



**Tisbury Parish Council – Minutes of the  
Ordinary Meeting  
Held at 7.00 pm on Tuesday 17<sup>th</sup> June 2025 in the  
Reading Room, High Street, TISBURY, SP3 6LD**

**Questions or Statements:**

No questions or statements were received.

**MEETING MINUTES**  
**(\*responsibility for action)**

Those present:

Councillors S Davison (Chairman), R A Beattie, M Carlile, E Coyle-Camp, J Cradock, N Errington, J Mason, G Murray - 8.

Also in attendance:

B Cornish (Clerk)

**51.25 Apologies**

Councillors unanimously accepted the apologies from Councillor S Crouch and K Gamm due to holiday commitments.

**52.25 Declarations of Interest:**

- 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.

**53.25 Resolution of Minutes**

To approve the Minutes of the Ordinary Meeting held on Tuesday 3<sup>rd</sup> June 2025:

- **Approved; JM/RAB.**

**54.25 Planning and Tree Works Applications \*Clerk**

**PL/2025/04905 Gaston House, Cuffs Lane, Tisbury** - x1 Cedar tree to be reduced in height by 4m:

- **To leave the decision on the application to the Tree Officer; JM/NE;**  
unanimous.

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Tisbury Parish Council – Ordinary Meeting on Tuesday 17<sup>th</sup> June 2025. Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

## 55.25 Finance & Governance \*Clerk

### a. Internal Auditor's Report

To receive and note the Internal Auditor's Report from IAC Audit & Consultancy Ltd and to confirm the actions to be taken:

- **Noted; GM/JM;** unanimous.

The Council agreed to act on the Auditor's observations as follows:

1. To review and approve a listing of the bank signatories formally and the mandate that is to apply. Names do not need to be published in the minutes but the list should be signed by two councillors.
2. To review and revise the Council's Investment Policy so that it clearly sets out the Council's approach to risk and should include reference to paragraph 41 of the 'Statutory Guidance on Local Government Investments'. It should be subject to annual review, for instance at budget time.
3. Year-end cash balances to be supported by a cash statement stating the denomination and value of cash held. This should be signed and dated by the cash custodian and an independent person.
4. To replace the current Publication Scheme as shown on the Council's website with the ICO's Model Publication Scheme for Parish Councils.

### b. Annual Governance Statement

To consider and resolve to approve the Annual Governance Statement contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2025 for submission to the Parish Council's External Auditors:

- **Approved; LCC/NE;** unanimous.

### c. Accounting Statements

- i. To consider and resolve to approve the Accounting Statements contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2025 for submission to the Parish Council's External Auditors:

- **Approved; JM/RAB;** unanimous.

- ii. To approve the Explanation of Variances:

- **Approved; JC/RAB;** unanimous.

### d. Exercise of Public Rights

To confirm the dates from Monday 23<sup>rd</sup> June to Friday 1<sup>st</sup> August 2025 as the period for the exercise of public rights for the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2025:

- **Approved; JC/MC;** unanimous.

## 56.25 Reading Room Maintenance \*Clerk

### a. Works to Chimney

To consider a report from the Clerk on additional works required to the two chimneys as identified by Chalke Valley Roofing during their repair works to the smaller chimney and roof and to consider a quote from Albion Stonemasons to rectify the issues:

**b. Works to Boundary Wall**

To consider a report from the Clerk on the works needed to be undertaken to the front boundary wall and a quote from Albion Stonemasons to carry out the work:

- **From two options provided, the Council approved Option 1 to repair the larger chimney and wall, remove vegetation, repoint the chimney and open joints of wall and rebuild wall pier and make good for £6804.50 + VAT to include costs for scaffolding for the chimney**

**It was noted that a Street Works Licence would be required from Wiltshire Council for the works to the wall at a cost of £523. It was also agreed that £1,000 for the Reading Room Roof and £500 for the Boundary Wall would be set aside annually as an Earmarked Reserve for annual repairs.**

**GM/NE; unanimous.**

**57.25 Rain Gardening Opening – Risk Assessment**

To approve a risk assessment for the formal opening event being held for the Rain Garden:

- **Approved; RAB/JM; unanimous.**

**58.25 Tisbury and West Tisbury Neighbourhood Plan**

Councillor Gerry Murray gave a detailed report on the progress of the Neighbourhood Plan. He said the Examiner's Report had been received in draft for review in terms of accuracy and was largely positive and complimentary. The next steps for the plan were for any changes required by the Examiner to be made and then a report will need to be written by Wiltshire Council ahead of it going to referendum in the autumn.

**59.25 Items for next meeting:**

Emergency Plan

**60.25 Date of next meeting:**

Councillor Davison confirmed the date of the next meeting as Tuesday 1<sup>st</sup> July 2025 at 7 pm at the Reading Room, High Street, Tisbury.

There being no other business, the meeting concluded at 7.30 pm.