

Minutes of Meeting – Tuesday 21st 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 – 6 residents and 1 architect spoke for or against 2 of the applications. The points mentioned are summarized below.

1. 20/01931/FUL - Trellis House, Station Road, Tisbury, SP3 6JR

Summary of points made by residents:

- a. No feedback from Planning Officer.
- b. No site notices.
- c. Site area insufficient for 8 houses.
- d. Lack of acknowledgement of traffic problems (road access and pollution) / residents' on-site vehicles.
- e. Negative impact of plans on wildlife and tree management.
- f. Negative impact of light emitted from the development.
- g. No regard to the site being in an AONB.
- h. Site not included in TisPlan.
- i. Ground water levels, that already cause a problem, not taken into account.

In response, the Architect made the following points:

- j. The purpose of the application was two-fold; to provide affordable housing for local people and provide funding for restoration/refurbishment of Church property.
- k. The plans had been discussed at a public Parish Council meeting and as a pre-application with Wiltshire Council officers over several years. An approach had been made to one resident, but further consultation with residents had been halted by the Covid-19 restrictions.
- l. Advice had specifically been sought from the Wiltshire Council Officers regarding Trees, conservation and road access.
- m. Parking spaces were the minimum prescribed by planning legislation.
- n. There were no plans to access the site from The Avenue.
- o. The houses would be sustainable carbon neutral.

The Parish Council also made the following comments:

- p. Unfortunate that the application had come forward at a time when face to face consultation could not take place, but submission had been prior to any restrictions being put in place and the strong residents' feelings were now very obvious and with no opportunity to truly negotiate.
- q. The Architect had agreed a later response date to allow a decision to be delayed until May 6th that would allow the Parish Council to have further contact with the Church and come to a decision at the 5th May meeting.
- r. The use of the term 'affordable' and the designation of the application as 'social housing' were really important as they determine how the application proceeds.
- s. Despite residents' statements, TisPlan was now a legal document after 5 full years of consultation and the Trellis House site formed a part of the plan; having been assessed as a site with potential for 8 dwellings by AECOM.
- t. Residents needed to be aware that the Parish Council was not a designated Consultee and the final decision would be made by Wiltshire Council.

2. 20/01931/FUL - Trellis House, Station Road, Tisbury, SP3 6JR

Summary of points made by residents:

- a. The height of the proposed build was overbearing and would decrease available light considerably to neighbours whose properties were at a lower level.
- b. The proposed build would seriously reduce the value of adjoining properties, in terms of light and proximity to boundaries – less than 1m in one instance.

	<p>Also that if Officers be minded to approve the application, the Parish Council has resolved that WCnllr Tony Deane call in the application, and if Planning Committee decide to approve the application then P.Cnllrs would like the following conditions:</p> <ol style="list-style-type: none"> The property should remain subservient to the main house and be conditioned such that it cannot be sold separately. The height of the roof should be reduced to allow natural light into adjacent properties, especially 17 and 17a that are well below the level of the proposed building due to the slope. <p style="text-align: right;">Proposed PD / seconded ECC / unanimous</p>	Clerk
FINANCIAL MATTERS – resolutions required		
20.04.15	<p>Retrospective payment approvals – see Appendix 1. P.Cnllrs resolved the retrospective payments as presented after noting that all were within previously agreed budgets, payment schedules or delegated emergency spending .</p> <p style="text-align: right;">Proposed GM / seconded PD / unanimous</p>	Clerk
20.04.16	<p>Tisbury Neighbourhood Response (TNR) – P. Cnllrs noted that:</p> <ol style="list-style-type: none"> hand sanitizer was now being sourced at lower cost (£10 per litre rather than £42/litre) but this may vary in the future. More than 300 volunteers now recruited and trained. 'Usual' tasks for volunteers cover collection of prescriptions, food shopping, 'phone a friend. Late night shopping at the Co-op has proved unnecessary. Emergency Food Boxes in hand for when required – not everyone is on the Wiltshire Council list of those at risk. Caution – noted that exchanging DVDs and books not recommended. 	
20.04.17	<p>Tisbury Football Club payments plan for R4 works – see Appendix 2. P.Cnllrs resolved the payment schedule as presented.</p> <p style="text-align: right;">Proposed GM / seconded PD / unanimous</p>	Clerk
20.04.18	<p>Draft Annual Governance & Accounting Report – see Appendices 3 and 4. P.Cnllrs noted the draft figures with no queries; also that the figures may change before the Internal Auditor report at the June 2nd 2002 meeting.</p>	Clerk
Other Items		
20.04.19	Items for Next Agenda – no additional items.	
20.04.20	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.	
20.04.21	<p>Date of next meetings: all at 7pm unless otherwise stated:</p> <ol style="list-style-type: none"> Tuesday 5th May 2020 Tuesday 19th May 2020 (if required) 	
There being no other business, the meeting concluded at 8:25pm.		

