



**Tisbury Parish Council – Minutes of the
Ordinary Parish Council Meeting
Held at 7.00 pm on Tuesday 3rd October 2023 in the
Reading Room, High Street, TISBURY, SP3 6LD**

Questions or Statements:

A member of St John's Primary School PTA sought permission to hold the annual fireworks event on the Jubilee Meadow. Having obtained prior permission from the Fonthill Estate, the Council raised no objection in principle, subject to information being received on risk and insurance. A decision to ratify this request will be added to the Agenda for the next meeting.

In response to a request for an update from a member of the public on the issue they had raised at the previous meeting regarding driving hazard on Chicks Grove Lane, the Clerk advised that she had raised the matter with the Highways Engineer at Wiltshire Council. His view was that the word 'SLOW' could be painted on the road approaching the area in each direction from Court Street and from Chicks Grove. These could be installed when the line marking was installed for the 20-mph speed limit extension.

A member of the public asked the Council when it would be issuing another Newsletter. The Chairman advised that this would be considered at the November meeting with a view to issuing one by the end of the year.

Wiltshire Councillor Report: Wiltshire Councillor Richard Budden gave a detailed on a number of issues, the key points of which were as follows:

- **Wiltshire Local Plan:** There is a consultation on the review of the Wiltshire Local Plan which runs until Wednesday 22nd November. This will be followed by a period for consideration of any changes and then it will be submitted for public examination by a Planning Inspector.
- **Grants:** The South West Wiltshire Area Board still has funds available this year for youth and older/vulnerable adult groups. Any local groups wishing to apply should contact him or the Board direct:
<https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=169> .
- **Celebrating Age:** This initiative, sponsored by the Wiltshire Health & Wellbeing Group, has run 16 events across South West Wiltshire over the last year for the vulnerable and elderly, with one held in Tisbury. He said he would try to see if more events could be held in Tisbury.

- **Road upgrades:** Wiltshire Council had announced that £10 million will be spent on preventative maintenance to upgrade and renew the worst roads. A programme was being prepared which will be discussed with Area Boards in the new year and will run from April 2024 through to 2025.
- **DEFRA Funding Opportunity:** A meeting will be held on 10th October to explore an opportunity to implement a plan for river restoration and/or flood mitigation on the Nadder above Tisbury using a contribution from a DEFRA £25 million grant fund which is open for applications until 10th November. This will be put together jointly by the Wiltshire Wildlife Trust and Wessex Rivers Trust with the support of the local parishes and landowners.

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

Those present:

Councillors S Davison (Chairman), R Buck, F Corp, N Errington, J Mason and G Murray - 6.

Also in attendance:

Unitary Councillor Richard Budden
B Cornish (Clerk)
Nine members of the public.

102.23 Apologies

Councillors unanimously approved the apologies from Councillors R A Beattie, E Coyle-Camp, V Hillier and J Phillips (personal commitments).

103.23 Declarations of Interest:

- a. Declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests: Councillor Buck declared a personal and non-pecuniary interest for Minute 112.23f.
- b. Declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests: None.
- c. Dispensations: None.

104.23 Resolution of Minutes

Minutes of the Ordinary Meeting held on Tuesday 5th September 2023.

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

105.23 Planning and Tree Works Applications *Clerk

At this point in the meeting, Councillor Davison proposed from the Chair and it was **RESOLVED** that the meeting be opened to the public.

A member of the public spoke in support of their planning application for Wild Rose Cottage and responded to questions from councillors.

PL/2023/07277 Wild Rose Cottage, Chicks Grove Lane, Tisbury - Single storey rear extensions & conversion of existing Store & Garage:

- **Object; GM/NE;** unanimous; on the following grounds:

- The application documents did not include an appropriate flood risk assessment. The document provided as an FRA has insufficient detail and does not follow EA guidance. The site is located in either Flood Zone 3a or 3b and as such requires a flood risk assessment with consequence plan adjustments depending on the confirmed zone. This is a serious omission which the Council regards as sufficient for refusal unless an appropriate FRA is submitted. If the location is in flood zone 3b, national policy would allow only necessary infrastructure and thus prohibit this minor development designed to convert a storage/garage area into a residence. Although it is difficult to see from the plans, there would appear to be a net loss of flood storage capacity which the Council would like the planning officer to consider.
- The Design and Access Statement is light on detail and it was very difficult to visualise how the site would look when developed. It was also difficult to determine whether there would be any impact on neighbouring amenity as raised by the neighbour in their comments.
- The dimensions on the plans were unclear.
- No information was provided about the first floor of the property but it was established that in addition to the ground floor plans showing one bedroom, there are three further bedrooms on the first floor.
- The Design and Access statement advises that there is on-road parking only. The location of the property within Chicksgrove Lane means that the on-road parking causes a hazard. The visibility for vehicles travelling into and out of Tisbury is very limited due to there being a blind bend. Any cars parked in that location on the road causes vehicles coming from Chicksgrove to pull out to the other side of the narrow road and into the oncoming traffic. In turn the oncoming traffic coming from Tisbury cannot see the vehicles coming towards them. This is an issue which is currently being considered by the South West Wiltshire Highways Engineer.
- There is no mitigation for the skylight in the extension which will impact on the designated Dark Skies area.
- There is no biodiversity report for the garage and store.

