Tisbury Parish Council – Minutes of the Ordinary Meeting

Held at 7.00 pm on Tuesday 6th October 2026 in the Reading Room, High Street, TISBURY, SP3 6LD

Questions or Statements:
A member of the public spoke in support of their planning application numbered PL/2026/05774.

Councillor Morag MacNair of West Tisbury Parish Council advised the Council that having spent the last 5 years working on TisPlan 2, she did not wish to continue as a member of the Steering Group for the next review.

The Chair, Councillor Davison, proposed a vote of thanks to Councillor MacNair, supported by all councillors present, for all the work she had done on behalf of both parishes.

Councillor Trudy Austreng, Chair of West Tisbury Parish Council, spoke in support of setting up a joint working group to create an action plan to address the issues which may arise for Tisbury and West Tisbury during the process of producing a new Wiltshire Local Plan. However, she said that she had not received any volunteers from West Tisbury councillors and this matter would be addressed again at the next meeting of West Tisbury Parish Council.

Wiltshire Councillor Report:
Councillor Gerry Murray gave a detailed report as follows:

- The key points arising from a meeting with the officer at Wiltshire Council responsible for the new Local Plan eg housing requirements, methodology for determining housing numbers, constraints assessment, the 'Call for Sites' process and the supporting guidance.
- The departure of Messums from Place Farm and the status of the two grants awarded to the organisation in 2025 by the South West Wiltshire Area Board.
- The Salisbury Milford by-election being held on 15th October for a seat on Wiltshire Council - Councillor Murray said that if the Liberal Democrats lose the election, their administration will fall and the Conservative/Reform coalition will take over Wiltshire Council. The consequence for Tisbury is that the current deal being negotiated by the Community Land Trust on the Old Sports Centre site will likely be stopped.

MEETING MINUTES
(*responsibility for action)

Those present:
Councillors S Davison (Chairman), R A Beattie, M Carlile, E Coyle-Camp, J Cradock, N Errington, K Holm-Powell, J Mason, G Murray - 9.

Also in attendance:
B Cornish (Clerk)
Four members of the public

117.26 Apologies
Councillors unanimously approved the apologies received from Councillors Crouch and Gamm due to holiday commitments. .

118.26 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.

119.26 Resolution of Minutes
To approve the Minutes of the Ordinary meeting held on Tuesday 1st September 2026:
- **Approved subject to the words '*wide gate at the top of the burial ground leading from the adjoining estate field'* replacing the words *'large gate to be installed next to the lychgate' in Minute 108.26 paragraph a. bullet point 4;* JM/LCC.**

120.26 Planning and Tree Works Applications *Clerk

PL/2026/03879 South Western Hotel, Station Road, Tisbury - Proposed storage container and outbuilding for the South Western Hotel, Station Road, Tisbury:
- **Object and concur with the response submitted by the Environment Agency on the grounds that Flood Risk Assessment does not comply with the requirements for site-specific flood risk assessments, as set out in paragraphs 20 to 21 of the Flood Risk and Coastal Change Planning Practice Guidance; GM/MC;** with an abstention from Councillor Coyle-Camp.

PL/2026/04182 Place Farm, Court Street, Tisbury - Creation of bridge, foot path link / pavement and marked pedestrian road crossing:
- **Object and concur with the response submitted by the Environment Agency advising of the need for a Flood Risk Assessment and detailed information for the site as the proposed footpath will cross a watercourse which discharges into the River Nadder.**
  At the time of considering the application, the Council was unable to respond in full because the views of the Highways Authority, a key consultee to the application, were still awaited; GM/JM; unanimous.

PL/2026/04198 Odette, High Street, Tisbury - Two storey extension to the rear of the building. Replacement shopfront. Replacement external joinery:

- **Support, subject to comments submitted by the Conservation Officer which were awaited at the time the Council considered the application; NE/LCC.**

PL/2026/05774 Nightingale Cottage, Nightingale Lane, Wardour, Tisbury - Construction of a two-storey extension to the existing dwelling, demolition of an existing garage & erection of a replacement detached garage:

- **Support, subject to comments submitted by the Conservation Officer which were awaited at the time the Council considered the application; LCC/KH-P.**

PL/2026/05898 2 Alexandra Villas, Hindon Lane, Tisbury - Conversion of outbuilding into home office. Minor works to house fenestration:

- **No objection subject to a bat survey being carried out as the Council is aware that bats are present in the area of the outbuilding; JC/RAB;** unanimous.

