



MINUTES

Meeting of Tysoe Parish Council

Meeting Type: Ordinary
Date & Time: 9 November 2020 at 19.15hours
Location: Zoom multi-user video software
Councillors Present: Jacqui Sinclair (Chairman), David Roache (Vice-Chairman), Jane Millward, John Tongue, Jeremy Rivers-Fletcher, Alison Cross, Malcolm Littlewood, James Bardey
In Attendance: DC John Feilding, Beverley Thorpe (Parish Clerk)
Members of the Public (MOP) 9

106. WELCOME and APOLOGIES

Apologies were received from CC Chris Williams. Cllr Bardey will be joining the meeting but advised that he may be late.

107. DECLARATION OF INTERESTS

Cllr Cross declared pecuniary interest in 112 (i). Cllr Sinclair declared pecuniary interest in 112 (iv).

108. CONFIRMATION OF MINUTES

The Council were asked to approve the minutes as an accurate record of the decisions made at that previous meeting:

i. Ordinary Meeting 14 October 2020

Proposed Cllr Rivers-Fletcher **Seconded** Cllr Roache **All in favour**

ii. Extra Ordinary Meeting 2 November 2020

Proposed Cllr Roache **Seconded** Cllr Rivers-Fletcher **All in favour** (2 abstained as absent from meeting).

109. PUBLIC FORUM

NIL

110. WARD MEMBERS REPORTS & MATTERS ARISING FROM PREVIOUS MEETINGS

i. CC Williams

Councillors received a report from CC Williams. Cllr Sinclair suggested information about Tackling Food Poverty included in the report be added to the website. **ACTION:** Parish Clerk to post on the website.

Proposed Cllr Littlewood **Seconded** Cllr Roache **All in favour**

19.19 Cllr Bardey joined the meeting.

ii. DC Feilding

DC Feilding said that the Oversight & Scrutiny Committee will be holding a consultation on a joined-up approach by SDC and WCC to bin collection. He referred the Council to the SDC website. Additionally, DC Feilding suggested that the Parish Clerk make sure that the school is aware of how to access to free school meals during the school holidays. **ACTION:** Parish Clerk to advise School and Tysoe Children's Group.

Cllr Roache asked for DC Feilding's views on the impact of the revised Site Allocation Plan (SAP) on villages within his ward. DC Feilding said that the revised SAP only effects Tysoe and Oxhill and suggested 'horrific' possible development around Tysoe.

Cllr Millward asked DC Feilding where Councillors could view the sites in the SAP to which he was referring. Cllr Roache referred to the link for the SAP consultation in his SAP paper (see NEWS on website). He went on to clarify that there are only two reserve sites in the SAP

Herbert's Farm, which is included in the Neighbourhood Development Plan, and one west of Sandpits Road. Cllr Millward said that DC Feilding's comments about lots of development around Tysoe were disturbing. Cllr Cross asked DC Feilding to clarify his comments for the sake of the minutes as he may be making the SAP sound worse than it is. DC Feilding suggested that Councillors refer to the SDC website to view the report. Cllr Littlewood said that two sites could not be described as a huge amount of development and that DC Feilding should define this for the minutes. DC Feilding apologised for the comment and advised Cllrs to view the SAP online.

Cllr Feilding gave an update on the absence of CC Chris Williams.

111. CORRESPONDENCE

i. Gill Roache – Stour Health & Wellbeing Partnership

Mrs Roache has written to the Council asking for volunteers to deliver questionnaires on behalf of Stour Health & Wellbeing Partnership to residents identified as vulnerable in the community. Councillors Roache, Millward, Cross, Tongue, Sinclair and Littlewood volunteered.

ii. Bart Dalla Mura - Awning for shop

Mr Dalla Mura has written to the Council asking for moral support to install an awning outside Tysoe Village Stores to protect customers who may have to queue whilst waiting to enter the shop. Councillors supported the plan as long as the selected awning is of a visually sympathetic design in keeping with a conservation area and meets all planning and safety requirements. The Council advised Mr Dalla Mura to liaise with Stratford District Council planning department regarding the correct process for installation. **ACTION:** Parish Clerk to reply to Mr Dalla Mura.

