



**Tisbury Parish Council – Minutes of the
Annual Meeting
Held at 7.00 pm on Tuesday 6th May 2025 in the
Reading Room, High Street, TISBURY, SP3 6LD**

Questions or Statements:

No questions or statements were received.

Wiltshire Councillor Report:

Newly elected Councillor Gerry Murray gave a summary of the Wiltshire Council elections which resulted in no party having the seats needed for a majority. The Liberal Democrats had been elected to 43 seats and the Conservatives to 37. This meant that discussions would be held with the other minor parties to see whether a majority could be formed before a vote is taken on 20th May.

MEETING MINUTES

(*responsibility for action)

Those present:

Councillors S Davison (Chairman), R A Beattie, M Carlile, E Coyle-Camp, J Cradock, S Crouch, K Gamm, J Mason, G Murray - 9.

Also in attendance:

B Cornish (Clerk)

Two members of the public

01.25 Election of Chair

- **Resolved; JM/JC;** unanimous; that Councillor Davison be elected as Chair for the Civic year 2025-2026. Councillor Davison signed his Declaration of Acceptance of Office.

02.25 Co-option

To receive and consider an application for co-option to fill a Council vacancy from Mrs Shelley Crouch:

- **Resolved; LCC/KG;** unanimous; that Shelley Crouch be co-opted to the Parish Council. Councillor Crouch signed his Declaration of Acceptance of Office.

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03.25 Election of Vice-Chair

- **Resolved; Chair/LCC;** unanimous; that Councillor Mason be elected as Vice-Chair for the Civic year 2025-2026.

04.25 Apologies

Councillors unanimously accepted the apologies from Councillor N Errington due to a holiday commitment.

05.25 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.

06.25 Resolution of Minutes

- **Approved; LCC/JC.**

06.25 General Power of Competence

To confirm that Tisbury Parish Council meets the eligibility criteria to exercise the General Power of Competence as defined in the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 and therefore resolves to adopt the power until the date of the next Annual Meeting of the Council in an Election Year:

- **Resolved; JM/JC;** unanimous; to confirm that Tisbury Parish Council is eligible to adopt the General Power of Competence and that the Council approves its adoption.

07.25 Code of Conduct

- **Resolved to re-adopt; Chair;** unanimous.

08.25 Planning and Tree Works Applications *Clerk

PL/2025/03095 Wild Rose Cottage, 115 Chicks Grove Lane, Tisbury - Application to raise garage roof to create a home office at first floor level and erection of previously approved single storey rear extension (PL/2024/01416):

- **Resolved to object to the application and to support the comments submitted by the Highways Officer.**

The Parish Council noted that no consultation took place with Wiltshire Highways before application PL/2024/01416 for the single storey extension was approved. It was particularly disturbed by the Highway Officer's statement that had she been consulted, she would have objected to it on the grounds of the loss of a parking space.

At the time, the Parish Council set out clearly its concerns when objecting to application PL/2024/01416 highlighting that there is on-road parking only and the location of the property within Chicks Grove Lane means that the on-road parking causes a hazard due to the lack of visibility on a blind bend.

GM/JC; with an abstention from Councillor Crouch.

PL/2025/02588 Avalon, Cuffs Lane, Tisbury - Construction of a 2m x 7m porch at the front gable end of existing property to include utility area at one end

- **Support on the grounds that the application was compliant with Core Policy 57 of the Wiltshire Cores Strategy; RAB/GM; unanimous.**

PL/2025/03721 Nos 5 and 6, High Street, Tisbury - Replacement of one single-glazed window with a slim-profile double-glazed window

- **Support, but will accept the Conservation Officer's recommendations; RAB/JC; unanimous.**

10.25 Planning Application Decisions

Councillors noted the decisions on recent applications:

PL/2025/02679 The Boot Inn, High Street, Tisbury - Acacia tree - fell

Decision: No Objection

Parish Council Decision: No objection.

PL/2025/02701 Hilltoft, Vicarage Road, Tisbury - Yew tree - Crown reduce by 3m

Decision: No Objection

Parish Council Decision: No objection.

PL/2025/00230 Magpies, Cuffs Lane, Tisbury - Conversion of garage and internal alterations. Remove existing chimney, install new wood burner and flue.

Decision: Approve with Conditions

Parish Council Decision: Support.

PL/2025/02302 Wallmead Farm, Tisbury - Application for an agricultural dirty water storage building

Decision: Prior Approval Not Required

PL/2025/01490 The Crown, Church Street, Tisbury - Remove two redundant chimneys, which will be closed over completely with new matching handmade clay plain tiles.

