



## **Tisbury Parish Council Minutes - June Meeting 1 Held at 7:00pm on Tuesday 1<sup>st</sup> June 2021**

The Reading Room, High Street, TISBURY, SP3 6LD  
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**Questions or Statements from Members of the Public – none.**

**Report from Wiltshire Councillor – 3 topics were noted:**

- a. The solar panels provided by Nadder Community Energy at the swimming pool were now in place and expected to make a significant cost saving to the operation of the pool.
- b. Traffic counts necessary for the implementation of the 20mph speed limit extensions were scheduled.
- c. Neighbourhood Planning issues in Malmesbury had been discussed at WALPA meetings and the implications noted for Station Works.

### **MEETING MINUTES**

(\*responsibility for action)

#### **21.06.01**

Those present:

Parish Councillors P. Duffy (Acting Chairman), E. Coyle-Camp, N. Errington (also as Wiltshire Councillor), J. Phillips - 4.

Also in attendance: West Tisbury parish councillor I. Lacey (as a member of the Station Works Joint Working Group (JWG); Up to 4 members of the public; S. Harry (Clerk).

Parish Councillors unanimously agreed to receive and accept apologies from:  
S. Davison, R. Beattie, G. Murray - **ECC/JP**.

#### **21.06.02**

**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 - none.
- b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests - none.
- c. dispensations: none.

### 21.06.03

#### Co-option of Candidates as Parish Councillors \*Clerk

2 candidates for co-option were present and following a short statement from each, both Rosemary Buck and Felicity Corp were co-opted unanimously.

Each would take up the post of Parish Councillor at the first meeting in July following the signing of their Declaration of Acceptance of Office.

PLANNING MATTERS – resolutions required

### 21.06.04

#### a. Planning Applications: \*Clerk

PL/2021/04535 - 4, Grosvenor Drive, Tisbury, SP3 6GS

Change of use from D1 with ancillary office to Class E.

Parish Councillors were happy to support this application unanimously to increase sustainability and promote green objectives – **JP/NE**.

PL/2021/04012 - 12 Lady Down View, Tisbury, SP3 6LL

Single storey extension to the lounge and kitchen, with internal alterations.

Parish Councillors had no objections to the proposals but would like concerns from neighbouring properties about reduction in light and potential reduction of privacy to be noted – **ECC/NE**.

#### b. Future Planning Developments / Statements

i. Potential move of Co-op Stores to South Western Hotel site – Councillors noted that the South Western Hotel site was now being advertised for sale and there had been no feedback from the Co-op representative on this.

ii. Station Works Site Regeneration – a short verbal report was made on the necessity to update TisPlan prior to the 2-year anniversary of the Made version to ensure that proposals such as the Station Works Regeneration would need to comply with TisPlan. This currently appeared to be necessary due to the shortfall in the Wiltshire Council housing land supply numbers but was still being clarified with central government. Councillors noted that grant monies were available for updating Made plans, along with various planning advisors. A recommended Planning Consultant would be approached to give a presentation at a future meeting. \***I Lacey – West Tisbury Parish Councillor**

iii. WALPA meeting on 25.05.2021 – the draft minutes were not available.

### 21.06.05

#### c. Climate Strategy Engagement

Parish Councillor Julie Phillips spoke briefly about an Area Board workshop presentation and how various commitments could be progressed with respect to transport, homes, public buildings, power generation, renewable energy etc.

Following a short discussion it was unanimously agreed that this should be a collaborative initiative with West Tisbury Parish Council to propose a joint strategy – **JP/ECC**.

## **MATTERS REQUIRING Consideration/Resolution**

### **21.06.06**

#### Internal Auditor's Report \*Clerk

The papers presented as the Internal Auditor's report were discussed and welcomed as a representative appraisal of the financial management and position of the Council.

The Internal Audit letter of completion is attached as Appendix A.

### **21.06.07**

#### Parking on double yellow lines adjacent to Fishmonger shop \*Clerk

- a. advice from the South West Wiltshire Area CATG Officer – Councillors discussed the potential knock-on effects of yellow hatched lines as highlighted by the CATG Officer (see Appendix B) before agreeing to produce a further A3 sign that was more evident and possibly less likely to be ignored.
- b. Original request from the Fire Station Commander and additional information – the Clerk referred Councillors to the email exchange between the Fire Brigade and Clerk, together with the information provided.

### **21.06.08**

#### **Items carried forward from Annual Parish Council Meeting (APCM)** \*Clerk

Each of the documents below were circulated for the APCM for review and/or resolution:

- a. Review of Scheme of Delegation – reviewed & resolved; **NE/JP**
- b. Review of Standing Orders - reviewed & resolved; **ECC/JP**
- c. Review of Financial Regulations - reviewed & resolved; **NE/JP**
- d. Review of Asset Register – 2x strimmer to be added – resolved; **ECC/JP**

### **21.06.09**

#### **Items for Information / next agenda**

Presentation by a Planning Consultant (July 6<sup>th</sup>)

Remaining APCM documents for review (15<sup>th</sup> June), including Risk Register (July 14<sup>th</sup>)

Quotes for an additional Speed Indicator Device – once received

Anti-social behaviour and Car Park vandalism -by agreement with the Police

### **21.06.10** (if required)

**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.

**21.06.11**

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

- a. Tuesday 15<sup>th</sup> June 2021
- b. Tuesday 3<sup>rd</sup> August 2021

There being no other business, the meeting concluded at 8:15pm.

