



# Minutes

## Tysoe Parish Council Ordinary Meeting

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**Held on:** Monday 4<sup>th</sup> June 2018 at 7.15pm

**Place:** Tysoe Village Hall

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**Present:** Cllr Jacqui Sinclair Chair  
Cllr Colin Locke  
Cllr Steve Allen  
Cllr Graham Collier  
Cllr Beverley Cressman  
Cllr John Tongue

**In attendance:** Kerry Finlayson Parish Clerk  
Cllr John Feilding District Councillor  
Cllr Chris Williams County Councillor

**Members of the public:** 10

### 17/18 WELCOME

Cllr Sinclair welcomed everyone to the meeting

### 18/18 APOLOGIES

Councillors **received** and **accepted** apologies from Cllr Malcolm Littlewood and Cllr Sue Haines.

### 19/18 DECLARATION OF INTEREST

There were no interests declared in any item of business on the agenda

### 20/18 CONFIRMATION OF MINUTES

The minutes of the Parish Council meetings held on 30<sup>th</sup> April & 14<sup>th</sup> May 2018 were **confirmed** and **signed**.

### 21/18 INFORMAL PUBLIC PARTICIPATION SESSION

Mr Paul Bulman asked the Parish Council (PC) to take time to consider if the NPG would unite the three Tysoe communities within the Parish. If all three were behind the plan then it would provide a robust mandate to promote acceptance of the plan and unite the whole village.

There were further items that he asked to be considered:

- 1) The proposal for half a mile of green belt land between Middle and Lower Tysoe to be referred to as a strategic gap
- 2) Up to 15 houses were planned in or around the environment of two conservation areas in middle
- 3) A tight boundary may be desirable but if there was no development north of St. Mary's church it may put a noose around Middle and Upper Tysoe
- 4) A significant number of the 200 respondents to the questionnaire believed that the three areas needed to be united, in order to provide affordable housing

Mrs Janet Bulman asked Cllrs to consider the inclusion of Roses Farm House in the NPG for the following reasons:

- 1) Initially there was an unprecedented amount of opposition to this and it was therefore removed and had now been reinstated.
- 2) Highways reports stated there were vehicle and pedestrian safety issues
- 3) It was within a conservation area and touched areas of outstanding natural beauty
- 4) It was too far away from the centre of the village
- 5) People in Middle and Upper Tysoe did not want it included

Mr Risk asked:

- 1) Membership of the NPG - whether it had been formalised and whether Mr John Hunter had been appointed as he wasn't listed on the website.

Following the meeting the Clerk found the following extract within the Minutes from November 2017:

*Cllr. Allen asked for confirmation on the members of the NPG:*

*David Roache who is the Chair, Isobel Watson is the secretary, Wayne Cressman, John Hunter, Alison Edwards, Jeremy Rivers Fletcher, Cllrs John Tongue, Graham Collier and Beverley Cressman and Cllr Littlewood as substitute.*

The Clerk ensured the following day that Mr Hunter was added on the website.

- 2) At the meeting of the NPG in May a number of residents had asked specific questions in relation to local service village and whether to include Lower Tysoe and he had noted that the questions and responses were not included in the minutes and were therefore not an accurate record. Due to this he would be writing to David Roache and the PC to raise his queries.

## 22/18 NEIGHBOURHOOD PLAN

- The minutes of the NPG meeting on 1<sup>st</sup> May 2018 were **received** and **noted**.

David Roache gave the following update:

- Following a review by Neil Pearce and Rosemary Williams a draft plan was given to all Cllrs to enable them to review it before the meeting on 11<sup>th</sup> June

- Once endorsed it would need about 4 weeks to get the plan ready for public consultation and the following would be undertaken:
  - ❖ Draft summary document
  - ❖ Cover letter from Jacqui Sinclair to be delivered along with the plan to everyone within the Parish
  - ❖ Plan put into a final presentation format
  - ❖ Preparation of an announcement for the Stratford Herald
  - ❖ Preparation of publicity material
  - ❖ Preparation for public meetings
  - ❖ If deemed appropriate, production of a short video
- Proposed 10 week consultation (9 July to 16 September) with three public meetings on 14<sup>th</sup> July, 7<sup>th</sup> August and 7<sup>th</sup> September
- The NPG section of the parish website was currently being redesigned thanks to Simon Forrester and Jane Millward
- The Highways committee report would become part of the evidence file and made available to the public once the plan was endorsed
- The next meeting was scheduled for 26<sup>th</sup> June at 7.15pm at the Village Hall

