



**Tisbury Parish Council – Minutes of the
Annual Meeting
Held at 7.20 pm on Tuesday 5th May 2026 in the
Reading Room, High Street, TISBURY, SP3 6LD**

Questions or Statements:

A member of the public expressed concern about the increased cost of Wiltshire Council's garden bin waste collection service. She said if residents have a small garden and not enough waste to use the service every two weeks, it works out as being very expensive.

A member of the public spoke in support of his planning application.

Wiltshire Councillor Report:

Councillor Gerry Murray gave a detailed report as follows:

- General waste strategy - Wiltshire Council is preparing for the introduction of new waste regulations by central government in 2027 when weekly food waste collections will be introduced, along with an expansion in recycling to include soft plastics. The aim is to reduce significantly the amount of waste placed in grey bins thereby reducing landfill and incineration and to increase Wiltshire's overall recycling rate to 60%.
- Shaftesbury Household Recycling Centre - negotiations with Dorset on the use of the recycling centre by Wiltshire residents has stalled following Dorset's request for an annual payment of £200,000. Alternative options have been suggested and if they are not taken up, the Leader of Wiltshire Council, Councillor Ian Thorne, will intervene to get the matter resolved.
- Flytipping - Wiltshire Council has had a well-established, approach since 2022 in tackling illegal waste activity through its "We're Targeting Fly-tippers" (WTF) and "Stop at Source" (SAS) campaigns. Recent data comparing Wiltshire to neighbouring authorities shows it's top of the league in its flytipping responses.
- Road maintenance - The draft road maintenance schedule for 26/27 has been published for consultation with members of the Council. Councillor Murray said that he has raised concerns The Avenue and Court Street in Tisbury which were candidates for complete resurfacing, not pothole patching.
- Community Lottery - Wiltshire Community Lottery is a new initiative from Wiltshire Council which is on schedule for the first draw to take place in early June at £1 per ticket. Funds raised will go to local good causes and in supporting Wiltshire-based organisations.

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.....Date.....

- Variety Barn planning application - Councillor Murray reported that the co-ordinated effort by Tisbury Parish Council and the neighbours in Hindon Lane had resulted in a rare unanimous refusal by the Southern Area Planning Committee, although the decision was likely to be contested at appeal. The planning significance was:
 1. The proposal would fail to conserve or enhance the character and scenic beauty of the Cranborne Chase and West Wiltshire Downs National Landscape and would harm its special qualities, including its status as an International Dark Sky Reserve, through the increased visual prominence and the light spill potential.
 2. There was no evidence that the applicant could comply, or organise compliance by others, with the Highway Safety condition.

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

Those present:

Councillors S Davison (Chairman), R A Beattie (from 7.30 pm), M Carlile, E Coyle-Camp, J Cradock, N Errington, K Gamm, K Holm-Powell, G Murray - 9.

Also in attendance:

B Cornish (Clerk)

Three members of the public

01.26 Election of Chair

- **Resolved; RAB/LCC;** unanimous; that Councillor Davison be elected as Chair for the Civic year 2026-2027. Councillor Davison signed his Declaration of Acceptance of Office.

02.26 Election of Vice-Chair

- **Resolved; GM/NE;** unanimous; that Councillor Beattie be elected as Vice-Chair for the Civic year 2026-2027.

03.26 Apologies

- 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:
 - **Approved the request and the reasons for it; NE/LCC;** unanimous.
- b. To receive apologies for absence:

Councillors unanimously approved the apology from Councillor Crouch due to a personal commitment.

04.26 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.

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05.26 Resolution of Minutes

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

- **Approved; KH-P/KG;** unanimous.

06.26 Planning and Tree Works Applications *Clerk

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:

Support; LCC/RAB; unanimous

on the grounds that the application was in line with Paragraph 88 of the NPPF, Strategic Objective 1 and Core Policy 38 of the Wiltshire Core Strategy and Policy EB1 'Economic Regeneration' of the Tisbury and West Tisbury Neighbourhood Plan. The Council supported the diversification of the business in order to secure the long term viability of the Post Office which it regarded as an essential service in the High Street and within the Local Service Centre and community of Tisbury.

