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 Minutes of the Tysoe Parish Council Meeting
 Held on Monday 6th February 2017 at 7.15pm

Present: Cllrs Sinclair (Chair), Locke, Collier, Cressman, Haines, Littlewood & Tongue
 In attendance: CC Seccombe
 Public: 7

	Action/ Date
<p>1. Welcome to the meeting given by the Chair, Cllr Sinclair.</p> <p>Cllr Sinclair welcomed all Councillors and members of the public.</p>	
<p>2. Apologies – Cllr Allen</p>	
<p>3. Declaration of interest</p> <p>The Chair reminded councillors of the need to declare an interest in any of the agenda items. None declared.</p>	
<p>4. Acceptance of Minutes</p> <p>All Councillors accepted the minutes from the meetings held on 9th January 2017 as a true and accurate record and were signed.</p>	
<p>5. Informal public participation</p> <p>Prior to opening the meeting to the public, the Chair read out a statement regarding how this section would be conducted and to advise that if there was any disruptive behaviour this section of the meeting would be closed.</p> <p>John Fielding introduced himself as the Conservative candidate standing to replace the vacancy left by Bart Dalla Mura. John then gave a brief resume of his background including the fact that he was the Chair of Radway Parish Council and the Treasurer of the tennis Club in Tysoe.</p> <p>Laura Steele introduced herself as the candidate for Lib Dems for County Councillor. The Divisions are all changing and Laura stated that she was from the original Kineton Division. Laura wanted to come to Tysoe to get a feel for what everyone wants and needs. Laura gave a summary of her background which was originally in banking in London but she now worked in voluntary sector since she had moved to the area. Was also very involved in the fighting the Lighthorne Heath development.</p> <p>Member of the public raised 3 queries. If the fishing pool at Lighthorne Heath was to be retained.</p> <p>What is happening with the bus shelter? Chair pointed out that this was on the agenda later</p> <p>Pot hole on the Main Road which was reported to the CC Seccombe.</p>	<p>CC Seccombe</p>
<p>6. Neighbourhood Plan Update</p> <p>Shirley Cherry reported that there had been a little bit of a hiatus. The NPG had created another draft version of the Plan and but have not yet shared this with the PC as they thought they would get input from Neil Pearce first. Unfortunately he is a very busy man and so will finally look at it this week and will come back with top line comments.</p>	

<p>There is a meeting scheduled at the beginning of next week to go through the draft face to face.</p> <p>Chair said that when Neil Pearce has read the draft and given feedback then call an extra-ordinary meeting of the Parish Council to get Council’s feedback. The meeting date selected should allow at least 7 days for the Parish Councillors to look at the draft and digested what it says prior to the meeting date.</p> <p>Cllr Locke asked why it had been re-drafted? Shirley responded that the NPG felt the previous version was a little tricky to follow. Cllr Locke said would it be fair to say that presentation rather than content had changed? This was confirmed.</p> <p>Cllr Cressman said that the PC had been told that at the last meeting of the NPG they were going through the site assessment and that this would be circulated to the PC but this has not happened nor has the formula that was used to assess the sites.</p> <p>Shirley responded that we are so close now but we have not yet had the opportunity to show this to Neil Pearce. Cllr Cressman said that it seems to have been such a long gap. Shirley said that we thought it was inappropriate to send this out before it had been seen by Neil Pearce.</p> <p>Cllr Collier said that he subscribed to Shirley’s point of view that there is no point in rushing this before it has gone through the proper process.</p> <p>NPG has split themselves into two groups this evening because there is a meeting of the Tysoe Utilities Trust and there are representatives of the NPG talking to them about one of the sites.</p> <p>Cllr collier said that there was going to be a summary prepared of the feedback of the consultation. Shirley said that Cllr Collier was quite right but we have been so busy working on the plan which incorporates this. Once the PC have seen the plan if you feel there needs to be further consultation then this will obviously be done.</p> <p>Cllr Collier said in terms of the next draft he did suggest it might be useful to have parts of the draft displayed in the village hall so that people in the village can engage with this. Shirley said yes we will certainly want the PC thoughts on how the plan should be disseminated. Hopefully it is easier to digest than the previous version.</p>	
<p>7. Planning</p> <p>16/03572/FUL – Lower Grounds, Tysoe – Permission granted</p> <p>17/00101/FUL - Garden Cottage, Shipston Road, Tysoe - First floor addition above existing single storey extension. Having looked at the plans the Councillors were unanimous in their agreement to make no representation.</p> <p>APP/J3720/D/16/3159247: Lindsay House, Tysoe Road, CV35 0BS - 16/01500/FUL - The appeal is allowed and planning permission is granted. The Inspector did however state that “my findings should not be taken as an indication that I disagree with the thrust of the Council’s guidance regarding the conversion of agricultural buildings. However, each proposal must be considered on its own merits, and on this occasion, I conclude that the dormer windows are not harmful to the character and appearance of the host building or the surrounding rural area. Therefore, for the reasons given above, and having regard to all other matters raised, I conclude that the appeal should be allowed.”</p>	Clerk
<p>8. Actions from previous minutes</p> <p>Bus Shelter – The Clerk advised that she had now completed the forms for WCC and the first stage permission had been given. Once a contractor has been chosen the second form needs to be completed</p>	

and sent to WCC before work is commenced. The Clerk confirmed that that Stratford DC had stated that planning permission was not needed and that the installation of a bus shelter by a Parish Council is considered “permitted development”. The Clerk had also written to two other companies to get quotes. In the process of asking for the quotes the Clerk felt that a Parish Councillor who had some knowledge of planning and building should probably lead this project to ensure that it is undertaken in the correct manner. The Clerk therefore wanted to propose that Cllr Tongue should lead this project. All Councillors agreed that this was a good idea and Cllr Tongue agreed to undertake this role.

