



**Tisbury Parish Council – Minutes of the  
Annual Meeting  
Held at 7.30 pm on Tuesday 7<sup>th</sup> May 2024 in the  
Reading Room, High Street, TISBURY, SP3 6LD**

**Questions or Statements:**

A member of the public raised concern about the cars parked daily in front of the New Vic at Tisbury and beside it in Park Road which made for very restricted visibility and several near-misses when they had been coming out of Park Road, especially as some of the cars were parked right up to the junction where Park Road meets the High Street. They said a number of cars from Tisbury Motors were often parked there and these were causing a hazard for drivers.

Councillors Coyle-Camp and Beattie advised that the markings on the road were unenforceable due to the area around the hall being private land. The Clerk said she would speak to the local highways engineer about the installation of bollards to deter parking in a place which was likely to cause a hazard. It was also agreed that a letter be sent to Tisbury Motors to alert them to the concern.

**Wiltshire Councillor Richard Budden:** Councillor Budden advised that he had challenged the Leader of Wiltshire Council on the cost of compensation paid to drivers for damage caused to their cars by potholes which had risen significantly since the start of the Covid-19 pandemic.

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

Those present:

Councillors Davison (Chairman), R A Beattie, R Buck, F Corp, E Coyle-Camp, J Mason, G Murray - 7.

Also in attendance:

B Cornish (Clerk)  
Three members of the public.

**01.24 Election of Chair**

- **Resolved; RAB/VH;** unanimous; that Councillor Davison be elected as Chair for the Civic year 2024-2025. Councillor Davison signed his Declaration of Acceptance of Office.

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## 02.24 Election of Vice-Chair

- Resolved; JM/NE; unanimous; that Councillor Murray be elected as Vice-Chair for the Civic year 2024-2025.

## 03.24 Apologies

Councillors unanimously approved the apologies from Councillor N Errington (personal commitment).

## 04.24 Declarations of Interest:

- Declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests: None.
- Declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests: None.
- Dispensations: None.

## 05.24 Resolution of Minutes

- Minutes of the Ordinary meeting held on Tuesday 16th April 2024
  - **Approved; NE/FC; unanimous.**

## 06.24 Planning and Tree Works Applications \*Clerk

**PL/2024/02482 Grove Cottage, Vicarage Road, Tisbury** - Part demolition of existing 4 bed cottage, proposed extension and refurbishment

- **To support the views of the Conservation Officer and to request that a construction management plan be approved prior to permission being given which takes account of the narrowness of Vicarage Road, the restricted access to the site and the impact of construction traffic on adjacent properties.**  
**RB/LCC; unanimous.**

**PL/2024/03684 Flat, 2 The Square, Tisbury** - Removal of 3 no. wood single glazed windows (1 on 2nd floor and 2 on 1st floor) and replacing with white PVC double glazed windows with sliding sash

- **No objection but the Council expressed disappointment that the material being used was not in keeping with the Conservation Area.**  
**LCC/RB; carried.**

**PL/2024/03744 Place Farm, Court Street, Tisbury** - 3 x Lime trees – pollard

- **No objection; RB/JM; unanimous.**

## 07.24 Planning Application Decisions

No planning decisions had been received.

## 08.24 Other Planning Matters

Councillor Davison gave a short report on a recent introductory meeting with Hallam Land which had plans to develop an area of land on the western edge of Tisbury parish.

- **Minutes of the meeting with Hallam Land be approved; JM/RAB; unanimous.**

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#### **09.24 Dates of Meetings for 2024/25 \*Clerk**

- **Approved; RB/FC**; unanimous; with the agreement that the decision to revert to one Parish Council meeting each month be reviewed in six months' time.

#### **10.24 Appointment of Councillors to Committees**

##### **a. Environment Committee**

- **Election approved; FC/RB**; unanimous; Councillors Buck, Corp, Davison Coyle-Camp and Mason.

##### **b. Staffing Committee**

- **Election approved; LCC/JM**; unanimous; Councillors Beattie, Corp, Coyle-Camp and Errington.

##### **c. Play Area Working Group**

- **Election approved; LCC/JM**; unanimous; Councillors Coyle-Camp, Mason and Murray.

#### **11.24 Terms of Reference of Committees and Working Groups \*Clerk**

- **Approved; RAB/JM**; unanimous.

#### **12.24 Appointment of Councillors with Special Responsibilities**

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

1. Finance – Councillor Murray
2. Joint Burial Committee – Councillors Beattie, Buck and Mason
3. Allotments – Councillor Coyle-Camp
4. Footways and Byways - Councillor Coyle-Camp
5. Risk Analysis Co-ordinator – Councillor Murray
6. Youth and Community – Councillor Davison
7. Neighbourhood Planning – Councillors Buck, Mason and Murray
8. Safeguarding – Councillor Buck

#### **13.24 Appointment of Council Representatives**

Nominations for Parish Council representatives:

- **Approved; Chair**; unanimous.

