**Meeting Type** Ordinary

**Date**  13 September 2021

**Time**  19.15

**Venue**  Tysoe Village Hall, Main Street, Tysoe

**Councillors Present** David Roache (Chairman), Jacqui Sinclair (Vice-Chairman), Malcolm Littlewood, Matt Jarvis-Cleaver, John Tongue, Jane Millward

**Apologies**  James Bardey, Alison Cross

**In Attendance** Cllr John Feilding, Beverley Thorpe (outgoing Parish Clerk & RFO), Charmaine Swift (new Parish Clerk & RFO

**Members of the Public** 2

**88. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting by announcing that this was the last meeting for Beverley Thorpe as Parish Clerk. He thanked her for her time in the role. Cllr Roache then introduced, Charmaine Swift, the new Parish Clerk and Responsible Financial Officer.

Apologies were received from Cllr Cross (holiday), Cllr Bardey (family) and CC Mills (holiday).

Cllr Roache, on behalf of the Council, sent congratulations to Cllr James Bardey and his wife Zoe on the birth over the weekend of their son Felix.

**89. DECLARATION OF INTERESTS**

None declared.

**90. CONFIRMATION OF MINUTES**

i. The Council confirmed the minutes of the Ordinary Meeting 12 July 2021 as a true and accurate record of the meeting. Cllr Roache signed the minutes.

Proposed Cllr Jarvis-Cleaver Seconded Cllr Tongue All in Favour

ii. The Council received the minutes of the Neighbourhood Development Plan Committee Meeting 26 July 2021. Cllr Roache signed the minutes.

Proposed Cllr Littlewood Seconded Cllr Tongue All in Favour

**91. PUBLIC FORUM – 15 MINS ONLY**

No questions were raised.

**92. WARD MEMBERS UPDATE**

1. CC Chris Mills. Cllrs acknowledged receipt of a report from Cllr Mills. There were no issues raised.
2. DC John Feilding*.* Cllr acknowledged receipt of a report from Cllr Feilding. He highlighted two important consultations to be aware of:
	1. Local Boundaries Commission deadline 8 November 2021
	2. South Warwickshire Council Public Consultation 24 October 2021.

Cllr Roache asked if there was any supporting material to help the public comment on the South Warwickshire Council Public Consultation. Cllr Feilding said that there was a 100-page report which should also be available. He will make enquiries about it.

**93. CORRESPONDENCE**

1. Tysoe Football Club netting

The football club have asked for permission to erect a net to stop the footballs being lost into the hedge running across the back of the houses on Avon Avenue. Cllr Sinclair suggested that the hedge should be cut before this was arranged. Parish Clerk to write to homeowners and ask them to cut back their hedges. The Parish Council will then review if the netting is still required.

Proposed Cllr Sinclair Seconded Cllr Millward All in Favour

1. Christmas Tree base

The Christmas tree base is currently stored at Orchard Farm Nurseries. The new owners of the business have indicated that they will no longer be able to transport the Christmas tree base to and from its location to hold the Christmas tree. Alternative arrangements will need to be made. Parish Clerk to ask the Christmas Tree Committee to liaise with the current business owner.

Proposed Cllr Millward Seconded Cllr Littlewood All in Favour

1. Parking at Holly Cottage

A complaint has been received regarding the dangerous parking by tenants using Holly Tree Cottage. The Parish Clerk has contacted the homeowner and advised them of the problem, providing photographs. The home advised that updated notices have been provided to tenants and it has been suggested that the Council contact the letting agent over any future incidents. The Parish Clerk to write to the homeowner requesting 24/7 contact details for the letting agent and advising that both the letting agent and the police will be informed on each occasion that there is an issue in the future. The Parish Clerk will also contact WCC Highways regarding complaints that the footpath in the area is unsafe.

Proposed Cllr Sinclair Seconded Cllr Littlewood All in Favour

1. Side gate access to car park

A complaint has been received that the small gate to the playing fields by the Old Fire Station has been cable tied closed because the fence post was loose. Cllr Millward has inspected the gate and found no issues. Parish Clerk to write to the resident who cable ties the gate closed and ask them to stop this going forward.

