



**Tisbury Parish Council – Minutes of the
Ordinary Meeting
Held at 7.00 pm on Tuesday 18th June 2024 in the
Reading Room, High Street, TISBURY, SP3 6LD**

Questions or Statements:

A member of the public raised the issue of there being no street signs at either end of the Churchill Estate and asked the Council if it could provide them. They also expressed concern about people using the King George V field to train their dogs when it was a recreation ground with signage stating dogs were not permitted.

The Clerk advised that she would add guidance to residents in the Focus magazine.

Wiltshire Councillor Richard Budden:

Councillor Budden advised that Wiltshire Council's 'revamp your tank' initiative was underway. He said that Alex Deakin of Wessex Rivers Trust had advised that the Council may be notifying eligible residents by letter but if this was not agreed a letter would be sent to the Parish Council for distribution as agreed at the May meeting.

MEETING MINUTES

(*responsibility for action)

Those present:

Councillors Davison (Chairman), R A Beattie, R Buck, F Corp, N Errington, J Mason, G Murray - 7.

Also in attendance:

B Cornish (Clerk)
One member of the public.

29.24 Apologies

Councillors unanimously approved the apologies from Councillor E Coyle-Camp (personal commitment).

30.24 Declarations of Interest:

- a. Declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests: None.

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.....Date.....

- b. Declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests: Councillor Davison declared a personal and non-pecuniary interest in relation to Minute 36.24 and did not speak or vote on the item.
- c. Dispensations: None.

31.24 Resolution of Minutes

- a. Minutes of the Annual Meeting held on Tuesday 7th May 2024
 - **Approved; JM/RAB**; unanimous.

32.24 Planning and Tree Works Applications *Clerk

PL/2024/04644 Portland House, 16 Lady Down View, Tisbury - Remove glass wall and roof of existing garden room, replacing them with a stone wall and tiled roof in keeping with the rest of the house:

- **Support on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy; NE/RB**; unanimous.

33.24 Planning Application Decisions

Councillors noted the following decisions:

- a. Application PL/2024/03744 Place Farm, Court Street - 3 x Lime trees – pollard
 - No Objection
- b. Application PL/2024/02810 - Furzelease Farm, Tisbury Row, Tisbury - Erect single and two storey rear extensions (part retrospective) - Approve with Conditions
- c. Application Ref PL/2024/02031 6 Wardour Court, Wardour, Tisbury, - Installation of 3 skylights to the South West roof elevation - Approve with Conditions

34.24 Tisbury and West Tisbury Neighbourhood Plan

To consider a proposal from Councillor Murray that Tisbury Parish Council authorises the Tisbury and West Tisbury Neighbourhood Plan Group to submit Tisplan 2 for consideration by Wiltshire Council under the Regulation 15 stage of the process:

- **GM/RAB; approved**; unanimous.
Councillor Murray advised that the Neighbourhood Plan group had received 950 comments from the Regulation 14 consultation held in March 2024, all of which required a response and consideration on whether changes needed to be made to the Plan. A member of the team who had not been involved in the consultation had carried out the verification process which had resulted in 120 of those comments requiring action. It was hoped that all of this work would be completed by mid-July.

35.24 Finance & Governance

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**; Councillor Murray commended the Clerk for her work on the audit.

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

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1. The asset register would not include the value of leased assets. The Clerk confirmed that the asset did included leased assets but their values were not included in the total value of the asset register.
2. A formal legal agreement would be put in place for the Reading Room as the Council's office.
3. All Minutes of meetings will be signed promptly when they are adopted by the Council.
4. Cash balances held at year end will be supported with a cash statement stating the denomination and value of cash held. This will be signed and date by the cash custodian, and an independent person.
5. The Council will ensure that year-end cash balances are subject to independent confirmation.

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 2024 for submission to the Parish Council's External Auditors:

- **Approved; GM/RAB**; 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 2024 for submission to the Parish Council's External Auditors:

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

- ii. To confirm the Re-Statement of Box 9 - the Total Fixed Assets Plus Long-Term Investments as at 31st May 2023 - as £209,473:

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

- iii. To approve the Explanation of Variances:

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

d. Exercise of Public Rights

To confirm the dates from Monday 24th June to Friday 2nd August 2024 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 2024:

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

At this point in the meeting, Councillor Davison passed the Chair to Councillor Murray in view of his declared interest.

