

# Tilshead Parish Council

**Pembroke Farm, The High Street, Tilshead, SP3 4RX Tel: 07802 679457**

**Chairman: Mrs Deborah Potter**

**Clerk: Mrs Rebecca Hathaway-White**

**All Parish Council Meetings are open to the Public and Press**

**To All Members of Tilshead Parish Council**

Dear Councillor,

You are summoned to a meeting of Tilshead Parish Council, at Tilshead Village Hall on **Tuesday 11<sup>th</sup> October 2022 at 7.00pm**. The meeting will consider the items set out below.

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email [tilshead.pc.clerk@outlook.com](mailto:tilshead.pc.clerk@outlook.com) or phone 07802 679457 mobile. The Clerk will then guide you with the process the meeting will take and assist you with any General Data Protection Regulations requirements you might have.

Council is asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status, and any disability; Crime and Disorder, Health and Safety and Human Rights).

Before the meeting there will be a public session to enable the people of Tilshead to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted under the openness of local Government Regulations 2014 (England Only). A person may not orally report or comment about a meeting as it takes place if he is present during the meeting of a parish council or its committees but otherwise may: Film, photograph or make an audio recording of a meeting. Use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later. Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. However, anyone wishing to do so must speak to the Clerk prior to the meeting as there is policy and General Data Protection Regulations 2018 which must be followed.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk 07802 679457. Email ([tilshead.pc.clerk@outlook.com](mailto:tilshead.pc.clerk@outlook.com)) at least 24 hours before the meeting so that every effort may be made to provide access.

Parish Clerk: Rebecca Hathaway-White

3rd October 2022

## **7.00pm Public Question Time**

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

## **Report from Unitary Councillor Kevin Daley**

# **Agenda**

### **1. Acceptance of apologies for absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

### **2. Dispensations**

Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.

**3. Declarations of interest, members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities** (Disclosable Pecuniary Interests Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations)

**4. Exclusion of the Press and Public Standing Order #1c** The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**5. To receive and sign the minutes of the Full Council meeting held on the 12<sup>th</sup> of July 2022 (Previously circulated)** LGA 1972 Sch 12 para 41(1)

### **6. Chairman's announcements**

### **7. Governance & Procedures**

Council is asked to note that there are 2 on-going Parish Councillor Vacancies, no new candidates have come forward for co-option.

### **8. Planning**

No new planning applications

#### **Planning Decisions**

**Application No: PL/2022/0657**

**Application Type: Proposed Works to Trees in a Conservation Area Address**

**Site Address: North Manor, High Street, Tilshead, Salisbury, SP3 4RZ**

**Decision: No Objection**

**Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018d6cM>**

## **9. Action Plan Traffic Calming and Speeding Traffic**

### **Speed Indicator Device**

Council is asked to hear an update report from Councillor Deborah Potter

## **10. Glider Pilot Service Planter**

Council is asked to hear an update from the Clerk.

## **11. Drove Lane**

Council is asked to hear an update from Councillor Deborah Potter on the removal of the gravel stones and boarding from Drove Lane. This was passed to the rights of way officer and Councillor Deborah Potter has been in touch with the rights of way team via email to get an update.

## **12. Military Updates.**

Council is asked to hear an update report on activity on Salisbury Plain from Councillor G.C Gillian.

## **13. Police Update**

Council is asked to hear an update from the Salisbury & Amesbury Neighbourhood Community Policing Team from Councillor G.C Gillian.

## **14. Environment Update**

Council is asked to hear an update from Councillor G.C Gillian

## **15. School update**

Council is asked to hear an update on the school.

## **16. Playing Field Update**

Council is asked to hear an update from Councillor Robert Leachman.

## **17. Walking Map Unveiling**

Council is asked to hear an update from Councillor G.C Gillian.

## **18. Remembrance Day Service**

Council is asked to hear an update from Councillor Deborah Potter.

## **19. Allotment Payment**

Council is asked to hear an update from Councillor Deborah Potter. Councillor Robert Leachman reported at the last meeting that the Parish Council still had one allotment payment outstanding, Councillor Deborah Potter was actioned to send a reminder.

## **20. The Baptist Chapel**

The Baptist Chapel was raised at the last meeting as it is falling into a state of disrepair. Since then, there has been a car accident which has further damaged the brick wall and railings of the property. The Clerk has written to the owner to ask for them to pay a visit to organise repairs and to ask if there is anything the Parish Council can do to support the owner in moving the project forward.

## **21. Councillor Roles**

Due to the resignation of Vikki Harris the roles of school liaison and newsletter co-ordinator will need to be reassigned.

## **22. Council's Core Documents and Policies**

The following policies are currently out of date as policies should be renewed annually. The Clerk asks that Council address and renew the following documents.

