



# Minutes

## Ordinary Meeting of Tysoe Parish Council

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**Held on:** Monday 1<sup>st</sup> October 2018 at 7.15pm  
**Place:** Tysoe Village Hall

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**Present:** Cllrs Jacqui Sinclair, Colin Locke, Steve Allen, Graham Collier, Beverley Cressman, Sue Haines, Malcolm Littlewood and John Tongue  
**In attendance:** Kerry Finlayson (Parish Clerk), District Cllr John Feilding, Jane Millward (RFO) John Careford - Policy Manager (Planning & Housing) SDC  
**Members of the public:** 13

### 112/18 WELCOME and APOLOGIES

Cllr Locke welcomed everyone to the meeting and thanked John Careford for coming along. Councillors **received** and **accepted** apologies from County Cllr Chris Williams

### 113/18 APPOINTMENT OF ACTING CHAIR

Councillors **approved** the following schedule:

- 1 Oct to 3 Dec Cllr Allen
- 3 Dec to 4 Feb Cllr Cressman
- 4 Feb to 4 Mar Cllr Sinclair
- 4 Mar to Election Cllr Collier

Proposed: Cllr Locke Seconded: Cllr Collier All voted in favour  
Cllr Allen thanked Cllr Locke and took the Chair.

### 114/18 DECLARATION OF INTEREST

Non-Pecuniary: Cllrs Collier and Cressman - agenda items 10 iv) and v)  
Pecuniary: Cllr Allen - agenda item 19 i)

### 115/18 CONFIRMATION OF MINUTES

The minutes of the following meetings were **confirmed** and **signed**:

- Ordinary 3 September 2018
- Extra 11 September 2018
- Extra 25 September 2018

Proposed: Cllr Sinclair Seconded: Cllr Tongue All voted in favour

With regards to the minutes of 2<sup>nd</sup> July, although approved, Cllrs Collier and Cressman have insisted that the following comment is put on record:

*At the previous meeting the draft plan was approved by all Cllrs although Cllrs Collier and Cressman had requested amendments which would be submitted to David Roache. Subsequently, as not all of the amendments they had requested were included they were now unhappy to support the draft plan.*

### 116/18 JOHN CAREFORD

John Careford thanked the Parish Council for their invitation to attend the meeting and gave the following information:

- The Tysoe NP was currently at Reg14 and would be amended as appropriate
- This stage was still relatively early on in the process
- He was aware of issues with the BUAB
- Consistent advice had been given by SDC which was supportive of communities that wanted to support a NP

- The approach of SDC needed to be applied consistently across the District and the planning authority wouldn't be looking to make changes but if they were requested by the Parish through the NDP process then they would be supported
- The purpose of the boundary was to establish the extent of the built-up area which would be clearly defined and protect the area as a whole
- If Lower Tysoe was included in the BUAB it could be included for development
- BUAB's had been drawn tightly to limit in-fill opportunities, so that gave stronger protection than existed currently, in terms of case by case interpretation of the physical confines

#### **117/18 INFORMAL PUBLIC PARTICIPATION SESSION**

- Severn Trent Road Diversions - Cllr Feilding would query the diversion as there was a better option that would not affect local businesses and homeowners
- Complaint made that although delighted that John Careford was in attendance it was odd that he was here to talk about the BUAB after the close of the consultation

#### Questions asked:

- Must a NP meet basic conditions and did Mr Careford believe that the Tysoe NP had demonstrated that stakeholders had received full and accurate information to which he replied that the plan had to be prepared properly and robustly justified whilst following procedures. SDC would need to be satisfied that this was the case. John Careford was unable to comment until SDC had seen all the evidence at Regulation 16 stage and pointed out that the NDP would also be examined independently.
- A member of the public asked if Core Strategy Policy AS.10 outlined the circumstances under which a development would be allowed and the Parish and District Councils were supportive, would this be a factor in the decision to which John Careford replied that the UK planning system was only the starting point for decision making as other material decisions came into play but it would always be a factor
- With regards to the LSV and Lower Tysoe as a hamlet, if that status quo was to remain would the development that has taken place since 2011 count towards the Tysoe number? John Careford replied that if it was within the BUAB then anything built since 2011 would count
- A resident of Lower Tysoe commented that having read the policy he believed that it was a reasonable interpretation to make that Lower Tysoe would be better protected outside the boundary as the presumption was against development whereas if it was within it would be more difficult to control
- A member of the Parish requested that it was minuted that as traffic had increased considerably, it should be a priority for the Parish Council to arrange a traffic audit before there was a fatality. Cllr Cressman advised that the PC was incredibly aware of the situation and that she had been working with WCC and new signage had been agreed which would be installed shortly. A traffic survey had taken place and Cllr Cressman was trying to obtain the results. It was also noted that there were a lot of roads within the village in need of urgent maintenance. Cllr Feilding advised that he had raised concerns a number of times. The benefit of the NP was that it would put the Parish in control plus there was a further benefit as there would be extra funding for local priorities which could be used for street calming.