PL/2023/07722 17 Hill Close, Tisbury - T1 & T2 - 2 x Silver Maple trees - reduce height and spread by up to 3m

- **Support; JM/FC;** unanimous.

Councillor Davison closed the meeting to members of the public.

106.23 Planning Application Decisions

Councillors noted the following decisions on recent applications:

- a. Application Ref PL/2023/06609 Gaston Manor, High Street, Tisbury - T1 Oak tree - To carry out an approximate 50% reduction/pollard to canopy to reduce risk of limbs failing at branch unions due to large area of decay – No objection.
- b. Application Ref PL/2023/06656 Gaston Manor, High Street, Tisbury - T1 - Oak tree - 50% reduction/pollard to canopy - No objection.
- c. Application Ref PL/2023/06545 The Old Vicarage, Park Road, Tisbury - 2 Conifers to be felled to ground level, 1 Acacia tree to be felled to ground level as having lost two large lower limbs leaves tree at risk of failing, 1 Acacia shorten lowest limbs by up to 3m and tidy up broken branch from storm damage in tree - No objection.

107.23 Finance – External Auditor’s Report and Insurance

- a. Annual Governance and Accounting Report (AGAR)
 - i. To note the PKF Littlejohn External Auditor’s report and Certificate for year ending 31st March 2023:
 - **Approved and Noted; RB/FC**; unanimous. With no actions identified by the External Auditor.
 - ii. To confirm that the ‘Conclusion of Audit’ notice and AGAR documents are displayed on the Notice Board and website:
 - **Confirmed; RB/JM**; unanimous.
- b. To approve a quote from Gallagher’s of £394.64 for the annual insurance to be provided by Hiscox for the King Georges Field, Tisbury:
 - **Approved; FC/JM**; unanimous. It was noted that the quote was identical to that charged for 2022/23.
- c. To consider a recommendation from the Environment Committee that monies held and spent during the year for the Children’s Community Garden be managed by the Clerk through petty cash in sums up to £100 per month.
 - **Approved; Chair**; unanimous.

108.23 Finance - Approval of October Financial Information

- a. Retrospective payments made from 01/09/2023 to 30/09/2023
 - **Approved; RB/FC**; unanimous.
- b. Faster Payment transactions for October
 - **Approved; RB/FC**; unanimous.
- c. Current Account bank reconciliation to 30th September 2023
 - **Deferred to next meeting; JM/FC**; unanimous.
- d. Petty Cash reconciliations to 31st August 2023
 - **Approved; RB/FC**; unanimous.
- e. Budget to Actual Report to 30th September 2023
 - **Deferred to next meeting; JM/FC**; unanimous.
- f. To approve the transfer of £1,265 received from Groundwork to the Earmarked Reserve for the Neighbourhood Plan Revision:
 - **Approved; RB/FC; unanimous.**

109.23 Strategic Planning

- a. To ratify an email sent by Councillor Campbell Richie of Malmesbury Town Council to Wiltshire Council Spatial Planning Officers and the Cabinet Member of Strategic Planning on behalf of the Wiltshire Area Localism and Planning Alliance (WALPA), including Tisbury Parish Council, setting out questions on the Draft Local Plan which are pertinent to those towns and parishes with Neighbourhood Plans:
 - **Ratified; GM/JM**; unanimous.

- b. To consider a report from Councillor Murray regarding the Council's response to the consultation on the Draft Local Plan:
 - **Noted; RB/JM;** unanimous. Councillors will take this into account when submitting their personal comments on the draft Local Plan.
- c. To note a Wiltshire Council Report following a Peer Review of the Planning Department which proposes a re-organisation of the Planning Department.
 - **RESOLVED; GM/NE;** unanimous; that the Clerk should write to Unitary Councillor Nick Botterill, Portfolio holder for planning and Nick Thomas, Director of Planning at Wiltshire Council to express the Council's concerns about the loss of local knowledge if the recommendation of having just one planning committee for the whole county is implemented.