Proposed Cllr Littlewood **Seconded** Cllr Cross **All in favour**

112. FINANCIAL REPORT

i. Payment Requests

The Parish Clerk asked the Councillors to approve payments:

Voucher	Code	Supplier	Total
89	Signage	Alison Cross	49.32
90	Working from Home Allowance	Beverley Thorpe	26.00
91	Playground Maintenance	Paul Pitts	55.00
92	IT Equipment & Software	Beverley Thorpe	7.20
93	Payroll Services	DM Payroll Services	60.00
94	Salary (including back pay)	HMRC	105.80
95	Salary (including back pay)	Beverley Thorpe	422.65
96	Mowing & Hedges	Thomas Fox Landscaping & Maintenance	747.60
97	IT Equipment & Software	Beverley Thorpe	7.20
98	Signage	Alison Cross	5.49
99	Electricity charge for lighting	Green Energy	174.57
Total			£1660.83

Proposed Cllr Roache **Seconded** Cllr Rivers-Fletcher **All in Favour**

ii. Recurring Monthly Payments List

The Parish Clerk asked the Councillors to approve the updated Monthly Payments List to reflect changes in the Clerks Salary and Working from Home Allowance.

Proposed Cllr Roache **Seconded** Cllr Littlewood **All in Favour**

iii. Review of tenders and supplier selection

Cllrs Millward, Roache and Littlewood have reviewed the tenders from April 2021-March 2023 and proposed the following awards:

- a) **Contract One – Village Greens and Verges** – Thomas Fox Landscaping & Maintenance.

Proposed Cllr Millward **Seconded** Cllr Roache **All in Favour**

Cllr Sinclair asked whether the Council should take part in No Mow May.

Proposed Cllr Millward **Seconded** Cllr Roache **All in favour** 2 abstained.

Cllr Sinclair declared a pecuniary interest in Frank Mann Farmers and handed the chair to Cllr Roache.

- b) **Contract Two – Tysoe Playing Fields** – Frank Mann Farmers

Proposed Cllr Millward **Seconded** Cllr Roache **All in Favour** 1 abstained

Councillors proposed to have an approved supplier list for ease of obtaining future quotes. Suppliers to provide evidence of insurance, give experience in different types of work and provide references.

Proposed Cllr Cross **Seconded** Cllr Littlewood **All in favour**

ACTION: Tender criteria to be reviewed before next round of tenders. Scope of contracts to be revisited in light of decision to increase wildflower patches in the village and No Mow May. Parish Clerk to confirm awards with suppliers involved. Successful suppliers to be advised to only take instructions from the Parish Council. Parish Clerk to contact proposed suppliers to join approved supplier list.

Cllr Sinclair asked Cllr Roache to take over the chair and left the meeting.

iv. **Breech Furlong tenancy agreement**

Cllr Roache reported that Sheldon Bosley Knight have indicated that Simon Sinclair, tenant of Breech Furlong, is willing to proceed with the Farm Tenancy Agreement. Copies of the Agreement are in the post to the Clerk. **ACTION:** Parish Clerk to forward details of the agreement to all Councillors.

Cllr Sinclair returned to the meeting.

v. **Revised Financial Regulations 2020**

The Parish Clerk asked for Council approval for changes to the Financial Regulations.

ACTION Parish Clerk to publish revised Financial Regulations.

Proposed Cllr Millward **Seconded** Cllr Roache **All in favour**

vi. **Remembrance – Donation to British Legion**

Cllr Sinclair proposed a donation of £150 to the Royal British Legion. **ACTION:** Parish Clerk to raise a cheque to be forwarded to David Sewell once signed.