<b>AP1JUN</b>	Cllr Collier <b>requested</b> copies of the site assessments and it was <b>agreed</b> that they would sent them to all members of the PC. <b>David Roache</b>
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<b>AP2JUN</b>	Link for the Appendix and the additions to be sent to all members of the PC <b>David Roache</b>
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#### Approval of budget

Cllrs **received** and **noted** the document and request for the following:

- £990 for preparation of artwork and design of the main document and delivery of a hi-resolution pdf file
- £210 for design and artwork and delivery of a hi-resolution pdf of a summary document
- £650 for the production of a video but the decision of whether to actually produce a video was deferred
- £100 (approx.) for 500 copies of the summary document and covering letter
- £280 (approx.) for Stratford Herald Advert

This would be taken from the precept and had been budgeted for

Proposed Cllr Colin Locke

Seconded Cllr Steve Allen

It was **noted** after the meeting that an actual vote didn't take place so this was deferred for final approval to the extra meeting on the 11<sup>th</sup> June.

## 23/18 PLANNING

Cllrs **received** and **noted**:

DISCN/00192/18 Lane End Farm, Lane End, Lower Tysoe, CV35 0BZ

- o DC Feilding would follow this up to ensure the correct stone had been agreed and was being used

DISCN/00138/18 Home Holdings, Lane End, Lower Tysoe, CV35 0BZ

- o DC Feilding would confirm that the SDC was content with the proposal

## 24/18 FINANCIAL MATTERS

Payments & Receipts

Cllrs **received**, **noted** and **approved** the following:

Date	Payee (Expenditure)	Particulars of Payment	Amount
05/04/2018	Warwickshire County Council	Footway lighting maintenance 17/18	615.60
06/05/2018	APS Planning Services	Advice on NPG and travel	270.00
11/05/2018	Chris Locke	Refreshments at Annual Parish Assembly	19.65
24/05/2018	BHIB Insurance	Annual Insurance premium	628.13

Proposed Cllr Graham Collier

Seconded Cllr John Tongue

Bank reconciliation

Cllrs **received**, **noted** and **approved** the bank reconciliation:

Proposed Cllr Steve Allen

Seconded Cllr Colin Locke

Annual External Audit

i. Agree annual governance statement

The Chair read out the statement. Cllrs **agreed** with all of the questions and the document was **approved** by all and then signed by the Chair and the RFO.

ii. Agree accounting statements 2017-18

Cllrs **received** and **noted** the accounting statements, the figures were **agreed** and the asset valuations were **agreed** and **confirmed**. It was

noted that the value of land was just a notional value and did not reflect the true value of the land.

Cllrs were pleased that the asset register had consolidated what was owned by the Parish Council and this had helped with the insurance.

Proposed Cllr Graham Collier

Seconded Cllr Steve Allen

## 25/18 PREVIOUS ACTION POINTS

- AP1** To provide information on what was insured and for how much in the asset register. **Cllr Allen and RFO**  
**COMPLETED**
- AP2** Clerk to contact WALC to find out any further information and training available. **Clerk**  
**COMPLETED**
- AP3** Clerk to find out if the website was GDPR compliant and to request that an option be added that when the Parish Council was contacted it was noted that any information provided would remain in the public domain.  
**Clerk**  
**ONGOING**
- AP4** To get further information on LED lighting cost savings along with quotes. **Cllr Allen**  
**ONGOING**
- AP5** To get an engineer to check the power supply to the Fire Station and report back. **Cllr Allen**  
**ONGOING**
- AP6** Liaise with County Cllr Williams with regards to items raised under the Village survey. **Cllrs Collier and Cressman and add Littlewood**  
**ONGOING - Cllr Cressman would work through them with CC Williams and the Traffic and Road Safety team**

With regards to disputed land that Cllr Feilding had been looking into he had found that it belonged to the Highways department and was definitely not privately owned, however he hadn't been able to get full confirmation from the Land Registry.

<b>AP3JUN</b>	Cllr Collier would send the required information to CC Williams who agreed to look for evidence. <b>Cllr Collier &amp; CC Williams</b>
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## 26/18 MIDDLE TYSOE - PROPOSED SIGNAGE AND ROAD MARKINGS SCHEME

CC Williams confirmed that there would be no cost to the PC. Lots of different options were discussed but CC Williams advised that the Cllrs needed to approve the current proposal with the knowledge that further requests could be made at a later date if any amendments were required.