PL/2026/02515 103 Court Street, Tisbury - Willow tree - remove two south facing overhanging branches:

- **No objection; Chair;** unanimous.

07.26 Planning Application Decisions *Clerk

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:

- **Resolved that in light of the poor decision on Caerglow House, no further action can be taken. However, it was agreed that a copy of the letter previously sent to the Team Leader of Development Management at Wiltshire Council should be sent to the Cabinet Member for Planning expressing the Council's concerns that decisions on planning applications which involve judgement rather than policy or law should reflect the local view.**

RAB/JC; with an abstention from MC.

Councillors noted the decisions on the following planning applications:

PL/2025/01804 Variety Barn, Hindon Lane, Tisbury - Vary condition 2 of approved application PL/2023/10016 which relates to the design and siting of the approved new dwelling

Wiltshire Council Decision: Refuse (at Committee)

Parish Council Decision: Object

PL/2025/09782 North Cottage, Tisbury Row, Tisbury - Two storey porch extension

Wiltshire Council Decision: Approve with conditions

Parish Council Decision: Support

PL/2026/01723 97 Court Street, Tisbury – Various tree works
Wiltshire Council Decision: No objection
Parish Council Decision: No objection, subject to the alders being replaced if they are felled and no development takes place.

- b. To consider the status of and any progress on the development sites at Station Works and the Old Sports Centre: ***Clerk**
 - **Resolved to:**
 - a. **Seek an update from the owners of Station Works; GM/MC.**
 - b. **Ask Public Protection at Wiltshire Council to check that the building damaged by fire on the site is appropriately secured/fenced off so that no unauthorised access can be gained; LCC/KG.**

08.26 Consultation

To consider a response to Wiltshire Council's consultation on proposed changes to parking charges:

- **Resolved that councillors will complete the consultation as residents; MC/LCC; unanimous.**

09.26 Dates of Meetings

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

- **Approved; KH-P/NE; unanimous.**

10.26 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; MC/JC; unanimous.**

11.26 Appointment of Councillors to Committees and Working Groups *Clerk

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

- a. **Environment Committee** - Councillors Carlile, Cradock & Davison
- b. **Staffing Committee** - Councillors Beattie, Coyle-Camp, Errington & Holm-Powell
- c. **Play Area Working Group** - Councillors Gamm, Mason & Murray
- d. **Village Fete Working Group** - Councillors Davison & Holm-Powell
- e. **Tis the Season Working Group** - Councillors Gamm & Coyle-Camp
- f. **Parking Working Group** - Councillors Coyle-Camp, Cradock & Errington
- **All approved; Chair; unanimous.**
- **Further Resolved that a Digital and Technology Development Working Group be set up with a membership of Councillors Davison and Coyle-Camp; LCC/KH-P; with its terms of reference to be considered by the Council at the June meeting.**

12.26 Appointment of Councillors with Special Responsibilities

1. Finance - 1 - Councillor Murray
2. Joint Burial Committee - 3 - Councillors Beattie, Carlile & Gamm
3. Allotments -1 - Councillor Coyle-Camp
4. Footways and Byways - 1 - Councillors Coyle-Camp & Errington
5. Risk Analysis Co-ordinator - 1 - Deferred

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6. Youth and Community – 1 - Councillor Davison
 7. Transport, Traffic and Parking - 3 - Councillors Cradock, Coyle-Camp, Davison & Errington
 8. Neighbourhood Planning - 1 - Deferred to May 2027
 9. Safeguarding - 1 - Councillor Cradock
- **All approved; Chair;** unanimous.

13.26 Appointment of Council Representatives

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

14.26 Standing Orders

To approve the Parish Council’s Standing Orders for 2026/27:

- **Approved subject to minor amendments; LCC/RAB.**

15.26 Financial Regulations

To approve the Parish Council’s Financial Regulations for 2026/27:

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

16.26 Asset Register

To review the Parish Council’s Asset Register and Inventory of Land for 2026/27:

- **Approved; KH-P/JC;** unanimous.

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
- **Approved; Chair;** unanimous.

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

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- Risk Management Policy
- Training & Development Policy
- Unmanned Aerial Vehicle Policy
- Annual Leave & Bank Holiday Entitlement Policy
- Vacancy & Co-option Policy
- Safeguarding for Children & Vulnerable Adults Policy
- Statement of Internal Control & Annual Review of Effectiveness of Internal Control & Audit
- Guidance on Advertising in Tisbury
- Guidance on Air Quality Bonfires and Smoke Pollution
- **Approved; Chair;** unanimous.
- Time Off In Lieu Policy
- Treasury & Investment Policy
- Volunteer Policy

19.26 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:
 - **Signatories were approved, listed separately and signed off by the Chair and Vice-Chair; Chair;** 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.
- 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.

20.26 Insurance *Clerk/SD/RAB/GM

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

- **Delegated to Chair, Vice Chair, Finance Councillor and Clerk due to the Clerk still awaiting quotations; Chair;** unanimous.

21.26 Finance - May Financial Information *Clerk

- a. Retrospective approval of payments made from 01/04/2025 to 30/04/2025:
 - £1,104.13
- b. Approval of May Faster Payment transactions - £7,502.66
- c. Current Account bank reconciliation to 30th April 2026 - Deferred
- d. Deposit Account bank reconciliation to 30th April 2026 - Deferred
- e. Petty Cash Account reconciliation to 31st March 2026 - Deferred
- f. Budget to Actual Reports to 30th April 2026 - Deferred
- g. Earmarked Reserves to 30th April 2026 - Deferred
- 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.
 - **Resolved to approve payments listed at items a, b and h and defer the others to the June meeting; GM/KG;** unanimous.

Payee	£		Reason for Payment
Staff Salaries, Pension & HMRC	5,807.13		Salary standing orders and reconciliations
Microshade VSM	162.10		Cloud services and hosting
K Hooper-Closier	247.84		Locum Youth work for April
Marshalls Tisbury Ltd	64.33		Repairs to handwash unit in public toilet
S Cowell	60.00		Maintenance of the Rain Garden
P Shallcross	165.00		Hedgecutting at Jubilee Field (Nov 25)
AndyVan	87.34		Toilet supplies
Zoom	16.79	DD	Monthly subscription
Ionos Cloud Ltd	56.40	DD	Email licences
Hewlett Packard	51.76	DD	Printer hire
Google Play	1.59	DD	Data Storage
Smart Numbers	140.22	DD	Telephone services
Biffa	348.96	DD	Waste service
West Mercia Energy	293.20	DD	Reading Room & Toilets
	7,502.66		

22.26 Community Infrastructure Report (CIL)

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

- **Approved; KH-P/LCC.**

23.26 Nadder Close Car Park and Public Toilets *Clerk/GM

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:

- **Resolved not to transfer the Car Park and Public Toilets to the Parish Council as assets and to continue negotiations on lease renewals with a request to change the existing clause which prohibits charging for use of the Car Park; NE/KH-P; unanimous.**

24.26 Use of Reading Room by Wiltshire Police *Clerk

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.

- **Approved subject to understanding frequency of use and the purpose for using the Reading Room. The Clerk to draft a short letter of agreement to ensure both parties understand the details of the arrangement; Chair; unanimous.**

25.26 Purchase of Amenity Equipment *Clerk

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:

- **From 4 quotes, the quote from Garden Machines of £779.99 inc VAT was approved. Price includes Stihl FS240 C-E brush cutter with helmet and oil bottle. MC/NE.**
- **A quote of £153.48 from Glasdon for a Waste Sack Holder was approved. Price includes VAT, delivery and fixings. MC/NE.**

26.26 Tisbury Courtesy and Care Initiative *LCC

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

- **Resolved:**
 - a. **To support in principle; LCC/RAB; unanimous.**
 - b. **Councillor Coyle-Camp will carry out further research to establish the locations and lawfulness of erecting the proposed signs; LCC/NE; with an abstention from MC.**

27.26 Representative Reports

No reports were received.

28.26 Items for Information

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

29.26 Items for next meeting:

- Parking Emergency Plan
- Memorial for Felicity Corp
- Highway improvements update

30.26 Date of next meeting:

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

There being no other business, the meeting concluded at 9.13 pm.