



Tisbury Parish Council - Notice of Meeting & Agenda

**All Councillors are hereby summoned to attend the
Annual Meeting of the Parish Council on
Tuesday 5th May 2026 at 7.15 pm**

28/04/2026

Notes:

- a. The meeting will be held in the Reading Room, High Street, SP3 6LD
- b. Agenda papers will be available on the Tisbury PC website:
www.tisbury-wiltshire-pc.gov.uk
- c. The Chairman will confirm if any part of the meeting may not be filmed, photographed, or audio recorded. If any member of the public has an objection to being filmed, photographed or audio recorded, please would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.

Questions or Statements

A short period of time will be set aside prior to the start of the meeting for questions or statements from members of the public on any matters concerning the village; each person speaking for no longer than 3 minutes.

Please note that any question requiring an answer which needs to be researched will be noted and included on the agenda for the following meeting.

Statements will be noted at the meeting, but no discussion will take place unless the topic is on the agenda; any discussion will take place during the agenda item.

Report from Wiltshire Councillor Gerry Murray

AGENDA

01.26 Election of Chair

To receive nominations from Members to elect a Councillor to the role of Chair of Tisbury Parish Council for the Civic year 2026/27.

02.26 Election of Vice-Chair

To receive nominations from Members to elect a Councillor to the role of Vice-Chair of Tisbury Parish Council for the Civic year 2026/27.

03.26 Apologies - [see document](#)

- a. To consider a report from the Clerk following receipt of a request from Councillor Jerry Mason for a leave of absence and a dispensation not to attend meetings for up to 6 months.
- b. To receive apologies for absence.

[Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85\(1\) of the Local Government Act 1972, the members present must decide whether the reason\(s\) for a member's absence shall be accepted.](#)

04.26 Declarations of Interest

Any 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.
- b. Declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests.
- c. Dispensations: if required.

05.26 Resolution of Minutes - [see document](#)

To approve the Minutes of the Ordinary meeting held on Tuesday 7th April 2026.

06.26 Planning and Tree Works Applications ([with response date deadlines](#))

PL/2026/02158 Tisbury Post Office, High Street, Tisbury - Application to consider the change of use of the first floor of Post Office House from residential (C3a) to planning class E (offices). The second floor will remain as residential use (C3a) and on the ground floor alterations will be made to ensure the post office is made more secure. ([08/05/2026](#))

PL/2026/02515 103 Court Street, Tisbury - Willow tree - remove two south facing overhanging branches ([13/05/2026](#))

07.26 Planning Application Decisions

- a. To note the decisions on recent applications and to consider whether any further action can be taken on the Planning Inspectorate's Appeal Decision for Caerglow House.
- b. To consider the status of and any progress on the development sites at Station Works and the Old Sports Centre.

08.26 Consultation

To consider a response to Wiltshire Council's consultation on proposed changes to parking charges ([deadline 5th May 2026](https://www.wiltshire.gov.uk/article/18434/Wiltshire-Council-launches-consultation-on-proposed-changes-to-parking-charges))
<https://www.wiltshire.gov.uk/article/18434/Wiltshire-Council-launches-consultation-on-proposed-changes-to-parking-charges>

09.26 Dates of Meetings - see document

To approve the dates, times and place for meetings of the Full Council for 2026/27.

10.26 Terms of Reference of Committees and Working Groups - see document

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

11.26 Appointment of Councillors to Committees and Working Groups

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

- a. Environment Committee
- b. Staffing Committee
- c. Play Area Working Group
- d. Village Fete Working Group
- e. Tis the Season Working Group
- f. Parking Working Group

12.26 Appointment of Councillors with Special Responsibilities - see document

To approve the appointment of Councillors with special responsibilities:

1. Finance - 1
2. Joint Burial Committee - 3
3. Allotments - 1
4. Footways and Byways - 1
5. Risk Analysis Co-ordinator - 1
6. Youth and Community - 1
7. Transport and Traffic - 3
8. Neighbourhood Planning - 1
9. Safeguarding – 1

13.26 Appointment of Council Representatives - see document

To consider and approve nominations for Parish Council representatives:

1. Alice Combes Trusts
2. Lord Arundell of Wardour Trust
3. Tisbus
4. Nadder Centre
5. Tisbury Memory Group
6. Tisbury Footpath Club
7. Tree Warden

14.26 Standing Orders - see document

To approve revised Standing Orders for 2026/27 in accordance with the National Association of Local Council's current Model Standing Orders.