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Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

26 May 2021

The Parish Clerk  
Tisbury Parish Council,  
The Reading Room

High Street

Tisbury

SP3 6LD

Dear Sandra

**Final Internal Audit Review:**  
Tisbury Parish Council – covering October 2020 to March 2021 and Year End procedures

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2020-21 Accountability and Governance Annual Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Smaller Authorities – A Practitioners' Guide (England)' 2020
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2020/2021 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

A final review was carried out to complete and finalise the End of Year Internal Audit 2020/2021 on Wednesday 26 May 2021.

*September 15, 2021*

The Parish Clerk has also provided back-up information for the period October 2020 to March 2021 and End of Year details to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 from the Council's website.

We have carried out an Interim Internal Audit Review in 2020/2021. We are also using the information already recorded from this Review to support the completion of the internal control objectives on the (AGAR) Annual Internal Audit Report.

Where this is necessary, we will complete the AGAR Internal Audit Report on evidence already seen from the previous Review. This is acceptable practice for the External Auditor.

As part of this final Internal Audit Review, we checked:

**Bank Reconciliations including Petty Cash**

- the Bank Reconciliation at 31 March 2021 was re-performed and no errors were noted.

**Income and Expenditure**

- all income and expenditure items as at 31 March 2021 were confirmed and details are accurate to the records held by Council.

**VAT Reimbursement**

- the Parish Clerk has submitted a VAT claim to HMRC for the period July 2020 – March 2021 in the sum of £15,429.21 which was submitted in April 2021.

**Risk Assessment 2020/2021**

- the risks of the Parish Council were reviewed in July 2020 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2020) is met.

**Parish Council Minutes**

- Minutes of the Council were checked on the website for approvals and decisions made and approval of payments was checked for October 2020 to March 2021.

**Asset Register**

- The Asset Register at 31 March 2021 was reviewed and additions for 2020/21 were agreed.

**End of Year Procedures 2020/2021**

A full check was carried out on the End of Year documentation provided by the Parish Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2019/20 and 2020/2021 shown on Section 2 of the AGAR as required by the External Auditor.

The 2020/2021 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2020/2021.

This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.

*(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015).*

*Page*

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

We are pleased to report that the various records and procedures in place for the Council provide an appropriate standard of control.

This report should be noted and taken to the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,  
Tim Light FMAAT  
Internal Auditor.

*September 15, 2021*



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## RE: Road marking options - parking Tisbury High Street

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**From Shaddock, Paul**

Cllr Errington

I am writing further to your recent email in connection with the above subject.

I am aware of the issue as the Parish Council has also contacted me about this matter. As they have asked the same question I have copied them into this reply.

In many respects the correct markings to address the problem are already in place in the form of the double yellow lines. However, as with any type of waiting restriction, they need a requisite level of enforcement to make them truly effective and I would imagine that many local residents feel confident enough to park on the restrictions without the risk of a Penalty Charge Notice (PCN) being received. I think that the first, and most immediate thing that can be done, is to contact Parking Services ([parking@wiltshire.gov.uk](mailto:parking@wiltshire.gov.uk)) and request some targeted enforcement of the double yellow lines in question.

The introduction of any type of road marking is governed by a Statutory Instrument of Parliament called the Traffic Sign Regulations and General Directions 2016 (TSRGD) and associated Traffic Signs Manuals. These documents set out what road markings can be laid on the public highway and in what circumstances they can be used. With regards to the introduction of a yellow box marking then, as the issue at hand is located on the opposite side of the junction to where the roads join, the TSRGD recommends against the use of a yellow box marking. However, the worded KEEP CLEAR marking could be provided. The provision of this marking could be taken forward as a CATG scheme.

If such a marking was to be provided then responsibility for undertaking enforcement action against vehicles stopping on it would be split between Wiltshire Council and the Police. The offence of stopping on a KEEP CLEAR marking is one of obstruction of the public highway which the Police are responsible for enforcing. Because there are also double yellow lines present at the location in hand Parking Services could continue to issue PCNs for the offence of parking illegally.

The Parish Council also raised the issue that if a yellow box or KEEP CLEAR marking was provided at this location it would potentially cause problems with vehicles delivering to the Co-Op store. If either of the aforementioned markings were provided then they would apply to the vehicles delivering to the Co-Op in the same way that they would any vehicle. This brings me back to the double yellow lines. Double yellow lines prevent vehicles from parking, except Blue Badge holders who can park on them for up to three hours as long as they don't cause an obstruction of the highway. However, it is legally permissible to park on double (or single) yellow lines to load and unload but only for as long as is required to complete said activity. Technically, speaking the ability to do so is to aid motorists who are undertaking genuine loading activities (such as a delivery to the Co-Op) rather than by somebody using it for convenience to pop into a shop to buy a newspaper etc. In general double yellow lines would be the solution that should keep the junction clear for the majority of the time whilst still allow limited loading activities to take place.

I hope that the above is of use.

Regards,