Appendix 1 – retrospective payments 01/02/2020 – 31/03/2020

Appendix 2 – R4 monies payment schedule for Football Club

Appendix 3 – Draft AGAR section 2 accounting statements

Appendix 4 – Draft Earmarked Reserves at year end 31/03/2020

TISBURY PARISH COUNCIL

APPENDIX 1

List of Retrospective Payments made between 01/02/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Power to spend	Transaction Detail
01/02/2020	SCREWFIX	DC294	177.92		Brushcutter and fuel
01/02/2020	SCREWFIX	DC295	169.95		Dehumidifier and heater
01/02/2020	Hewlett Packard	DD246	153.9		Printer lease payment
01/02/2020	West Mercia Electricity	DD247	111.66		Electricity
03/02/2020	Bookers	DC296	36.56		Paper and Disinfectant
04/02/2020	Smart Numbers	DD248	105.43		VOIP + 2 sim cards
07/02/2020	SCREWFIX	DC297	38.97		Hazard Tape
07/02/2020	Bookers	DC300	47.98		Black bags
09/02/2020	DPD	DC298	5.00		Parcel delivery
09/02/2020	Google	DC299	1.59		cloud storage
09/02/2020	HMRC	DC301	603.48		Tax & NI
10/02/2020	Post Office	DC302	9.10		Postage
10/02/2020	MidWest Stationers	DC303	21.79		Stationery
14/02/2020	Redshank Office Supplies	DC304	373.20		Storage base for printer
17/02/2020	Employee 02	BSOFEB 02	1170.00		salary
17/02/2020	Employee 06	BSOFEB 06	660.00		salary
17/02/2020	Employee 07	BSOFEB 07	230.00		salary reconciliation
23/02/2020	Vinyl Lettering	DC305	29.80		Letters for Road Closure Signs
23/02/2020	BIFFA	DD249	181.54		Waste collection
24/02/2020	Digital River	DC306	99.99		AVG internet Security
25/02/2020	Vinyl Lettering	DC307	29.80		Letters for Road Closure Signs
26/02/2020	Post Office	DC308	3.55		Postage
03/03/2020	Shaftesbury District Carers	301348	40.00		Amenity maintenance
03/03/2020	E. Closier	301350	90.00		Youth Hub repairs +signs
31/03/2020	Tisbury Football Club	FP005	10000.00		s106 grant
31/03/2020	Wallgate	FP006	92.34		Hand drier replacement motor

31/03/2020	Employee 11	FP007	85.00		salary
31/03/2020	Z Hooper	FP008	70.00		Covid-19 Leaflet delivery
31/03/2020	Shaftesbury/District Carers	FP009	40.00		Gardening Services
31/03/2020	Dicks Contracting Ltd	FP010	228.00		Jubilee Meadow hedges and drill
31/03/2020	Clark & Kent Contracting	FP011	20000.00		s106 SK8
31/03/2020	Seeds4Success	FP012	222.41		Joint Youth Activities
31/03/2020	Clark & Kent Contracting	FP013	3160.00		s106 SK8 Park
31/03/2020	West Mercia Electricity	DD250	864.49		electricity
31/03/2020	Smart Numbers	DD251	107.23		VOIP + 2 sim cards
31/03/2020	BIFFA	DD252	220.32		waste collection
31/03/2020	Post Office	DC309	2.86		Postage
31/03/2020	Google	DC310	1.59		Cloud storage
31/03/2020	Post Office	DC311	2.12		postage
31/03/2020	WH Smith	DC312	50.50	s137	stationery
31/03/2020	Sherborne Shoe Repairs	DC313	8.00		spare keys
31/03/2020	GeoXphere Ltd	DC315	54.00		POL subscription
31/03/2020	HMRC	DC316	589.06		Tax & NI
31/03/2020	Post Office	DC317	4.50		postage
31/03/2020	Epson	DC318	22.86		Maintenance box
31/03/2020	HSNF Ltd	DC319	145.00	s137	Hand Sanitiser
31/03/2020	HSNF Ltd	DC320	149.99	s137	Hand Sanitiser
31/03/2020	Boots UK Ltd	DC321	7.00	s137	Pump Sprays
31/03/2020	Post Office	DC322	105.00	s137	Postage
31/03/2020	Chemassist Ltd	DC323	481.20		Urinal Chemicals
31/03/2020	SLCC Enterprises Ltd	DC324	36.00		Teams webinar
31/03/2020	UK Office Direct	DC325	94.10	s137	Rubber Gloves & A4 paper
31/03/2020	Employee 02	BSO 02 MAR	1170.00		salary
31/03/2020	Employee 06	BSO 06 MAR	660.00		salary
31/03/2020	Employee 07	BSO 07 MAR	230.00		salary
31/03/2020	TRavis Perkins	DC314	53.28		Youth Hub repairs
		TOTAL PAYMENTS	£83,790.94		

FOOTBALL CLUB EXTENSION – R4 s106 MONIES
PAYMENT SCHEDULE

The PC has made an initial payment of £10,000 for which an invoice for materials was issued for the Football Club by the Treasurer, Paul Orchard.

Further invoices will be issued at the following stages:

Ground works and walls to roof height - £20,000,

External works complete and 1st fit - £15,000,

Scheme complete - £5,000.

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2020
Tisbury Parish Council

APPENDIX 3

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer Date

I confirm that these accounts are approved by the Council and recorded as council minute reference Dated

Signed on behalf of the above Council (Chair) Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	44,852	86,433	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	89,840	97,795	Total amount of Precept income received in the year
3	Total other receipts	62,551	118,457	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	37,339	36,771	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	73,470	153,818	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	86,433	112,097	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	86,433	112,097	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	88,637	94,022	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

20/04/2020

22:43

**Tisbury Parish Council
Earmarked Reserves**

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Amenities Maintenance	316.00		316.00
321 EMR - Office Setup	0.00		0.00
322 EMR - Public Toilets	15,327.00		15,327.00
323 EMR - Car Park	10,490.00		10,490.00
324 EMR - Insurance	3,021.00		3,021.00
325 EMR - Small Grants	2,690.00	-2,304.00	386.00
326 EMR - Tisbury youth	6,941.00		6,941.00
327 EMR - Joint Burial Committee	850.00		850.00
328 EMR - CATG	1,700.00		1,700.00
329 EMR - Printer	1,595.00		1,595.00
330 EMR - Election	1,000.00		1,000.00
	<u>43,930.00</u>	<u>-2,304.00</u>	<u>41,626.00</u>