Proposed Cllr Sinclair **Seconded** Cllr Bardey **All in favour.**

113. **BUDGET 2021-24**

The 2021-24 budget requires drafting for submission for the 2021-22 Precept. Cllrs Millward, Roache, Sinclair and the Parish Clerk/RFO to meet to devise draft. All Councillors to forward ideas for consideration by 27 November. **ACTION:** Parish Clerk to set up Zoom meeting and forward current year's budget for reference.

Proposed Cllr Cross **Seconded** Cllr Tongue **All in favour**

Cllr Littlewood suggested inviting the public to contribute ideas for future budgets in a communication which would also explain the constraints under which the Council can spend money. **ACTION:** Parish Clerk to write draft communication.

Proposed Cllr Roache **Seconded** Cllr Millward **All in favour** 2 abstained.

114. **AREAS OF RESPONSIBILITY & MATTERS ARISING FROM PREVIOUS MEETINGS**

- i. **Employment/HR** – No update

ii. Infrastructure & Environment

a) Annual Infrastructure Audit

Cllr Cross has reported repairs identified in the Infrastructure Audit to WCC via the website including the loose curb stones outside The Peacock Inn. Enquiries have also been made regarding a drop curb on the pavement opposite the doctor's surgery. Cllr Littlewood added that the pavement will be replaced as part of the works to provide a physical alert to partially sighted residents. WCC have confirmed that if they have the budget, they will do this.

Proposed Cllr Millward **Seconded** Cllr Sinclair **All in favour**

Cllr Cross will ask Simon Cherry to quote for the refurbishment of the noticeboard and 5 benches. **ACTION:** Cllrs and Parish Clerk to forward the names of other relevant suppliers to be forwarded to Cllr Cross.

b) Parking on Main Street, Bollards (School Lane, Parke Row)

Cllr Littlewood circulated a report suggesting wooden knee rails be used to prevent parking outside Parke Row and School Lane. Quotations are now required if Cllrs are happy to proceed.

Cllr Millward said that she did not think School Lane was a problem and asked if residents in Parke Row had been liaised with? It was confirmed that they had not. Cllr Bardey asked if Councillors had considered the knock-on effect of parking on the road new barriers would cause.

Cllr Cross said that she had changed her view with regards bollards and that Cinderella Cleaning should be approached directly to remedy the problem. Cllr Tongue agreed that it was wrong to penalise everybody.

Cllr Millward asked why Enforcement have done nothing about this. Cllr Millward proposed that DC Feilding progresses with SDC Enforcement. **ACTION:** Cllr Cross to an overview of the problem to DC Feilding.

Proposed Cllr Littlewood **Seconded** Cllr Millward **All in Favour**

c) WCC Lighting Invoice

Cllr Cross had no progress to report.

e) Mowing (School Lane)

Mowing yet to be completed. Cllrs Littlewood and Millward to liaise with Rosemary Collier and the working party to clear the area.

f) Wildflower Patches and grant application

Rosemary Collier has drafted an application for *Caring for the Cotswolds* funding to help Tysoe become a wildlife friendly village. The application is aimed at securing funding under the heading information and education and needs a named applicant from the Council. Cllr Millward offered to be the named applicant.

Proposed Cllr Rivers-Fletcher **Seconded** Cllr Millward **All in favour** 2 abstained.

Cllr Sinclair proposed that the Council financially supports the project, and that money is built into the next budget.

Proposed Cllr Rivers-Fletcher **Seconded** Cllr Bardey **All in favour** 2 abstained.

Cllr Roache proposed a contribution of £250 to cover the shortfall in the budget for the application (due to be submitted 4 December 2020).

