



Tisbury Parish Council - Notice of Meeting & Agenda

**All Councillors are hereby summoned to attend the
Annual Meeting of the Parish Council on
Tuesday 6th May 2025 at 7.00 pm**

29/04/2025

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

AGENDA

01.25 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 2025/26.

02.25 Co-option

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

03.25 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 2025/26.

04.25 Apologies

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.

05.25 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.

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

To approve the Minutes of the Ordinary meeting held on Tuesday 1st April 2025.

07.25 General Power of Competence - [see document](#)

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.

08.25 Code of Conduct - [see document](#)

To re-adopt the Council's Code of Conduct.

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

PL/2025/03095 Wild Rose Cottage, 115 Chicksgrove 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) ([01/05/2024 but with extension to 07/05/2025](#))

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 ([01/05/2024 but with extension to 07/05/2025](#))

PL/2025/03721 Nos 5 and 6, High Street, Tisbury - Replacement of one single-glazed window with a slim-profile double-glazed window ([22/05/2025](#))

10.25 Planning Application Decisions

To note the decisions on recent applications.

11.25 Consultation - [see documents](#)

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.

12.25 Dates of Meetings - [see document](#)

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

13.25 Terms of Reference of Committees and Working Groups - [see document](#)

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

14.25 Appointment of Councillors to Committees and Working Groups - [see document](#)

To approve the appointment of Councillors to the Council's 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

15.25 Appointment of Councillors with Special Responsibilities - [see document](#)

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

16.25 Appointment of Council Representatives - [see document](#)

To consider and approve nominations for Parish Council representatives:

1. Alice Combes Trust
2. Lord Arundell of Wardour Trust
3. Tisbus

4. Nadder Centre
5. Tisbury Memory Group
6. Tisbury Footpath Club
7. Tree Warden

17.25 Standing Orders - [see document](#)

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

18.25 Financial Regulations - [see document](#)

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

19.25 Asset Register - [see document](#)

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

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

21.25 Policies

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

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|--|----------------------------------|
| 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 | |

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.
- 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.

23.25 Insurance

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

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

- a. Retrospective approval of payments made from 01/04/2025 to 30/04/2025.
- b. Approval of May Faster Payment transactions.
- c. Current Account bank reconciliation to 30th April 2025
- d. Deposit Account bank reconciliation to 30th April 2025
- e. Petty Cash Account reconciliation to 31st March 2025
- f. Budget to Actual Reports to 30th April 2025
- g. Earmarked Reserves to 30th April 2025

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.

26.25 Tisbury Courtesy and Care Initiative

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

27.25 Representative Reports

To receive reports from councillors:

Nadder Centre Liaison Group: To receive a report from Councillor Beattie on a recent meeting.

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

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:

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