#### Further comments:

- Upper Tysoe suffered from being used as a rat-run
- The requirement to do a site allocation plan was in the core strategy
- Village could not be declassified based on the size and level of services available

Cllrs thanked John Careford for attending the meeting and he then left.

## 118/18 FINANCIAL MATTERS

### i. Payments and Receipts

Payee	Particulars of Payment	Amount
Scribe Accounts	Annual software licence for single user licence (agreed 03/09/18)	237.72
PKF Littlejohn	External Audit Fee	360.00
Green Energy	Electricity supply 05/08/18 - 31/08/18 (taken by DD)	135.18
Paul Pitts	May, June, July, August & September playing field maintenance	270.00
Thomas Fox Landscaping Maintenance	Verge Maintenance 04 & 18/09/18	597.60

**Approval** - Proposed Cllr Locke                      Seconded Cllr Sinclair                      All voted in favour

Jane Millward **proposed** that Paul Pitts be paid £54pcm until the financial year end

**Approval** - Proposed Cllr Sinclair                      Seconded Cllr Cressman                      All voted in favour

### ii. Bank reconciliation

The bank reconciliation and bank statement for 30<sup>th</sup> September were **approved**

Proposed Cllr Allen                      Seconded Cllr Collier                      All voted in favour

### iii. Audit and Annual Accounts

Cllrs **received** and **noted** the reports.

Proposed Cllr Collier                      Seconded Cllr Tongue                      All voted in favour

At the previous meeting it had been **agreed** that Creative Play be awarded the contract for the new Playground equipment subject to receipt of two suitable references. These had now been received and reviewed so the RFO would go ahead and place the order.

## 119/18 NEIGHBOURHOOD PLAN

- i. Cllrs **received** and **noted** the minutes from the meeting on 26<sup>th</sup> September 2018
- ii. Wayne Cressman stood down from the Group at the meeting last week due to work pressure reasons. The group was now currently looking for someone else to join, preferably with IT skills.
- iii. It was **noted** that David Roache and Cllr Jacqui Sinclair would be attending the SDC cabinet meeting on 8<sup>th</sup> October on behalf of the Parish Council  
All Cllrs **agreed** to them speaking on behalf of the Parish Council.

### Update from David Roache

- o David thanked those who had participated in the process by submitting comments, of which there were over 120 individual comments, many complimentary although some not so, which would take some time to collate and respond to, hopefully by the end of November
- o Comments from SDC had been received and whilst they were fairly comprehensive there was nothing in them that was perceived to constitute a 'deal breaker' and they would be carefully reviewed.
- o There were a number of common themes and the intention was to respond to the whole Parish by way of a comprehensive response document in the form of FAQs. This would explain the process and thinking behind the Plan and answer concerns raised.
- o Some comments had been copied to SDC - residents should understand that the District Council was a consultee in the process and would not have anything to do with residents' comments. In fact, they would not be read by the Council.

- In parallel with drafting a response to the comments received, in due course the Plan would be re-drafted to take account, where appropriate, of comments made, in particular those made by SDC. This re-drafted Plan would be submitted to SDC as a submission Plan together with a file of evidence and a document which would demonstrate that all conditions had been met. This Plan would be made available for a further 6-week consultation period, managed by SDC. At the end of that period the Plan, with its supporting documentation, would be given to a Planning Examiner who would review it and write a report with suggested drafting points. The Plan, taking those points into account, would then be submitted as a Referendum Plan for the Parish to vote on.
- At the meeting on 27<sup>th</sup> September, Mark Henderson of Compton Estates gave a view of what plans they had for Roses Farm if it were ever to be released for development. These included how the vehicle and pedestrian access issues might be mitigated. Mr Henderson also addressed Compton Estate's objection to the proposed designation of the Community Orchard as a Local Green Space and gave assurances that it was likely that they would grant a new lease for the orchard at the expiry of the current lease.
- Next meeting - 29<sup>th</sup> November at 7.15 in the Village Hall

#### 120/18 PREVIOUS ACTION POINTS

AP4 May	Ongoing
AP5 May	Ongoing
AP6 May	Completed - had now all been forwarded to County Cllr Izzie Seccombe

