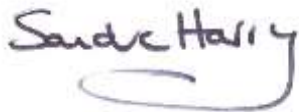


# Notice of Meeting & Agenda – Tuesday 7<sup>th</sup> April 2020

## Tisbury Parish Council

The Reading Room, High Street, TISBURY, SP3 6LD  
 01747 260088 / 07388 376240  
 tisburyipc@gmail.com / [www.tisbury-wiltshire-pc.gov.uk](http://www.tisbury-wiltshire-pc.gov.uk)

**All Councillors are hereby summoned to participate in a virtual Parish Council Meeting on Tuesday 7<sup>th</sup> April 2020 at 7pm.**



Sandra Harry - Parish Clerk  
 2<sup>nd</sup> April 2020

Due to the current pandemic, the meeting agenda will concentrate on essential business only.

The Chairman will confirm if any part of the meeting **may not** be filmed, photographed, or audio recorded; any residents participating must note that the meeting will be recorded by the Clerk for the purpose of producing the minutes.

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 matter concerning the village; each person speaking for no longer than 3 minutes.

Please note that any question requiring an answer that needs to be researched will be noted and a response included within an appendix to the minutes.

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

### Report from Wiltshire Councillor

## MEETING AGENDA

20.04.01	Those present & resolution to accept apologies and reasons received for absence.	
20.04.02	<p><b>A. Declarations of Interest</b> - any P.Cnllr wishing to declare interests should do so at this point:</p> <ul style="list-style-type: none"> <li>a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests.</li> <li>b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests.</li> </ul> <p><b>B. <u>Dispensations</u></b>: if required.</p>	
20.04.03	<p><b><u>Resolution of minutes</u></b>:</p> <ul style="list-style-type: none"> <li>a. Full meeting – 3<sup>rd</sup> March 2020</li> </ul>	

### EXTRA-ORDINARY BUSINESS

20.04.04	<p><b>Scheme of Delegation</b> – to consider the proposed Scheme of Delegation (Appendix 1) to ensure the continued operation of the Parish Council, should meetings be inquorate or unable to take place physically (due to social distancing for example) or</p>	
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	unable to take place virtually (due to a major outage of power or bandwidth problems for example).	
<b>FINANCIAL MATTERS</b>		
20.04.05	a. Acceptance of quote for Internal Audit programme – 2 visits per year at £545. b. Revision of Asset Register for insurance quotes	
20.04.06	Tisbury Neighbourhood Response (TNR) <ul style="list-style-type: none"> <li>a. Approval of £1000 top-up of s137 monies in 2020/21 from general reserves to a total budget of £1200 in the first instance.</li> <li>b. The Friends of Shaftesbury &amp; District Hospital are hoping to buy enough COVID-19 testing kits enough for 3 months to cope with up to 50 tests per day at an estimated total cost of £30,000; Mere and Shaftesbury TCs are also being asked to contribute.</li> <li>c. Emergency Fund – an update from Simon and Liz.</li> </ul>	
<b>PLANNING MATTERS</b> - resolutions required.		
20.04.07	<u>Planning Applications</u> <b>20/01356/FUL</b> - Tisbury Post Office, High Street, Tisbury, SP3 6LD Demolish single storey extension. Rebuild new extension in same position with a higher roof line.  <b>20/01869/FUL &amp; 20/02492/LBC</b> - Quince Cottage, Duck Street, Tisbury, SP3 6LJ Construct new double carport and single garage following the demolish of existing timber and block garage  <b>20/01931/FUL</b> - Trellis House, Station Road, Tisbury, SP3 6JR Provide 6 terraced houses and two semi-detached houses with ancillary road access new high access, and demolition of existing outbuilding at Trellis House	
20.04.08	<u>Other Planning Matters</u> <ul style="list-style-type: none"> <li>a. Moving forward with the Nadder Centre application.</li> </ul>	
<b>Other Items</b>		
20.04.09	Items for Next Agenda – to pick up any urgent action required from public representations etc.	
20.04.10	<b>Exclusion of the Public and Press</b> - that under the Public Bodies (Admission to meetings) Act 1960 (as extended by s.100 of the LGA 1972), the public and accredited representatives of newspapers 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.	
20.04.11	Date of next meetings: all at 7pm unless otherwise stated: <ul style="list-style-type: none"> <li>a. Tuesday 5<sup>th</sup> May 2020</li> <li>b. Tuesday 19<sup>th</sup> May 2020</li> </ul>	

## **Scheme of Delegation**

The Council's Scheme of Delegation authorises the Proper Officer to act with delegated authority in the specific circumstances detailed.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the next available Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer as and when appropriate.

### **1. Proper Officer and Responsible Finance Officer (RFO).**

- a) To take action on any issue of such urgency, that cannot wait until the next scheduled Council meeting. If circumstances permit, the Clerk would be expected to consult the Chairman and/or Vice Chairman and take their views into account.
- b) To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000.00
- c) To take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.

### **2. Any circumstances arising, from a national emergency, for example, that would affect the availability of Parish Councillors rendering the council meeting to be inquorate.**

- a) The Proper Officer/RFO in conjunction with the Chairman and/or Vice-Chairman to approve financial payments by bank transfer, debit card or cheque.
- b) The Proper Officer/RFO in conjunction with the Chairman and/or Vice-Chairman to approve decisions relating to financial matters necessary for the Parish Council to function legally and effectively; items such as insurance cover and Annual Governance and Accounting Returns.
- c) The Proper Officer/RFO in conjunction with the Chairman and/or Vice-Chairman to respond to planning applications issued by Wiltshire Council; taking account of other councillor's views by email or direct contact where appropriate.

## **Delegation – Limitations**

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

All decisions will be reported to the first appropriate Council meeting.