Proposed Cllr Beverley Cressman

Seconded Cllr Graham Collier

This was **approved** with the exception of Cllr Locke who was unhappy with the number of signs but accepted them as a necessity.

Cllrs **noted** that during the recent speed monitoring between 200-300 cars could pass through the village in an hour as it was a commuter village. It had also been quite obvious that the cars were slowing down.

The Clerk would write to Jo Edwards at the Road Safety Unit to say that the PC would like the signs.

Cllr Cressman thanked CC Williams for all of his help.

## **27/18 NEW MATTERS**

There were no new matters raised in advance of the meeting.

## **28/18 CORRESPONDENCE**

There had been a further update with regards to the proposed additional planting for the 5 dwellings on land adjacent Lower Ground, Main street Tysoe which the Clerk had sent that morning. Unfortunately it hadn't been received as there was a problem with the server so this would be emailed again the following day to all Cllrs. DC Feilding agreed to keep this under review.

## **29/18 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS**

### **N. B Cllrs agreed to hear from CC Williams and DC Feilding at this point in the meeting: CC Williams**

Cllrs **received** a verbal report from CC Williams and **noted**:

- Cllr Izzi Seccombe had been re-elected as Leader of Warwickshire County Council
- Cllr John Cooke had been elected as the next Chair of the County Council
- Road safety measures that were soon to be implemented in Tysoe would be achieved without any cost to Tysoe Parish Council as Cllr Williams had been able to allocate £12,000 from his delegated budget for this work. The Parish Council would need to support the proposals to enable the implementation
- Potholes - there were many all over the county and the Government had given the County £1.6million to refill them.
- A joint venture was to be carried out shortly between Northamptonshire County Council, Oxfordshire County Council and Warwickshire County Council

at the request from Oxfordshire CC to evaluate the potential closing of the Maternity Unit at Horton Hospital Banbury.

- The breakdown of the committee was eight members from OCC, three from NCC and one from Warwickshire CC. The reason for this was that Warwickshire only accounted for 4% of the usage in the Maternity Unit. Oxfordshire Health Authority had originally made the decision on fiscal grounds and had they had more money they would probably have taken a different course of action. Warwickshire CC continued to run very efficient maternity units at Warwick, Stratford, Rugby and George Eliot in Nuneaton.
- Footpath from Lower Tysoe towards the church would be refurbished and would be a priority if it was recognised as a potential health hazard
- Gritting routes would be assessed in July
- Any problems with roads or trees to be sent to CC Williams along with photos

Actions for CC Williams:

- Report large gully on the road to Epwell
- Hedging at The Manor - ongoing
- Highway around Tysoe Manor and Smart Lane - Cllr Cressman to forward photos

Cllrs **received** a verbal report from DC Feilding and **noted**:

- There would be training event on highways matters in September
- DC Feilding had moved from Planning East to Licensing but he was still able to make representations at Planning committees
- Currently chasing up the Enforcement Officer with regards to Lower Grounds Farm and had asked for any details to validate the planning application as it still appeared to be invalid. He would be visiting the site later in the week and would update further as this was an ongoing matter
- A letter had been received from a parishioner with regards to the NP and Lower Tysoe so this had been sent on to Rosemary Williams and John Crawford and Jacqui Sinclair. This would be sent to the Clerk for her to distribute to the rest of the PC.
- Elections for District and Parish Councillors would next take place on 2<sup>nd</sup> May 2019

It was **reported** that a member of the public had raised safety concerns over a cherry tree outside the church as it was a hazard to children and this had since been cut back.

As Cllr Haines wasn't at the meeting it was **agreed** that on this occasion the Clerk would write a summary report of the meeting for the Tysoe Record.

<b>AP4JUN</b>	Two complaints had been received about slurry tankers coming through the village. <b>Cllr Cressman</b> to speak to Shipston Police about the matter.
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### **30/18 DATES OF FUTURE MEETINGS**

- Extra Ordinary      11<sup>th</sup> June
- Ordinary              2<sup>nd</sup> July

### **31/18 CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

The meeting was closed at 20.47pm

### **32/18 PERSONNEL MATTERS**

A discussion took place with regards to travel payments to the Clerk in the event of Extra meetings.

DRAFT