Employee Privacy Statement  
Contact Consent Form  
Standing Orders  
Allotment Privacy Statement  
Code of Conduct  
Complaints Procedure  
Contact Consent Form Allotment Tenants  
Contact Consent Form Employee  
Contact Privacy Statement  
Councillor Privacy Statement  
Data Protection Document  
Document Control  
Council Grievance and Discipline Policy  
GDPR Email Privacy Notice  
GDPR Document Control  
Financial Regulations

## **23. Payments LGA 1972 s150 (5)**

To review and approve the items of expenditure listed below:

### **Invoices**

Wages July and August 2022 [LGA 1972 s111](#) £221  
Wages September 2022 [LGA 1972 s111](#) £221

## **24. Clerk's Report**

### **CILCA Training**

The Clerk will update Council on their CILCA Training which Council have recently approved. Training started remotely on the 22<sup>nd</sup> September 2022 running from 9.30am to 2.30pm. The following sessions are on the 17<sup>th</sup> November 2022, 19<sup>th</sup> January 2023 and the 20<sup>th</sup> April 2023.

### **Arnold Baker on Local Council Administration – Book Purchase**

Council is asked to approve the Clerk placing an order for the 13<sup>th</sup> Edition of Arnold Baker on Local Council Administration. This is the Law book the Clerk uses to advise Council of the law content it has to abide by. The cost is £164.99 from LexisNexis the Publisher.

**Emails on the below list were received and sent to Councillors.**

Your new society membership SLCC invoice  
Hot weather warnings from the MET office  
Salisbury Neighbourhood Development Plan (Regulation 14) Public Consultation  
Stonehenge LHFIG Agenda July 2022  
Cycle Paths  
CILCA Training Course  
Amesbury Rural Police Parish Report – July 2022  
Meeting Cancelled 18/08/2022 Southern Area Planning Committee  
Stonehenge LHFIG Minutes July 2022  
Change of Location for meeting 15/09/2022 Southern Area Planning Committee  
North Manor, High Street, Tilshead, SP3 4RZ Consultation PL/2022/06257  
Briefing Note 22-18-Community Governance Review 2022-23  
Briefing Note 22-19-Community Governance Review Consultation  
LHFIG  
Annual Town/Parish Council (Wilts & Swindon) Survey  
Wessex Flood Warden Newsletter – Summer 2022  
Meeting Cancelled 15/09/2022 Southern Area Planning Committee  
Invoice CILCA Training  
Flood Warden Seminar/Training 21<sup>st</sup> September 2022  
Amesbury Rural Parish Report – August 2022  
Weekly Lists - Week ending 4th September 2022  
Reminder: Community First AGM 2022  
Amesbury Rural Parish/Police Meeting - 29/09/2022  
Stonehenge Area Board - Thursday 22 September at 6.30pm at Phoenix Hall, High St, Netheravon, Salisbury SP4 9PJ  
Passing of HM Queen Elizabeth II Protocols  
Cancellation of Flood Warden and Volunteers Event 21st September 2022  
White Horse Opera's Elisir d'amore  
Weekly Lists - Week ending 11th September 2022  
Supplement 1 to the agenda for Stonehenge Area Board, Thursday 22 September 2022, 6.30 pm  
Weekly Lists - Week ending 18th September 2022  
Traffic Survey Requests in Wiltshire  
Temporary closures of: Various Roads, Various Parishes (Dates between 14/11/22 - 17/02/23)  
Area Board Update  
Weekly Lists - Week ending 25th September 2022  
Meeting cancelled - 13/10/2022, 15:00, Southern Area Planning Committee  
Weekly Lists - Week ending 2nd October 2022

**25. Parish Clerks Delegated Powers**

The Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

**26. Notice of items to be taken into consideration at the next meeting in October.**

Councillors are asked to highlight any further items.

If Councillors wish motions to be included on the next Agenda, they need to be sent to the Clerk before **Friday 30<sup>th</sup> October 2022** (as per Standing Orders). See below:

### **Standing Orders 9. Motions for a meeting that require written notice to be given to the Proper Officer**

A. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

B. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (6) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

C. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

D. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (4) clear days before the meeting.

E. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

F. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

### **27. Items for Parish Newsletter & Notice Boards**

Councillors are asked to inform the Clerk which items it wishes her to highlight in the Parish News and on the Facebook pages from the meetings minutes.

### **28. Date of the next meeting**

The Council is asked to note that **Tuesday 8<sup>th</sup> of November 2022** at 7.00pm is the date of the next meeting. All are welcome to attend.

Council is asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status, and any disability); Crime and Disorder, Health and Safety and Human Rights. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07802 679457) or email ([tilshead.pc.clerk@outlook.com](mailto:tilshead.pc.clerk@outlook.com)) at least 24 hours before the meeting so that every effort may be made to provide access.