PL/2026/05733 The Old Vicarage, Park Road, Tisbury - 2 x Large Acacia trees to be felled to ground level 1 x Holly tree to be felled to ground level:

- **No objection, although Tisbury Parish Council is disappointed that the pseudo-acacia trees are being removed as they are historic trees which form an important part of the street scene within the Tisbury Conservation Area. However, it understands that they are diseased and are being felled for reasons of safety.**
- **LCC/GM.**

PL/2026/05734 Hillview, Duck Street, Tisbury - 1 x Large Beech tree to be crown lifted to 5m:

- **No objection; JM/LCC** with an objection from Councillor Cradock**.**

121.26 Planning Application Decisions

a. To ratify the Council's decision of 'no objection' on planning application PL/2026/04879 Weaveland Farmhouse, Hindon Lane, Tisbury - Convert existing storage shed/barn for ancillary accommodation by adding 1st floor to part of building, following majority agreement obtained by email.

- **Ratified; Chair.**

b. Councillors noted Wiltshire Council's decisions on recent applications:
PL/2026/01696 Squalls Farm, Squalls Lane, Tisbury - Change of use of land to form a private 4 plot burial ground
Wiltshire Council Decision: Approve with conditions
Parish Council Decision: No objection but the Council wished to point out that from the measurements shown in the plan, the plot appeared to meet the stated requirements for biodiversity net gain which was contrary to the box ticked on the application form.
Officer Report states: 'Based on the information available the biodiversity gain planning condition is not considered to apply to this application'.

PL/2026/04824 The Bakehouse, Court Street, Tisbury - Quince Tree, Fell
Wiltshire Council Decision: No objection.
Parish Council Decision: No objection.

PL/2026/05454 - Lawful development: Proposed use
The Old Vicarage, Park Road, Tisbury - Certificates of lawful development for replacement of existing windows
Wiltshire Council Decision: Permitted Development.
This application did not go out to consultation and was for officer determination.

122.26 Permission to use the Jubilee Meadow *Clerk

To consider a request from St John's School PTA to use the Jubilee Meadow as a location for fireworks on Friday 6th November 2026:

- **Approved; subject to receipt of public liability insurance and satisfactory risk assessments; KH-P/JC;** with an objection from Councillor Coyle-Camp.

123.26 Salisbury 800 Celebrations *Clerk/SD

To consider an invitation from the Mayor of Salisbury, Councillor Jenny Bolwell, to support the City Council in its Salisbury 800 celebrations by participating in its Global Voices project. This will involve providing a short video message of good wishes from Tisbury which will be broadcast to the people of Salisbury on the main days of celebration in July 2027:

- **Resolved to participate in the Global Voices project with Councillor Davison leading on the production of the Council's video message; GM/JM;** unanimous.

124.26 Wessex Water - Smart Waters Project *Clerk

To approve in principle a request from Wessex Water to install a Continuous Water Quality Monitor (CWQM) in the river and on land in the Lower Recreation Ground subject to entering into a 10 year licence. This monitor will collect water samples and record water quality data every 15 minutes in real time providing insights into the health of the River Nadder:

- **Approved in principle, subject to agreement being reached through an approved 10 year licence; JM/GM;** unanimous.

125.26 Tisbury and West Tisbury Neighbourhood Plan *Clerk

a. To consider a report from the Clerk setting out an action plan to address the issues which may arise for Tisbury during the process of producing a new Wiltshire Local Plan:
   - **Resolved to note the Clerk's report and approved the setting up of a Working Group; MC/RAB**; unanimous.

b. To approve the draft Terms of Reference for the Tisbury and West Tisbury Neighbourhood Plan Review Working Group:
   - **Approved; JM/NE**; unanimous.

c. To agree on the councillors who will form that Working Group:
   - **Approved Councillors Davison, Errington, Mason and Murray and Mr Clyde Whittaker as members of the Working Group; RAB/MC;** unanimous.

