cheapest: for information, the 2017/18 premium was £989.29p.a. for the third year of a long term agreement finishing on 31.05.2018.</p> <p>P.Cnllrs were also reminded that the final decision had been delegated to the Clerk/RFO and Chairman at the May 1<sup>st</sup> meeting as the quotes were unusually late in arriving.</p> <p>INSPIRE/AXA - £1028.86 or £977.42 for a 3 year agreement (£10m public liability)  ZURICH (direct) - £1288.52 or £1172.26 for a 3 year agreement (£12m public liability)</p> <p><b>P.Cnllrs agreed unanimously with the decision made by the Clerk/RFO that cover be provided by Inspire for a period of 12 months only</b></p> <p>Notes from INSPIRE indicate that they do not think the £12m Public Liability necessary at present and not relevant to recent claims; otherwise the same or higher for other sums of cover.</p> <p>Inspire also have key worker cover payable to the council (in addition to employee) that would cover both the Village Warden and the Clerk/RFO.</p> <p>In relation to the difference between the Public Liability cover, P.Cnllrs requested a chance to look at some of the claims before any future decisions be made for the 2019/20 cover.</p>	<p>Clerk</p> <p>Clerk</p>
18.06.13	<p><b>Small Grants allocations</b> - The Clerk/RFO presented P.Cnllrs with a summary of applications, eligibility and sums requested, with a total of £2,000 being available. The Commandery application was discussed at length with questions raised regarding the absence of a dedicated bank account, the locality of its members, and a proportion of proposed profits going to charity (details of which have not been available).</p> <p>P.Cnllrs proposed that all of the attached grant allocations excluding the Commandery be made at a total cost of £1850 as detailed below;</p> <p><b>Proposed FC/seconded SD/ 4 in favour/1 abstention (GM)</b>  WRAS - £300; VHMC - £300; Tisbury Footpath Club - £250; Tisbury History Society - £300; Tisbury Pre-School - £200; Tisbury Cubs - £300; TISBUS - £200.</p>	Clerk
18.06.14	<p><b>R4 Monies allocations</b></p> <p>P.Cnllrs noted that a sum of c.£56,600 was available and were referred to the 4 applications and sums bid:</p> <p>St John's Church - up to £80,000,  Hinton Hall - c.£16,000,  Tisbury Pre-School - £12,237, and  St John's School - £28,000.</p>	

	<p>P.Cnllrs discussed each bid at length, making judgements against the previously circulated funding criteria:</p> <ul style="list-style-type: none"> <li>a. relevant demographic factors,</li> <li>b. any restrictions on the usage of the proposed scheme by the bidding group</li> <li>c. any planning permission required or other form of permission for completion of the scheme</li> <li>d. proposed timeline for the scheme</li> <li>e. progress to date with quotes and ability to complete by December 2019 (number of quotes and actual amounts to be available)</li> <li>f. Match funding available from the bidding group,</li> <li>g. sums requested, and</li> <li>h. relevance to the s.106 agreement, i.e. an indoor community facility.</li> </ul> <p>During the extensive discussion, the Clerk advised that some elements of the schemes would more appropriately be funded by R2 monies or the PC small grant scheme, i.e. the outdoor play equipment and office furniture; also that fees could not be considered and that some works proposed were still awaiting necessary approvals.</p> <p>In conclusion, P.Cnllrs resolved to make the following allocations:  St John's School - £28,000  Hinton Hall - £16,000  Tisbury Pre-School - £11,327 - a total of <b>£55,327</b>, and that any bid or part of a bid not approved by WC would go towards the heating at St Johns Church (up to a maximum of £39,237) if then in a position to move the scheme forward and had WC approval.</p> <p style="text-align: center;"><b>Proposed SD/seconded GM/4 in favour/1 against</b></p> <p>P.Cnllrs also agreed that the successful bids would be sent to Wiltshire Council as they were presented, less £1,000 from the Pre-School bid (storage cabinets).</p>	Clerk
18.06.15	<p><b>Revision of Financial Regulations; Petty Cash, quotes/tender sums</b> - As a part of the Action Plan associated with the Internal Audit report, P.Cnllrs resolved to raise the limit of the Petty Cash float to a maximum of £250 as requested by the Clerk</p> <p style="text-align: right;"><b>Proposed FC/seconded GM/unanimous</b></p> <p>The limit of £20,000 for tenders would be re-considered as a part of a review of the Financial Regulations later in the year.</p>	Clerk
18.06.16	<p><b>Current Direct Debit Permissions</b> - P.Cnllrs resolved to renew payments of utility bills and the payments to the ICO, Hewlett Packard, Biffa Waste and Smart Numbers (telephony) under current Direct Debits as detailed in the current Financial Regulations.:</p> <ul style="list-style-type: none"> <li>Water 2 Business - Allotments / Public Toilets / Reading Room</li> <li>West Mercia Energy - Public Toilets / Reading room</li> <li>Information Commissioner's Office - Data Registration</li> <li>Smart Numbers - VOIP telephony</li> <li>Hewlett Packard - printer lease</li> <li>BIFFA - Waste Collection</li> </ul> <p style="text-align: right;"><b>Proposed SD/seconded LCC/unanimous</b></p>	

		Clerk
18.06.17	<p><b>Signatories for On-line Banking</b> - The Clerk reported that at a recent SLCC training session, a discussion about on-line banking signatories revealed that the majority of Parish Councils used on-line banking and that the Clerk/RFO was an approved signatory, but with their councils' Financial Regulations prohibiting the Clerk's signature on any cheques and also authorization of any on-line transactions.</p> <p>P.Cnllrs have previously been hesitant of this procedure and the Clerk suggests that this could be overcome by having 3 signatories per cheque or on-line transaction, i.e. the Clerk/RFO plus 2 P.Cnllrs.</p> <p>P.Cnllrs resolved to accept the Clerk's suggestion</p> <p style="text-align: right;"><b>Proposed JA/seconded SD/unanimous</b></p>	Clerk
18.06.18	<p><b>Quote for Playground works</b> - The Clerk presented quotes for the priority cleaning of the wet pour areas and painting.</p> <p>From previous quotes (Wicksteed in 2016/independent sole trader in 2016) the painting was quoted at £2440 (current quote = £1500); wet pour cleaning was £280(current quote = £350)</p> <p>P.Cnllrs proposed that subject to the standard of the current priority works further work can be undertaken by Podo Play.</p> <p style="text-align: right;"><b>Proposed SD/seconded FC/unanimous</b></p>	Clerk
<b>MATTERS TO BE CONSIDERED and/or RESOLVED</b>		
18.06.19	Report from TPC Nadder Centre Committee- P.Cnllrs noted that a Business Manager was now in place and a committee meeting is coming up shortly.	
18.06.20	Report from TPC Transport Committee- approach from West Tisbury representative not followed up yet.	
18.06.21	<p>GDPR - Data Audit and Privacy Policies - the Data Audit is underway in the template form devised by SLCC. The Email Privacy policy and Privacy policy are in use and can be found on the website.</p> <p>Individual email addresses for P.Cnllrs will be in place by September.</p>	Clerk
18.06.22	<p>Renewal of Wiltshire Council Devolved Service leases for 7 years less 5 days - P.Cnllrs noted that the leases are required in the first instance as Asset Transfers are not progressing quickly at present, before resolving to progress both the car park and public toilet renewals</p>	Clerk
<b>MATTERS FOR NOTING</b>		
18.06.23	<p>Report from Wiltshire Councillor- 3 issues were noted:</p> <ol style="list-style-type: none"> <li>a. Wessex Water admitted that repairs should not have happened on the High St without warning.</li> <li>b. Rubbish collections are to be modified, including recycling. Sticker notifications will be provided on the current bins/boxes.</li> <li>c. Community Safety Partnership Board noted the lack of Police presence in Tisbury and the Nadder Centre in particular.</li> </ol>	
18.06.24	Report from Chairman - none	
18.06.25	<p>Report from Clerk - 4 issues were noted</p> <ol style="list-style-type: none"> <li>a. VHMC - would like to see a PC representative as meetings are now on Thursdays - P.Cnllr F.Corp to attend.</li> </ol>	

	<ul style="list-style-type: none"> <li>b. CIL Monies- After clarification from WALC it is legal for Wiltshire Council to cap CIL payments.</li> <li>c. Caravan on Allotments Car Park- this caravan has now been removed.</li> <li>d. Waste Contract-PC are now using Biffa.</li> </ul>	
18.06.26	<p>Other reports:</p> <ul style="list-style-type: none"> <li>a. My Wiltshire reports/Highway issues/CATG - 20mph roundels on Hindon Lane and the Weaveland Road zebra crossing will be progressed once prioritised by CATG.</li> <li>b. KGVth Playground inspection/update - repair to the Pillars of Hercules ongoing.</li> <li>c. Lower Recreation Ground inspection /update -none</li> <li>d. Footpaths -none</li> <li>e. Allotments - GDPR needs to come under TPC; Clerk to liaise with WRAS</li> <li>f. Jubilee Meadow area -Debbie will be contacted regarding the overgrowing gorse</li> <li>g. Area Board -none</li> <li>h. JBC -meeting next week</li> <li>i. Nadder Community Energy- spare funds have been allocated to a school in Wilton as a pilot project for solar panels</li> </ul>	Clerk
18.06.27	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 - none.	
18.06.28	Correspondence received -to be circulated.	Clerk
18.06.29	<p>Date of next meetings: all at 7pm in the Reading Room unless otherwise stated:</p> <p>Interim meeting - 19<sup>th</sup> June 2018</p> <p>Full Meeting - 3<sup>rd</sup> July 2018</p>	
	There being no other business, the meeting closed at 8.50pm	