Proposed Cllr Roache **Seconded** Cllr Millward **All in favour** (Cllrs Tongue and Littlewood abstained).

g) Grit bins update

Cllr Sinclair reported that she has contacted WCC to collect the new bins to transport them to their intended locations in Welchman's Place and Lady Elizabeth Hill. No response to date.

iii. Neighbourhood Plan

a) Neighbourhood Plan update

Cllr Roache reminded the Council that the consultation on the Tysoe Neighbourhood Development Plan runs until 4 December 2020.

b) SAP consultation

Stratford District Council have published a revised Site Allocation Plan for consultation which ends 18 December 2020. Cllr Roache proposed that he draft comments on behalf of the Council for review at the next meeting. He also suggested that residents should be encouraged to submit their own comments. More information on the consultation to be uploaded to the website and mention to be included in the Tysoe & District Record. Cllr Roache said that he thought that the revised SAP was a much better document than the one it replaced and holds very few real concerns for Tysoe.

ACTION: Cllr Roache to write draft a response to the SAP consultation for consideration by Councillors at the next meeting. Parish Clerk to publish SAP consultation information on the website and in the Record.

Proposed Cllr Sinclair **Seconded** Cllr Millward **All in favour**

iv. Planning

a) 20/00391/FUL & 20/00392/LBC - 2 The Green Tysoe

Councillors heard from the residents at No1 and No3 The Green who both expressed their concerns about the proposed planning application for No2 The Green. The Planning Working Group recommended that their previous decision to Object was upheld and that a representative of the Parish Council would attend the planning committee if held.

Proposed Cllr Littlewood **Seconded** Cllr Millward **All in favour** 1 abstained

v. Playground

a) Quotes for repairs - No report

b) Quotes for Basketball Hoop removal – The playground working group have received three quotes for the removal of the basketball hoop and stand and recommend that the third quote for £150 no VAT is accepted. **ACTION:** Parish Clerk to write to the suppliers advising outcome.

Proposed Cllr Millward **Seconded** Cllr Tongue **All in favour**

vi. Road Safety

a) Update

Cllr Rivers-Fletcher has forwarded a report the Council for consideration. The Road Safety working group to meet and discuss further. Cllr Millward has stepped off the group.

vii. Trees

a) Planting recommendations by pollarded Ash Tree

Cllr Bardey recommended planting either a liquid amber or tulip tree with a height of 4-5m and girth of 14-16cm. He estimated that they will each cost approximately £300. **ACTION:** Cllr Bardey and Parish Clerk to obtain quotes for next meeting.

Proposed Cllr Sinclair **Seconded** Cllr Bardey **All in favour**

viii. Welfare & Social Housing

a) Social/Affordable Housing – Terms of Reference

Cllr Roache proposed Terms of Reference for the Affordable Housing Committee, circulated in advance of the meeting with the agenda.

Proposed Cllr Roache **Seconded** Cllr Rivers-Fletcher **All in favour**

115. RISK MANAGEMENT PLAN

The Parish Clerk updated Members on the outstanding actions on the Risk Management Plan for quarter 3:

- a) Collect Apple Mac from Tea Rooms – on hold due to current pandemic.
- b) Damage to village greens and verges due to traffic – Infrastructure working group to devise policy and approach to communications on this issue.
- c) DSE - Parish Clerk to complete.
- d) Dual signatory bank account – Parish Clerk to review and submit recommendation.
- e) Grants Policy - Parish Clerk to review and update.
- f) Flooding – residents to be reminded in communication to keep drains, footpaths and pavements clear of vegetation. Communications to include landowners of public footpaths.
- g) Leases and legal documents – Parish Clerk to check all are present and complete.
- h) Archiving Parish Council records with WCC – Parish Clerk to establish process.
- i) Data Retention Schedule - Parish Clerk to update Councillors on requirement to delete records.

Proposed Cllr Roache **Seconded** Cllr Tongue **All in favour** (1 absent from room)

116. DATE OF NEXT MEETING

14 December 2020 – Ordinary Meeting

117. CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

Cllr Sinclair closed the meeting at 21.42 hours.

Proposed Cllr Millward **Seconded** Cllr Roache **All in favour**

118. PRIVATE & CONFIDENTIAL

Signed:

Date: