

# Minutes of Meeting – Tuesday 7<sup>th</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** – no members of the public present.

**Report from Wiltshire Councillor** – 3 issues noted:

- a. **Covid-19 response** – food boxes likely to be distributed in liaison with Alice Combes Trust; this may change depending upon involvement of other local charities and community response groups; unlikely to be any direct access funding from Wiltshire Council.
- b. **TisPlan** – JA highlighted that although the neighbourhood plan was legally made at the beginning of December, due to alterations made by Spatial Planning Officers without due regard to the consequent impact on paragraph numbering, the final document was unable to be published as the minor alterations had to pass through the Legal Department. Cnllr TD offered to help on this matter.
- c. **Former Sports Centre site** – major concern for P.Cnllrs is the intended action of WC to sell the site for free market housing.

## MEETING MINUTES

20.05.01	Those present & resolution to accept apologies and reasons received for absence. <b>Those present:</b> P.Cnllrs S. Davison (Chairman), Mrs J. Amos, Ms E. Coyle-Camp – from 7:10pm, P. Duffy, Ms J. Ings, G. Murray - 6. Also in attendance: WCnllr T. Deane; Mrs S. Harry (Clerk).  <b>Apologies:</b> P.Cnllrs R. Beattie, Miss F. Corp; 2 neighbours of Quince Cottage.	
20.05.02	<b>A. Declarations of Interest</b> - any P.Cnllr wishing to declare interests should do so at this point: <ol style="list-style-type: none"><li>a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests.</li><li>b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests.</li></ol> <b>B. <u>Dispensations</u>:</b> if required.	
20.05.03	<b><u>Resolution of minutes:</u></b> <ol style="list-style-type: none"><li>a. Full meeting – 3<sup>rd</sup> March 2020; <b>proposed GM /seconded ECC/unanimous</b></li></ol>	<b>Clerk</b>
<b>EXTRA-ORDINARY BUSINESS</b>		
20.05.04	<b>Scheme of Delegation</b> P.Cnllrs considered the proposed Scheme of Delegation (Appendix 1) that would ensure the continued operation of the Parish Council, should meetings be inquorate or unable to take place physically (due to social distancing for example) or unable to take place virtually (due to a major outage of power or bandwidth problems for example). Following a short discussion, P.Cnllrs resolved to accept the scheme if amended to include an annual review and an additional review on change of the Clerk, RFO or Proper Officer.  <b>proposed JA /seconded PD /unanimous</b>	<b>Clerk</b>

<b>FINANCIAL MATTERS</b>		
20.05.05	<p><b>a. Acceptance of quote for Internal Audit programme</b> P.Cnllrs resolved to appoint 'Lightatouch' for a period of 3 years, to include 2 visits per year at £545p.a. <b>(LGA 1972)</b>, following a recommendation from the Clerk after consulting with colleagues. <b>proposed PD /seconded GM /unanimous</b></p> <p><b>b. Revision of Asset Register for insurance quotes (Appendix 2)</b> P.Cnllrs resolved that the Asset Register revisions presented were correct for the purposes of obtaining insurance quotes for the 2020/2021 year. <b>(LGA 1972)</b> <b>proposed GM /seconded PD /unanimous</b></p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
20.05.06	<p><b>Tisbury Neighbourhood Response (TNR)</b></p> <p>a. Approval of £1000 top-up of <b>s137 monies</b> in 2020/21 from general reserves to a total budget of £1200 in the first instance. P. Cnllrs noted the request that would be used to buy masks, gloves and sanitiser, for example, and support the volunteer network (using SLACK), before resolving to vire £1000 from general reserves to the <b>s137 budget</b>. <b>proposed GM /seconded PD /unanimous</b></p> <p>b. P.Cnllrs were also informed that Friends of Shaftesbury &amp; District Hospital had asked for a donation towards costs of £30,000 to buy sufficient COVID-19 testing kits (enough for 3 months) to cope with up to 50 tests per day. P.Cnllrs discussed this at some length before agreeing not to fund this request in the first instance due to the national shortage of test kits rather than money. Further information would be sought.</p> <p>c. Community Emergency Fund – P. Cnllrs SD &amp; ECC updated the meeting on the current activity of 281 TNR volunteers and potential stress points:</p> <ul style="list-style-type: none"> <li>i. Volunteers available to help for any residents self- isolating and physical /mental health problems; shopping, prescription collections, phone a friend (from qualified professionals).</li> <li>ii. Problems for volunteers include reimbursement for shopping, availability of food, queuing to shop and prescription collections</li> <li>iii. Availability of PPE and sanitiser.</li> <li>iv. Identification of volunteers – T-shirts ordered.</li> <li>v. TNR hoping to set up a Food Box emergency scheme, costing c.£10, and using local shops.</li> <li>vi. Central bank account required for donations and grant monies; New Vic account being made available (with sufficient measures to ensure proper accounting of funds).</li> <li>vii. WCnllr TD offered to make enquiries about the pharmacy/doctor/prescriptions liaison to help with the lack of resources at Tisbury Boots store; a communication or system failure?</li> </ul> <p>Lastly, the Chairman thanked ECC in particular, but also the TNR Team and all the volunteers for the amazing effort and fortitude with which the situation was being dealt with.</p>	<p><b>Clerk</b></p>