110.23 Consultations *Clerk/GM

- a. To ratify a response to the Department for Environment, Food and Rural Affairs consultation on Protecting Hedgerows:

<https://consult.defra.gov.uk/legal-standards/consultation-on-protecting-hedgerows/>

 - **Ratified; RB/JM;** unanimous.
- b. To consider a response to the Wiltshire Local Plan consultation: *Clerk/GM

<https://consult.wiltshire.gov.uk/kpse/event/6565FF19-695C-4721-B19F-3226D666441E/section/6227420>

 - **Resolved; RB/JM;** unanimous; that the Clerk and Councillor Murray prepare a draft response for consideration at the next meeting.

111.23 Environment Committee *Clerk

- a. Councillor Buck gave a brief report on a recent meeting at which the issues which now form the recommendations being put to the Council for consideration were discussed. She said she also gave a report on her attendance at a meeting of Motcombe Parish Council at which she provided information on the work of the Environment Committee. Motcombe Parish Council would now be included in the group of local councils which communicate with the Environment Committee's on matters of mutual interest.
- b. To receive and note the Minutes of the Environment Committee for meetings held on Tuesday 18th July and Tuesday 15th August 2023:
 - **Noted; JM/FC;** unanimous.
- c. To consider and approve the changes to the Terms of Reference for the Environment Committee
 - **Approved; RB/JM;** unanimous.

112.23 Environment Committee recommendations: *Clerk/RB

The Council considered the following recommendations:

- a. That the Council meets with the Wiltshire Wildlife Trust to formulate a proposal for a survey to be completed on the potential for work to be carried out to the River Nadder upstream of Tisbury to alleviate flood risk to houses in Tisbury:
 - **Approved; FC/JM;** unanimous.

- b. Subject to the agreement and outcome of the above, that the Council considers the submission of a grant application to the Department for Environment, Food and Rural Affairs to fund the identified work prior to the deadline in early November:
 - **Approved; FC/JM;** unanimous.
- c. That the Council seeks information from the Environment Agency on the installation of additional gauges in the River Nadder upstream of Tisbury:
 - **Approved; GB/JM;** unanimous.
- d. That the Council in partnership with Wessex Water and volunteers sets up a sampling point for testing the quality of the water from the storm overflow in Lower Recreation Ground:
 - **Approved; JM/FC;** unanimous; and that this also include the second storm overflow recently identified.
- e. That the Council funds a winter Pruning Workshop to be held within the Community Orchard:
 - **Approved; JM/NE;** unanimous; and that the sum of £200 be allocated for this purpose.
- f. That the Council supports the Nadder Community Energy Warm and Well Initiative in communicating its message and raising awareness of it on social media.
 - **Approved; JM/NE.**

113.23 Website Development *Clerk

To approve the setting up of a short-term Working Group and the councillors who will be members of it with the purpose of agreeing the design, content and hosting of the Council's new website with the aim of producing an initial website within 3 months.

- **Approved; RB/FC;** unanimous; and that Councillors Davison and Mason be the members of the Working Group.

114.23 Approval of Risk Assessments and Policy *Clerk

- a. Risk Management Policy
- b. Risk Assessment for Speed Indicator Device
- c. Risk Assessment for the Community Orchard in view of it being overseen by volunteers from the Children's Community Garden
- **All Approved; RB/FC;** unanimous.

115.23 Representative Reports

Tisbury Memory Group: Cllr Errington gave a further brief report the Memory Group. The programme for next year had been finalised as had the winter programme for this year. This would include the provision of a warm space again at the Hinton Hall every other Wednesday for the Memory Group and a coffee morning being held for all on the Wednesday in between.

Arundell Trust: Councillor Davison gave a brief report on the work of the Trust. He advised that the meeting was the last meeting for the secretary who had served the

Trust for 50 years but that she was compiling and paper archive of the work of the Trust so that this could be held in safekeeping.

116.23 Items for Information

Councillors noted the following Reports from the Clerk:

- a. Clerk's report providing information on agenda items, recent issues and work completed.
- b. Report on South West Wiltshire Area Board.
- c. Report on Health & Wellbeing Board.

117.23 Items for Next Agenda

- d. First draft of Budget for 2024/25
- e. Emergency Plan

118.23 Date of next meeting:

Councillor Davison confirmed the date of the next meeting as Tuesday 7th November 2023 at 7 pm at the Reading Room, High Street, Tisbury.

There being no other business, the meeting concluded at 8.46 pm.