#### 121/18 PLANNING

- i. 18/01466/FUL Corner Cottage - For information only
- ii. 18/02386/FUL Stone House, Baldwins Lane, Upper Tysoe  
**Support**
  - It would tidy up the existing building with a nice design and was in keeping with the existing building
  - Would clear up peripheral buildings at the back
Proposed Cllr Cressman Seconded Cllr Sinclair All voted in favour
- iii. 18/02387/LBC Stone House, Baldwins Lane, Upper Tysoe  
**As above**
- iv. 18/02496/FUL Greenacres Farm, Badgers Lane, Lower Tysoe  
**Support**
  - Good use of a redundant farm building
  - Rounds off and finishes the original farmyard conversion scheme
  - Design was very good and sympathetic to the area
  - Parish Council had supported the original proposal
Proposed Cllr Littlewood Seconded Cllr Collier All voted in favour
- v. 18/02497/LBC Greenacres Farm, Badgers Lane, Lower Tysoe  
**As above**

**N.B** It was **agreed** to move District Cllr Feilding's slot forward in the meeting to this point:

## 122/18 DC FEILDING

District Cllr Feilding commented on the following:

- Road diversion - he was trying to get this re-routed
- Kendrick site landscaping - Clerk to contact Dale Barker to find out their action plan for Autumn
- Roberts site - enforcement in place to stop top soil being taken off site. He had worked with the archaeology planner who also wanted a site management plan put in place before any further work was done
- Humbert's Barn - he had emailed copy of the letter from the planner to ensure correct tiles were used
- Property company being put together within the district for affordable housing. Would be trying to ensure that Orbit worked with this company

**N.B** Cllr Feilding left the meeting at 20.50

## 123/18 HEDGE CLEARANCE

- Bridleway which exited onto Lower Tysoe Road just past the Kendrick Homes site was now clear.
- Hedges along the footpath off Oxhill Road, along the side of Windmill Way - Cllr Locke would check and advise the Clerk (**AP1 Oct**)

## 124/18 CORRESPONDENCE

### Banbury Star Cycling Club

The Parish Council were unhappy with responses from Paul Dean, President of the Club and requested that the Clerk ask for a copy of their current risk assessment, a copy of the pre-ride briefing and information on their liability when there was an accident. The President would also be invited to the next meeting to explain their activities. (**AP2 Oct**)

The Clerk would write to the resident who raised the initial concerns (**AP3 Oct**)

## 125/18 CC Williams

There was nothing to report as CC Williams was currently off sick.

## 126/18 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS

### **Cllr Cressman:**

- Would be circulating minutes from a recent visit to Upton House shortly
- Recent footpath repairs - had fed back to CC Seccombe that both building and personal rubbish had been left behind
- Tea rooms were now officially closed until New Year but would have pop up sessions including the Parish Council surgeries on the first Tuesday of each month
- CC Seccombe had been emailed with regards to road works that needed to be completed including white lines to define parking
- Would check with RoSPA whether anything needed to be done following a child breaking their arm having fallen off the zip wire

### **Cllr Sinclair:**

- Thanked Cllr Locke and the resident who had sent a letter to The Tysoe Record for their kind words following her resignation as Chair

### **Cllr Allen:**

- Clarification needed with regards to work done to part of the path to The Pound as only partially completed

## 127/18 DATE OF THE NEXT MEETING

- 5<sup>th</sup> November 2018 at 7.15pm

## 128/18 TRAINING

Cllrs **approved** the following training courses:

- |     |                                       |                           |                     |
|-----|---------------------------------------|---------------------------|---------------------|
| i.  | Clerk: Planning for Elections         | 10 <sup>th</sup> November | £30                 |
| ii. | RFO: End of Year Financial Procedures | 23 <sup>rd</sup> January  | £30                 |
|     | Proposed Cllr Littlewood              | Seconded Cllr Cressman    | All voted in favour |

## 129/18 CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

This part of the meeting was closed at 21.10

## 130/18 PERSONNEL MATTERS

It was **agreed** to swap the two agenda items around to allow David Roache to stay and contribute to item ii)

Proposed Cllr Sinclair Seconded Cllr Littlewood

All Cllrs voted to allow David Roache to stay with the **exception** of Cllr Collier who objected so he **left the meeting** and Cllr Cressman who was not present in the room at that point (as she was getting a glass of water for the Clerk).

- ii. Approval of confidential correspondence
- a) VR: Proposed Cllr Locke Seconded Cllr Tongue  
Six Cllrs voted in favour with one objection from Cllr Cressman
  - b) KR: Proposed Cllr Haines Seconded Cllr Tongue  
Six Cllrs voted in favour with one objection from Cllr Cressman
  - c) SR: Proposed Cllr Tongue Seconded Cllr Littlewood  
Six Cllrs voted in favour with one objection from Cllr Cressman
  - d) SF: Proposed Cllr Tongue Seconded Cllr Sinclair  
Six Cllrs voted in favour with one objection from Cllr Cressman

Councillor Cressman **objected** to the letters sent out as she felt that the tone and content was not acceptable to come from a public body such as a Parish Council.

### N.B David Roache left the meeting

i. Confidential matter

The Clerk would again contact Izzie Seccombe at WCC and request that letters were sent to the occupiers of the five properties that were affected.

The meeting closed at 9.35