Decision: Approve with Conditions

Parish Council Decision: The Council will accept the Conservation Officer's recommendations.

PL/2025/02895 The Elms, High Street, Tisbury - T1 and T4 Sumac - fell T2 ash fell T3 beech fell T5 acer reduce by a third T6 acer with large split pollard

Decision: No Objection

Parish Council Decision: Part support.

11.25 Consultation *Clerk

To consider and agree a response with any evidence to Wiltshire Council's consultation on an application under the Wildlife and Countryside Act 1981 s.53 for a definitive map modification order to record a footpath in the parishes of Donhead St. Andrew and Tisbury:

- **Respond with evidence that three councillors have used the footpath within the last 20 years; JC/KG.**

12.25 Dates of Meetings

To approve the dates, times and place for meetings of the Full Council and Environment Committee for 2025/26:

- **Meetings of the Full Council were approved;**
- **Meetings of the Environment Committee were deferred to the next meeting;**
- **MC/JC; unanimous.**

13.25 Terms of Reference of Committees and Working Groups

To review and approve the terms of reference for the Council's committees and working groups:

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

14.25 Appointment of Councillors to Committees and Working Groups

To approve the appointment of Councillors to the Council's Committees and Working Groups:

- a. **Environment Committee** – Councillors Carlile, Coyle-Camp, Davison, Gamm and Mason
 - b. **Staffing Committee** – Councillors Beattie, Cradock, Coyle-Camp and Errington
 - c. **Play Area Working Group** – Councillors Gamm, Mason and Murray
 - d. **Village Fete Working Group** – Councillors Cradock, Mason and Davison
 - e. **Tis the Season Working Group** - Councillors Coyle-Camp, Gamm, Mason and Crouch
- **All approved; MC/KG; unanimous.**

15.25 Appointment of Councillors with Special Responsibilities

1. Finance – 1 – Councillor Murray
 2. Joint Burial Committee – 3 – Councillors Beattie, Gamm and Mason
 3. Allotments – 1 – Councillor Coyle-Camp
 4. Footways and Byways – 1 - Councillor Coyle-Camp
 5. Risk Analysis Co-ordinator – 1 - Deferred
 6. Youth and Community – 1 – Councillor Davison
 7. Transport and Traffic – 3 – Councillors Cradock, Gamm, Davison and Errington
 8. Neighbourhood Planning – 1 – Councillor Murray
 9. Safeguarding – 1 – Councillor Carlile
 10. Social Media – Councillor Davison
- **All approved; Chair; unanimous.**

16.25 Appointment of Council Representatives

1. Alice Combes Trust – Councillor Crouch
 2. Lord Arundell of Wardour Trust – Councillor Davison
 3. Tisbus – Councillor Coyle-Camp
 4. Nadder Centre – Councillors Beattie, Coyle Camp and Davison
 5. Tisbury Memory Group – Councillor Gamm
 6. Tisbury Footpath Club – Councillor Errington
 7. Tree Warden – Mr Andrew Graham
- **All approved; Chair; unanimous.**

17.25 Standing Orders

To approve the Parish Council's Standing Orders for 2025/26:

- **Approved; Chair; unanimous.**

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18.25 Financial Regulations

To approve the Parish Council's Financial Regulations for 2025/26:

- **Approved; Chair;** unanimous.

19.25 Asset Register

To review the Parish Council's Asset Register and Inventory of Land for 2025/2026:

- **Approved; Chair;** unanimous.

20.25 Annual Subscriptions

To approve the Council's annual subscriptions for 2025/26:

- Wiltshire Association and National Association of Local Councils
- Society of Local Council Clerks
- Information Commissioner
- CPRE
- Parish Online
- **Approved; Chair;** unanimous.

21.25 Policies

To re-adopt the following policies for 2025/26:

Absence Management Policy	Biodiversity Policy
Capability Policy & Procedure	Councillors' Social Media Policy
Disciplinary Procedure	Drugs & Alcohol Policy
Equalities Policy	General Reserve Policy
Grant Awarding Policy	Grievance Procedure
Information & Data Protection Policy	Investment Policy
Lone Worker Policy	Pension Discretions Policy
Protocol for Meetings with Developers	Risk Management Policy
Time Off In Lieu Policy	Training & Development Policy
Unmanned Aerial Vehicle Policy	Volunteer Policy
Annual Leave & Bank Holiday Entitlement Policy	
Safeguarding for Children & Vulnerable Adults Policy	
Statement of Internal Control & Annual Review of Effectiveness of Internal Control & Audit	
Vacancy & Co-option Policy & Procedure	
Guidance on Advertising in Tisbury	
Guidance on Air Quality Bonfires and Smoke Pollution	

- **Approved, subject to minor amendments being made to the Health & Safety Statement; Chair;** unanimous.