126.26 Playgrounds *Clerk

a. To note the quarterly playground inspection reports received from the Playground Inspection Company for the King George's Field and Lower Recreation Ground play areas:
- **Noted that all observations except one in the reports were categorized as low or very low risk; Chair.**

b. To note the Annual Condition Survey Report from Replay Maintenance for the Multi-Use-Games-Area in the King George's Field:
- **Noted from the report that there were no issues to address which indicated that the regular maintenance was working; Chair.**

c. To consider a quote of £1,455 from Replay Maintenance for the renewal of the annual Service Agreement for 2027 for the MUGA or alternatively agree to enter into a 3 or 5 year Agreement which will provide 3% and 5% discounts respectively:
- **Resolved to renew the Service Agreement with Replay Maintenance for a period of 3 years; GM/LCC;** unanimous.

127.26 Budget for 2027/2028 *Clerk

a. To consider whether an initial review of next year's budget, prepared by the Clerk, should be reviewed by a small working group of councillors prior to it being presented to the Council at the December meeting:
- **Approved; KH-P/JM.**

b. To agree on the councillors who will form that Working Group:
- **Approved Councillors Holm-Powell, Mason and Murray as members of the Working Group; JM/NE;** unanimous.

128.26 Asset Register

To approve the revisions to the Parish Council's Asset Register and Inventory of land for 2026-2027 as follows:

a. Wolf 3 Litter and Leaf Collector - to add it at the value of £2,000.
b. HP OmniBook7 14" Laptop - to add it at the value of £799.
- **Approved; JM/KH-P;** unanimous.

129.26 Annual Insurance *Clerk

To approve a quote from Gallagher's (subject to amendments) for the annual insurance for the King George's Field, Tisbury to be provided by Hiscox:
- **Delegated to the Clerk, Chair, Vice-Chair and Finance Councillor for approval once the quote has been received; NE/MC;** unanimous.

130.26 Parish Council Surgeries

To consider a proposal from Councillor Mason that the Council reinstates monthly parish surgeries in the Reading Room where local residents can meet parish councillors outside of formal council meetings to discuss community issues, raise concerns or seek advice.
- **Following a discussion, Councillor Mason withdrew his proposal. It was agreed that consideration should be given to how best to raise the profile of the Council such as more prominent signage at the Reading Room.**

131.26 Risk Assessments

To approve the following Risk Assessments:

a. For the Apple Day event.

b. For the use of the Wolf 3 Litter and Leaf Collector.

c. For the use of the Brushcutter.

- **Risk assessments a, b and c approved; JM/KH-P.**

d. For Tisbury and West Tisbury Burial Ground:

- **Deferred to await comments from the Burial Clerk; Chair.**

132.26 Finance 1 - Consultation on the Governance and Accountability of Category 2 Authorities in England *Clerk

To consider a response to a consultation on the review of the governance, accountability and accounting framework for smaller authorities which invites views from parish and town councils and other stakeholders. The review is being undertaken by the Chartered Institute of Public Finance and Accountancy (CIPFA) on behalf of the Smaller Authorities' Proper Practices Panel (SAPPP) with support from the Smaller Authorities' Audit Appointments Ltd (SAAA) and seeks feedback on two proposed documents:

- the Proper Practices Code for Category 2 Authorities (England); and
- the Code of Practice for Internal Audit of Category 2 Authorities (England).

- **Delegated to the Clerk to devise a response which will be approved by the Chair, Vice-Chair and Finance Councillor and shared with all councillors; GM/JM.**

133.26 Finance 2 - External Auditor's Report & Certificate - Annual Governance and Accounting Report (AGAR)

a. To note the PKF Littlejohn External Auditor's Report and Certificate and any actions to be taken for the year ending 31st March 2026:

- **Noted that: In the External Auditor's opinion**
  '*On the basis of our review of sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'*

  They raised one '*Other matter not affecting our opinion which we draw to the attention of the authority*' with a comment that:
  '*The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 1, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified'.*
  Chair; unanimous.

b. To confirm that the Conclusion of Audit Notice and Certificate were displayed on the Council's Noticeboard and Website prior to 30th September 2026:

- **Confirmed; the documents were displayed on the Council's noticeboard and website on Tuesday 29th September 2026;**
  Chair; unanimous

134.26 Finance 3 - October Financial Information

To approve and note the following reports:

a. Retrospective approval of payments from 01/09/2026 to 30/09/2026 - £1,422.44

b. Approval of October Faster Payment transactions - £12,964.83

Payee	£		Reason for Payment
Staff Salaries, Pension & HMRC	8,750.01		Salary SOs & reconciliations incl backpay to April
Microshade VSM	162.10		Cloud services and hosting
K Campbell	374.95		Locum Youth work for September
Andyvan	317.48		Black bags and toilet supplies
Playground Inspection	312.00		Quarterly Playground Inspections
Water2Business	96.62		For Tisbury Burial Ground
CBB Services	180.00		Payroll services for July-Sept
Kavanagh Roofing Ltd	54.43		Slate Roof tiles for Reading Room
PKF Littlejohn LLP	756.00		Annual External Audit
Sydenhams	145.43		PVC sheet & fixings for larder roof, blocks for container
The Gardens Group	216.62		Winter bedding & compost for High Street troughs & planters
Electrical Contracting Services	676.73		Testing and repair of Xmas lights for high street
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	477.30	DD	Waste service
West Mercia Energy	178.40	DD	Public Toilets & Reading Room
	12,964.83		

c. Current Account bank reconciliations for 31st August and 30th Sept 2026 - £30,282.85 and £86,514.34

d. Deposit Account bank reconciliation to 30th September 2026 - £85,248.81

e. Petty Cash Account reconciliation to 30th September 2026 - **Deferred**.

f. Budget to Actual Reports to 31st August and 30th September 2026

g. Earmarked Reserves to 31st August and 30th September 2026 - £70,892.79 and £66,628.32

- **All approved except item e; NE/JM.**

135.26 Policies for Adoption and Review

a. To adopt a revised Publication Scheme as recommended by the Council's Internal Auditor:
- **Approved; JM/MC.**

b. To review the Council's Information and Data Protection Policy.
- **Approved; JM/MC.**

136.26 Representative Reports

The following reports were received and noted:

Parking Working Group: Councillor Cradock gave a detailed report on the recent meeting of the Working Group at which the results of the Parking Survey had been analysed following receipt of 237 responses.

Key points from responses to the survey were for:

- **Parking enforcement:** calls to repaint yellow lines, enforce existing restrictions, protect “Keep Clear” areas, prevent pavement parking and increase parking warden visits.
- **Parking capacity:** in contrast to the previous parking survey carried out over 10 years ago, there was strong support for resurfacing, relining and extending the Nadder Close car park possibly into the adjoining field.

Councillor Cradock said that the resurfacing could be funded through the recently announced Locally Identified Infrastructure Projects Fund (LIIPs) or through the Council taking a loan. She agreed to produce a written report summarizing the key findings from the survey for consideration by the Council at the next meeting and the Clerk agreed to circulate the survey to all councillors.

Wessex Water: Councillor Mason gave a brief report on a site meeting with Councillor Davison, the Clerk and representatives from Wessex Water to consider the installation of a water quality meter beside the river in the Lower Recreation Ground.

Over the next ten years, Wessex Water plans to install approximately 2,000 Continuous Water Quality Monitors across the Southwest. These monitors will collect water samples and record water quality data every 15 minutes in real time, providing valuable insights into the health of local waterways. The aim is for this data to be made publicly available by 2030, helping to improve transparency and support better environmental management. The data to be collected will be for Ammonium, Dissolved Oxygen, Temperature, pH, Turbidity and Conductivity.

Tisbury Footpath Club: Councillor Errington reported on the work of the Club in September. He said the volunteers had cleared ground level and higher vegetation along footpath TISB57 from Hindon Lane to the Nadder Centre.

Arundell Trust: Councillor Davison gave a brief report on a recent meeting at which the funding of an additional evening for the youth group and also further support for the Community Larder.

137.26 Items for Information

Councillors noted the following reports:

a. Clerk’s report providing information on agenda items, recent issues and work completed.
b. Clerk’s report on a meeting of the Wiltshire Area Localism and Planning Group (WALPA).

138.26 Items for next meeting:

Emergency Plan
Another StarFest event
Messums
Stargazing Events
Infrastructure Fund Expression of Interest

139.26 Date of next meeting:
Councillor Davison confirmed the date of the next meeting as Tuesday 3rd November 2026 at 7 pm at the Reading Room, High Street, Tisbury.

There being no other business, the meeting concluded at 8.39 pm.