15.26 Financial Regulations - see document

To approve revised Financial Regulations for 2026/27 in accordance with the National Association of Local Council's current Model Financial Regulations.

16.26 Asset Register - [see document](#)

To approve the changes and to review the Parish Council's Asset Register and Inventory of Land for 2026/27.

17.26 Annual Subscriptions

To approve the Council's annual subscriptions for 2026/27:

- Wiltshire Association and National Association of Local Councils
- Society of Local Council Clerks
- Information Commissioner
- CPRE
- Parish Online
- The Purple Guide

18.26 Policies

To re-adopt the following policies for 2026/27:

Absence Management Policy	Biodiversity Policy
Capability Policy & Procedure	Councillors' Social Media Policy
Data Protection Road Map Policy	Disciplinary Procedure
Drugs & Alcohol Policy	Equalities Policy
Equipment Hire Policy	General Reserve Policy
Grant Awarding Policy	Grievance Procedure
Information & Data Protection Policy	Information & IT Policy
Lone Worker Policy	Pension Discretions Policy
Protocol for Meetings with Developers	Publication Scheme
Risk Management Policy	Time Off In Lieu Policy
Training & Development Policy	Treasury & Investment 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	Guidance on Advertising in Tisbury
Guidance on Air Quality Bonfires and Smoke Pollution	

19.26 Finance & Governance

To approve the following arrangements:

- a. The signatories on the Council's Bank Accounts & Higher Interest Savings Accounts for which two Councillors must authorise any order for payment.
- b. The continuation of existing Direct Debit payments already set up.
- c. The continuation of existing Standing Order payments already set up including for Salaries.
- d. To appoint a Councillor to conduct a quarterly review of the financial records in conjunction with the Responsible Finance Officer.

20.26 Insurance

To approve the renewal of the Council's Annual Insurance which commences on 1st June 2026 following receipt of three quotations.

21.26 Finance - May Financial Information - [see documents](#)

To approve and note the following reports:

- a. Retrospective approval of payments from 01/04/2026 to 30/04/2026.
- b. Approval of May Faster Payment transactions.

- c. Current Account bank reconciliation to 30th April 2026
- d. Deposit Account bank reconciliation to 30th April 2026
- e. Petty Cash Account reconciliation to 31st March 2026
- f. Budget to Actual Reports to 30th April 2026
- g. Earmarked Reserves to 30th April 2026
- h. To approve the Clerk's expenditure of £678.90 under her delegated powers for the purchase of a laptop computer from HP for officer use.

22.26 Community Infrastructure Report (CIL) - [see document](#)

To approve the Council's Community Infrastructure Levy Report for 2025/26.

23.26 Nadder Close Car Park and Public Toilets

In light of recent changes made to Wiltshire Council's Asset Transfer Policy and the current discussions with officers to renew the existing leases for the Car Park and Public Toilets, to consider whether Tisbury Parish Council wishes to enter into discussions for the transfer rather than the leasing of both assets.

24.26 Use of Reading Room by Wiltshire Police

To consider a request from the local Neighbourhood Policing Team to use the Reading Room as a 'touch down' point for when they are in the Tisbury area.

25.26 Purchase of Amenity Equipment - [see document](#)

To consider a report from the Clerk on the purchase of a brush cutter to support the maintenance of the Community Orchard and other Council-owned amenity areas and an additional bin to be installed beside the skatepark.

26.26 Tisbury Courtesy and Care Initiative - [see document](#)

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

27.26 Representative Reports

To receive reports from councillors.

28.26 Items for Information - [see document](#)

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

29.26 Items for next meeting:

Emergency Plan

30.26 Date of next meeting:

To approve the date of the next meeting as Tuesday 2nd June 2026 at 7 pm at the Reading Room, High Street, Tisbury.