22.25 Finance & Governance

To approve the following arrangements:

- a. The signatories on the Council's Bank Accounts and Higher Interest Savings Accounts for which two Councillors must authorise any order for payment:
 - **Existing signatories were approved, and it was agreed that Councillor Gamm be added as a signatory; RAB/JM;** unanimous.
- b. The continuation of existing Direct Debit payments already set up:
 - **Approved; Chair;** unanimous.
- c. The continuation of existing Standing Order payments already set up including for Salaries:
 - **Approved; Chair;** unanimous.

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- d. To appoint a Councillor to conduct a quarterly review of the financial records in conjunction with the Responsible Finance Officer.

Councillor Murray was approved; Chair; unanimous.

23.25 Insurance

To approve the renewal of the Council's Annual Insurance with Zurich Insurance which commences on 1st June 2025:

- **Delegated to Chair, Vice Chair, Finance Councillor and Clerk due to the delay in receiving a renewal quote. Chair; unanimous.**

24.25 Finance - May Financial Information - see documents

- a. Retrospective approval of payments made from 01/04/2025 to 30/04/2025:
 - £1,834.02
- b. Approval of May Faster Payment transactions - £8,019.70

Payee	£		Reason for Payment
Employee Salary, Pension + HMRC	5,089.23	SO	Salary standing orders & reconciliations
Andyvan	86.82		Cleaning supplies
Microshade	381.53		IT Cloud, data storage and hosting services
Rialtas	352.80		Maintenance & Support for Finance Package
K Hooper-Closier	238.10		Locum Youth work for April
Wiltshire Association of Local Councils	1,018.51		Annual Subscription
Names.co.uk	59.99		Renewal of Tisplan.org.uk domain name for 3 years
Ionos	12.00	DD	Website hosting
Hewlett Packard	51.76	DD	Printer hire
Google Play	1.59	DD	Data Storage
Smart Numbers	140.22	DD	Telephone services
Biffa	145.73	DD	Waste service
Biffa	145.73	DD	Waste service
West Mercia Energy	31.70	DD	Reading Room
West Mercia Energy	195.96	DD	Reading Room
West Mercia Energy	68.03	DD	Public Toilets
	8,019.70		

- c. Current Account bank reconciliation to 30th April 2025 - £ 72,987.98
- d. Deposit Account bank reconciliation to 30th April 2025 - £138,486.73
- e. Petty Cash Account reconciliation to 31st March 2025 - £122.47
- f. Budget to Actual Reports to 30th April 2025
- g. Earmarked Reserves to 30th April 2025 - £99,065.35

- **All approved; GM/MC; unanimous.**

25.25 Noticeboards

To consider a proposal from Councillor Mason that quotes and permissions be sought and locations be agreed for the installation of community noticeboards.

- **A decision was deferred to await views on locations from residents; JM/MC.**

26.25 Tisbury Courtesy and Care Initiative

To consider a proposal from Councillor Coyle-Camp that the Courtesy and Care Initiative be revived:

- **A decision was deferred pending more information including the retrieval of a quote for signage being circulated by Councillor Coyle-Camp; Chair; unanimous.**

27.25 Representative Reports

The following reports from councillors were noted:

Nadder Centre Liaison Group: Councillor Beattie gave a brief report on a recent meeting at which officers had been asked to provide the minutes of meetings more promptly after meetings had been held. He said that the Centre was on a better footing but the accounts were still only recording the leisure costs and income and not the rental income.

Councillor Coyle-Camp reported that the marketing has not improved and the guidance she had offered had not been taken up.

Village Fete: Councillor Mason gave a brief update on the progress of organising the fete. He said that so far 21 stalls had taken pitches, there would live music and activities for young people including a Nerf Wars activity which would need additional insurance.

28.25 Items for Information

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

29.25 Items for next meeting:

Emergency Plan

30.25 Date of next meeting:

Councillor Davison confirmed the date of the next meeting as Tuesday 3rd June 2025 at 7 pm at the Reading Room, High Street, Tisbury.

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