Cllr
Tongue/
Clerk

The Clerk also advised that the bus company had agreed to donate £200 towards the bus shelter.

Playing Field Equipment for Older Children – Cllr Cressman reported that a meeting had taken place and the update is that the Clerk will do an application in terms of lottery funding. Cllr Allen said about getting other quotes but this also ties into the repairs that are necessary. The first phase of the project is a zip wire which hopefully will be lottery funding. The second phase is repairs and replacement of existing equipment and an agility type piece of play equipment.

Cllrs
Cressman/
Allen/
Locke

The Clerk had submitted the lottery application form but it can take up to 10 weeks to hear any news.

Playground Inspection Report – Cllr Locke said it is an extension of what has just been said. Some repairs are DIY but some will need quotes.

Cllrs
Cressman/
Allen/
Locke

Speeding Update - Cllr Cressman reported that a week or so ago some Councillors and members of the public undertook training and had to do a test, which everyone passed. Cllr Cressman has contacted Shipston Police again and a risk assessment needs to be done on the sites where we are planning to undertake the speed tests. If you have not had the training you cannot hold the speed gun but you can get involved in the process. If Councillors have any feedback can you please let me know.

Pavement in Lower Tysoe - CC Seccombe said that she had not heard back and will need to chase this up. Cllr Sinclair asked if a contact had been made regarding the tree in Welchman’s place. CC Seccombe said that more money had been budgeted for footpaths.

CC
Seccombe

Financial Regulations Policy - This policy had been circulated to Councillors last year. The decisions that needed to be made were: on page 5 it allows for Councillors to make decisions on expenditure without referring to the full Parish Council but a financial limit needs to be set. Page 6 refers to the checking and signing of the bank reconciliation. This has now been implemented monthly. As a Parish Council, we now need to ensure that this is also done at the year end and appoint a Councillor, each year, to do this.

Clerk

Page 8 sets various expenditure limits which need to be agreed. It also states when the Parish Council will commence the budget process.

All the points were agreed and the final draft will be circulated for formal adoption at the next meeting.

9. Financial Matters

The following payments were proposed by Cllr Collier and seconded by Cllr Littlewood. All Councillors agreed payments:

Date	Payee (Expenditure)	Particulars of Payment	Amount
10/01/2017	Npower	Electricity for 01/10/16 - 31/12/16	542.86
09/01/2017	Stratford District Council	Parish Election November 2016	1628.50
16/01/2017	Stratford District Council	Supply of new litter bin	200.00

31/01/2017	Paul Pitts	Playing Field Maintenance January 2017	52.00
31/01/2017	Tysoe Village Hall	Donation to the village hall refurbishment project	1000.00
01/11/2016	NJ Foster	Hedge cutting	90.00
Sub Total			3513.36

The bank reconciliation which had been previously circulated was agreed and signed off by Cllrs Cressman and Collier.

10. New Matters – None

11. Correspondence

Two pieces of correspondence had been received which had been circulated to all Councillors. This concerned the moving of livestock. The Clerk had written to the Shipston Police who had advised that there was action that could be taken but that the individual needed to come forward and report this to the police which the individual had said they did not want to do. All Councillors agreed that this was not a Parish Council issue.

The second is an email from the Tysoe Windmill Run Committee who have written to ask permission to use the recreational ground for the 5k and 10k fun run on Saturday 3rd June 2017. In addition to this they would like permission to display the banner advertising the run on the front fence. All Councillors agreed to give permission.

12. Councillors Reports and items for future agenda

Cllr Locke past the play school there is a man hole that has seriously collapsed at the side of the road. CC Seccombe agreed to report this.

Cllr Locke said that you may remember the clean for the queen initiative which involved painting the railings in the village and tidying the railings around policeman's tree which Cllr Locke had done and stacked them all in a neat pile and someone has taken the railings.

Cllr Collier the man hole cover, on a public footpath at the back of a resident's property in Lower Tysoe is rotten and would be dangerous if someone stood on this. CC Seccombe said that she would report this to the Footpath Office and the clerk was asked to write to the land owner about this.

Cllr Sinclair raised the issue of filling in the gaps in the hedging around the playing field. Cllr Collier said that he would like to propose that we get on with this and it was seconded by Cllr Locke. Michael Mann has agreed to undertake the work.

Cllr Cressman advised that the Tysoe Parish Council Surgery would be held in the Tea room in the morning and asked if any Councillor wanted to join her. Cllr Collier said that he would attend.

CC
Seccombe

CC
Seccombe/
Clerk

13. Closure of the meeting to the public and press – 8.05pm