<b>PLANNING MATTERS</b> - resolutions required.		
20.05.07	<p><u>Planning Applications</u></p> <p><b>20/01356/FUL</b> - Tisbury Post Office, High Street, Tisbury, SP3 6LD Demolish single storey extension. Rebuild new extension in same position with a higher roof line.</p> <p>P.Cnllrs resolved to support this application subject to the recommendations made by the Conservation Officer being included as conditions. <b>proposed PD /seconded JA /unanimous</b></p> <p><b>20/01869/FUL &amp; 20/02492/LBC</b> - Quince Cottage, Duck Street, Tisbury, SP3 6LJ Construct new double carport and single garage following the demolish of existing timber and block garage</p> <p>P.Cnllrs resolved to <b>object</b> to this application on 3 planning grounds and also for the lack of information allowing a proper judgement to be made.</p> <ol style="list-style-type: none"> <li>1. From the drawings provided the overall height appears to be twice that of the existing structure and on an increased footprint. This was thought to be overly intrusive in terms of mass and height.</li> <li>2. The increased height would be both intrusive to neighbours and impact on available light.</li> <li>3. Although the materials specified were considered appropriate for a listed property, it was not felt that the design and overall impact on the Streetscene was acceptable.</li> <li>4. a. The lack of comparative plans for existing and proposed structures to the same scale and format made it very difficult to assess the impact on neighbouring properties and also Quince Cottage itself. b. The overall height of the proposed structure is not evident. c. A plan showing the relationship of the proposed roof line to the adjacent buildings is not available, making it impossible to judge the impact of the proposal on any neighbouring properties and Quince Cottage itself.</li> </ol> <p><b>proposed PD /seconded JA /unanimous</b></p> <p>ADDITIONALLY – if Planning Officers are minded to approve this application, P.Cnllrs have asked Wiltshire Councillor Tony Deane to ‘call in’ the proposal. <b>proposed PD /seconded JA /unanimous</b></p> <p><b>20/01931/FUL</b> - Trellis House, Station Road, Tisbury, SP3 6JR Provide 6 terraced houses and two semi-detached houses with ancillary road access new high access, and demolition of existing outbuilding at Trellis House P.Cnllrs briefly discussed this application before agreeing to defer a decision until the 21<sup>st</sup> April meeting. This would allow time for a meeting between P.Cnllrs and Catholic Church representatives to discuss the residents’ concerns, the likelihood of an affordable housing scheme coming to fruition for local residents and the lack of community involvement (due in part to the Covid-19 pandemic). More immediately, the PC would request that the application be withdrawn to allow proper consultation at a more appropriate time of what is a significant scheme for the village.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
20.05.08	<p><u>Other Planning Matters</u></p> <p>a. Moving forward with the Nadder Centre application – a meeting with Council Leader Philip Whitehead and relevant Wiltshire Council Officers to be arranged.</p>	<p><b>Clerk /TD</b></p>
<b>Other Items</b>		
20.05.09	Items for Next Agenda: Trellis House & Cleveland House planning applications; TNR update.	
20.05.10	<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 – no items.	
20.05.11	Date of next meetings: all at 7pm unless otherwise stated: a. Tuesday 21 <sup>st</sup> April 2020 b. Tuesday 5 <sup>th</sup> May 2020 c. Tuesday 19 <sup>th</sup> May 2020	
	There being no other business, the meeting closed at 8:52pm.	

## **Scheme of Delegation**

The Council's Scheme of Delegation authorises the Proper Officer to act with delegated authority in the specific circumstances detailed.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the next available Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer as and when appropriate.

### **1. Proper Officer and Responsible Finance Officer (RFO).**

- a) To take action on any issue of such urgency, that cannot wait until the next scheduled Council meeting. If circumstances permit, the Clerk would be expected to consult the Chairman and/or Vice Chairman and take their views into account.
- b) To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000.00
- c) To take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.

### **2. Any circumstances arising, from a national emergency, for example, that would affect the availability of Parish Councillors rendering the council meeting to be inquorate.**

- a) The Proper Officer/RFO in conjunction with the Chairman and/or Vice-Chairman to approve financial payments by bank transfer, debit card or cheque.
- b) The Proper Officer/RFO in conjunction with the Chairman and/or Vice-Chairman to approve decisions relating to financial matters necessary for the Parish Council to function legally and effectively; items such as insurance cover and Annual Governance and Accounting Returns.
- c) The Proper Officer/RFO in conjunction with the Chairman and/or Vice-Chairman to respond to planning applications issued by Wiltshire Council; taking account of other councillor's views by email or direct contact where appropriate.

### **Delegation – Limitations**

- i. All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.
- ii. All decisions will be reported to the first appropriate Council meeting.
- iii. The Scheme of Delegation is subject to an annual review and an additional review on change of the Clerk, RFO or Proper Officer.