36.24 Small Grants Scheme Applications

- i. To approve the payment of the small grant applications received from the following organisations and agreed at the Annual Parish Meeting:

- a. **St John's Church** - for maintenance of village clock - £300
- b. **Tisbury Carnival** – a contribution towards the event insurance - £300
- c. **Tisbus** – a contribution towards a new minibus with tail lift - £300

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- d. **Sacred Heart Church, Tisbury** – a contribution towards improvements to the Parish Rooms - £300
- e. **TisTalk** – a contribution towards subscriptions to their web-platform, audio editing software and the printing of promotional leaflets - £300.

- **All approved; NE/FC.**

ii. To consider further applications for small grants from:

- a. **Tisbury History Group** – a contribution towards the storage of the Tisbury archives - £300

- **Approved; NE/FC.**

- b. **Tisbury Memory Group** – a contribution towards the replacement of the bench in the Memory Garden - £300

- **Deferred due to it being the Parish Council's responsibility for replacing the bench in the Memory Garden; NE/FC.**

Councillor Murray passed the Chair back to Councillor Davison.

37.24 Coffee Angels at the Nadder Centre

To consider a report from the Clerk and a proposal from Councillors Beattie and Davison to extend the Council's partial temporary funding of an on-site Coffee Concession at the Nadder Centre for a further period:

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

that in compliance with Regulation 11.1 of its Financial Regulations the Council will waive its regulations relating to contracts to enable the price to be set at £700 per month without competition for a fixed period of 3 months starting from 1st June 2024.

The reason for doing so is to enable the concession to become viable and to provide benefit to the community and the long-term success of the Nadder Centre.

The £2,100 procurement cost is to be taken from General Reserves.

38.24 Finance - June Financial Information

- a. Retrospective approval of payments made from 01/05/2024 to 31/05/2024 - £43.17:

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

- b. Approval of June Faster Payment transactions - £11,819.33:

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

Payee	£		Reason for Payment
Employee Salary, Pension + HMRC payments	5,400.55	SO	Salary standing orders & reconciliations
Andyvan	41.88		Bags and toilet roll
Wiltshire Council	500.00		Contribution towards LHFIF Disabled Parking Bay
Wiltshire Assoc of Local Councils	961.76		Annual subscription
T-Signs	114.00		Memorial plaque for bench outside Reading Room
Redlynch Leisure	1,020.00		Replace swing bearings on basket swing in KGV playground
Rialtas	332.40		Annual maintenance and support agreement
Hinton Hall	25.00		Hire of Hall for D-Day refreshments
Royal British Legion	40.00		Wreath for D-Day
Karen Hooper	291.72		Locum Youth work for April and May
Rob Pearce	1,320.00		Grasscutting at KGV Field
Water2Business	1,137.51	DD	Water and sewage services bill (half year)
Hewlett Packard	51.76	DD	Printer hire
Google Play	1.59	DD	Data Storage
Smart Numbers	140.22	DD	Telephone services
Biffa	134.54	DD	Waste service
Biffa	168.18	DD	Waste service
West Mercia Energy	42.24	DD	Public Toilets
Sovereign	95.98	DD	Playground Inspection
	11,819.33		

39.24 Asset Register

To agree a revision to the Parish Council's Asset Register and Inventory of Land for 2024/2025 with the removal of the Zip Wire (Aerial Cableway and Platform) in the Lower Recreation Ground valued at £6,944 following its partial removal:

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

40.24 Local Highway and Footway Improvement Group Request

To approve the submission of a request to replace the broken street name sign at Beckford Close to Wiltshire Council's Local Highway and Footway Improvement Group and to approve a 25 percent contribution from the Parish Council towards the cost of replacing it:

- **Approved; NE/FC; with a variation to the proposal, which was proposed and seconded by NE/FC, that additional applications be submitted for a further sign in The Avenue and two signs to be installed at either end of the Churchill Estate.**

41.24 Memorial Plaque on the 'Happy to Chat' Bench

To consider a request from a resident to place a memorial plaque in memory of Will Erdmann, a well-known resident, on the bench in The Avenue which is due to be refurbished:

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

42.24 Environment Committee

- Councillor Buck gave a detailed report on recent meetings one item of which was an update on the rain garden. This had been planted up by councillors and volunteers and Peter Shallcross had delivered some woodchip to provide a mulch. The Council had spent £92 on plants as all of the other plants had been donated. She said Tisbury Gardening Club had been very supportive and had

helped with planting and refreshments on the day. They were also helping with watering.