1. Alice Combes Trust – Cllr Errington.
2. Lord Arundell of Wardour Trust – Councillor Davison
3. SW Wiltshire Community Safety Partnership – No longer in existence
4. TISBUS – Councillor Coyle-Camp
5. Victoria Hall Committee – Not required.
6. Nadder Centre – Councillors Beattie and Corp
7. Nadder Community Land Trust – Not required.
8. Tisbury Memory Group – Councillor Errington
9. Environmental Issues – Not required as Environment Committee now in place.
10. Tisbury Neighbourhood Response Team – Not required
11. Tree Warden – Andrew Graham

#### **14.24 Standing Orders for 2024/25**

- **Approved; RAB/JM**; unanimous.

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#### **15.24 Financial Regulations for 2024/25**

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

#### **16.24 Asset Register**

- **Approved; LCC/RAB;** unanimous; the Council's Asset Register and Inventory of Land for 2024/25.

#### **17.24 Annual Subscriptions**

- **Approved; RAB/JM;** unanimous.
- Wiltshire Association and National Association of Local Councils
- Society of Local Council Clerks
- Information Commissioner
- CPRE

#### **18.24 Finance & Governance**

To approve the following arrangements:

- a. Signatories on the Council's Bank Accounts and Higher Interest Savings Account 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 of Standing Order payments set up including Salaries.
  - d. To appoint a Councillor to conduct a quarterly review of the financial records in conjunction with the Responsible Finance Officer.
- **All Approved; JM/FC;** with Councillor Murray being appointed as the Councillor to conduct the quarterly review of the financial records.

#### **19.24 Insurance**

To approve the renewal of the Council's Annual Insurance on 1<sup>st</sup> June 2024 with Zurich Insurance for the premium of £1,773.30.

- **Approved; LCC/JM;** unanimous.

#### **20.24 Septic Tank Grants**

To consider a request from Unitary Councillor Richard Budden to inform residents of the grants available through Wiltshire Council to replace their septic tanks if they live close to a river and their tanks need replacing:

- **Approved; FC/JM.**

#### **21.24 D-Day Commemorative Event**

To approve the Council's participation in a short commemorative event at the village War Memorial to mark the 80th Anniversary of D-Day on Thursday 6th June 2024 at 11 am to be led by Commander David Childs, CBE and to be followed by refreshments at the Hinton Hall:

- **Approved; Chair;** with Councillor Corp laying a wreath on behalf of the Council.

#### **22.24 Finance - May Financial Information**

- a. Retrospective approval of payments made from 01/04/2024 to 30/04/2024 - £953.14:
  - **Approved; RAB/JM;** unanimous.

- b. Approval of May Faster Payment transactions - £7,279.29:  
 - **Approved; RAB/JM; unanimous.**

Payee	£		Reason for Payment
Employee Salary, Pension + HMRC payments	5,400.55	SO	Salary standing orders & reconciliations
Wiltshire Council	54.19		Electricity for Youth Hub
Workplace Wellness	450.00		Occupational Health Consultation
Andyvan	17.94		Public Toilet supplies
Play Inspection Company	306.00		Inspection of Zip Wire
Tisbury Post Office	150.00		Post office digital screen advertising
Wiltshire Bat Group	25.00		Donation in lieu of expenses for Bat Walk
Hewlett Packard	51.76	DD	Printer hire
Google Play	1.59	DD	Data Storage
Smart Numbers	140.22	DD	Telephone services
Biffa	134.54	DD	Waste service
Biffa	134.54	DD	Waste service
West Mercia Energy	57.33	DD	Public Toilets
West Mercia Energy	259.65	DD	Reading Room
Sovereign	95.98	DD	Playground Inspection
	7,279.29		

- c. To approve the allocation of a sum to replenish the Earmarked Reserve for 'Small Grants and Section 137 Grants' to be taken from General Reserves.  
 - **Approved that £2,500 be allocated to the Small Grants and Section 137 Grants EMR; RAB/JM; unanimous.**
- d. To ratify the Clerk's expenditure of £1,500 for works to repair the basket swing in the King George V playground and to dismantle the zip wire in the Lower Recreation Ground:  
 - **Approved; RAB/JM; unanimous.**

### 23.24 Policies

#### Equalities Policy

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

### 24.24 Environment Committee

Councillor Buck gave a detailed report on the progress of the installation of the Rain Garden and thanked the councillors and volunteers who had help with the planting. She advised that the grant application to Wessex Water had been submitted and an outcome was expected in early July. She also reported on the recent Dark Skies and Bat Walk which had been well-received by those who attended.

### 25.25 Representative Reports

**Tis the Season:** Councillor Mason gave a brief report on the recent meeting at which it had been agreed that the event would be held on 7<sup>th</sup> December. There had been interest expressed from 30 traders and groups. There would also be live music in The Square and a half-day road closure.

**Coffee Angels at the Nadder Centre:** Councillor Beattie gave a brief report on the progress of the coffee concession at the Nadder Centre following issues and a lack of communication between the management and the business owner. It was agreed that a letter be sent to Mr David Redfern, the Director of Leisure at Wiltshire Council.

**26.24 Items for Information**

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

**27.24 Items for next meeting:**

Emergency Plan

**28.24 Date of next meeting:**

Councillor Davison confirmed the date of the next meeting as Tuesday 4<sup>th</sup> June 2024 at 7 pm at the Reading Room, High Street, Tisbury.

There being no other business, the meeting concluded at 8.30 pm.