She also advised that the Wessex Water Environment Fund application had been submitted and this had been reviewed by an assessor before being put forward for consideration by the selection panel. The outcome would be known in early July.

- b. To consider a recommendation from the Committee that Mr Dave Godden be commissioned to provide a summer fruit tree pruning workshop at the Community Orchard at the cost of £50 and that this sum be offset by any funding received from the Tree Council:
 - **Approved; JM/NE**; unanimous.
- c. To consider a recommendation from the Committee that a break/screen be created between the skatepark and the Community Orchard and that a grant application be submitted to the Coronation Living Heritage Fund for a group of trees and two fruit trees on M25 rootstock to replace existing poor specimen fruit trees in the orchard:
 - **Approved; JM/NE**; unanimous.
- d. To make a recommendation to the Parish Council that an application for funding be made to the Cranborne Chase National Landscape for a bench at both the rain garden and the Community Orchard:
 - **Approved; JM/NE**; unanimous.
- e. To note the Minutes of the meetings held on 19th March and 16th April 2024.
 - **Approved; JM/NE**; unanimous.

43.24 Representative Reports

Nadder Centre: Councillor Beattie gave a detailed report on a recent meeting with Wiltshire Council representatives of the Nadder Centre. He said the parishes had raised the following points:

- The Nadder Centre ought to be a major asset to Tisbury but it was still not meeting its full potential.
- The Steering Group should be reconstituted as the Nadder Centre Community Liaison Committee and meet quarterly, which was agreed, and it should include the Nadder Centre manager and representatives of the two Parish Councils and Swimming Club.
- The key information the community is looking for on a routine basis includes the financial performance of the facility as a discrete cost centre, activity information - to include footfall and regularly updated business and marketing plans specific to the Nadder Centre. There needs to be a much more effective marketing plan with social media engagement and a monthly report in Focus magazine.
- The management should be encouraged to introduce a wider range of activities - possibly using volunteer groups and to bring in ideas and enthusiasm from other more successful leisure centres.
- Improved communication with Coffee Angels was essential and was agreed.

Tis the Season: Councillor Mason gave a report on a recent meeting at which more detailed plans had been agreed on the Christmas event in the High Street. These included a fundraising event on 14th September and Christmas lighting being installed on the cedar tree at Albany House. He said that volunteers were needed for various roles including stewarding during the event. A website was being set up for the event and this should go live in a few weeks' time.

Tisbury Memory Group: Councillor Errington gave a brief report on a recent meeting of the Steering Group which had discussed the success of the 10th anniversary event, the activity programme for the rest of the year, other fundraising events such as planned rummage and table top sales and their plans to provide a soup lunch on alternative Wednesdays for all who needed it over the winter months.

Tisbury Footpath Club: Councillor Errington gave a brief report on the work completed on the footpaths by the Club's volunteers over the last month.

D-Day Commemorative Event: Councillor Buck reported that the event was well-conducted as usual by the Royal British Legion and attended by around 50 people. It was followed by refreshments at the Hinton Hall which was well-received and attended by around 20 people.

44.24 Items for Information

Councillors noted the Clerk's report providing information on agenda items, recent issues and work completed.

45.24 Items for next meeting:

Emergency Plan
Pizza signage

46.24 Date of next meeting:

Councillor Davison confirmed the date of the next meeting as Tuesday 2nd July 2024 at 7 pm at the Reading Room, High Street, Tisbury.

47.24 Exclusion of the Public and Press – Staffing Matters

A resolution to be made that under the Public Bodies (Admission to meetings) Act 1960 (as extended by s.100 of the LGA 1972), the public press 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.

- **Approved; Chair;** unanimous.

- a. To ratify the Clerk's emergency expenditure, agreed following a meeting of the Staffing Committee, to contract WorkNest to provide professional HR support at a cost of £1,250:

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

- b. To agree a sum to be allocated from general reserves to address short-term business continuity matters and to ensure the continued provision of the Council's services:
 - **Approved the sum of £5,000; FC/JM; unanimous.**
- c. To approve a 3-month temporary contract for an employee to provide additional business continuity cover for the cleaning of the public toilets:
 - **Approved; JM/RAB; unanimous.**
- d. To confirm an additional salary award level for the Clerk from 1st April 2024 in accordance with her contract and following a satisfactory appraisal:
 - **Approved; GM/JM; unanimous.**

There being no other business, the meeting concluded at 8.25 pm.