Proposed Cllr Millward Seconded Cllr Sinclair All in Favour

1. Footpath overgrown off Oxhill Road

The footpath off Oxhill Road running in parallel to Windmill Way is overgrown. Parish Clerk to write to landowner to ask for the hedge to be cut back. Footpath to also be reported on the WCC website.
Proposed Cllr Sinclair Proposed Cllr Jarvis-Cleaver All in Favour

**94. FINANCIAL REPORT June 2021 – Parish Clerk**

1. The Council received and approved the Finance Report for July, August and September 2021

Proposed Cllr Jarvis-Cleaver Seconded Cllr Tongue All in Favour

1. The Council approved the following payments already paid by the authority of the Annual Payments List or awaiting payment:

|  |  |  |
| --- | --- | --- |
| Voucher | Supplier | Total |
| 33 | Beverley Thorpe | 351.53 |
| 34 | HMRC | 88.00 |
| 35 | Beverley Thorpe | 26.00 |
| 36 | Paul Pitts | 10.00 |
| 37 | Green Energy | 174.57 |
| 38 | Thomas Fox Landscaping & Maintenance | 627.60 |
| 39 | Thomas Fox Landscaping & Maintenance | 558.00 |
| 40 | DM Payroll Services | 60.00 |
| 41 | WALC | 24.00 |
| 42 | Beverley Thorpe | 351.73 |
| 43 | HMRC | 87.80 |
| 44 | Beverley Thorpe | 26.00 |
| 45 | Paul Pitts | 10.00 |
| 46 | Green Energy | 174.57 |
| 47 | Beverley Thorpe | 620.28 |
| 48 | HMRC | 155.20 |
| 49 | Charmaine Swift | 35.14 |
| 50 | R Locke & Son | 240.00 |
| 51 | Unity Trust Bank | 18.00 |
| 52 | TPCC | 200.00 |
| 53 | Information Commissioners Office | 35.00 |
|  |  | 3,873.42 |

 Proposed Cllr Millward Seconded Cllr Jarvis-Cleaver All in Favour

The Parish Clerk update the Council that a donation of £500 had been received from Ms J Canning for the Caring for the Cotswolds project. This has yet to be banked. Cllr Sinclair proposed that the Parish Clerk send a letter of thanks.

Proposed Cllr Sinclair Seconded Cllr Millward All in Favour

1. The Council received and approved the bank statements and bank reconciliation for the period. Cllr Roache checked and signed the bank statements and the bank reconciliation.

Proposed Cllr Millward Seconded Cllr Tongue All in Favour

1. To receive and approve updated Annual Payments List

Proposed Cllr Millward Seconded Cllr Jarvis-Cleaver All in Favour

1. To approve and sign Unity Trust Account Management Submission Form for new Parish Clerk.

Proposed Cllr Littlewood Seconded Cllr Millward All in Favour

1. Rolling Budget 2022-25

Cllr Roache asked Councillors to forward suggestions for the next 3-year rolling budget to the Parish Clerk in advance of the next meeting. This may include new projects or revisions to projects/running costs.

**95. PARISH CLERKS UPDATE**

The Parish Clerk mentioned two items of correspondence that had not been included on the agenda. One resident asked for recommendations re an electric charging point for a car. The Council advised that they could not give advice on this matter. Another has asked about displaying ‘keep your dogs on leads’ signs on a garden fence overlooking the playing fields. The Council thought this was a matter between residents and would not endorse this action on their land.

**96. AREAS OF RESPONSIBILITY**

**i. Employment/HR**

1. The Council received and approved the new Grievance & Disciplinary procedures as recommended by the Internal Auditor.

Proposed Cllr Littlewood Seconded Cllr Millward All in Favour

1. The Council received and approved the Training Plan for the new Parish Clerk, at a cost of £140. Training courses to be booked with WALC.

Proposed Cllr Millward Seconded Cllr Sinclair All in Favour

Items c & d moved to 101 Private and Confidential.

**ii.** **Infrastructure & Environment – no update**

1. **Neighbourhood Development Plan**
2. Neighbourhood Development Plan redraft update

Cllr Roache reported that Stratford District Council have confirmed that the revised plan (17a Regulation v2) will be open for consultation from 16 September – 29 October. Notices will be posted around the village and the website updated. SDC already have the consultation details on their website. Cllr Roache said that if no new objections are raised, there will be no need for a re-examination meaning that the plan could go straight to referendum.

1. **Planning – Cllrs Tongue, Millward, Littlewood  *ref 96iv***
	1. 21/02631/FUL and 21/02632/LBC, Tysoe Manor, Shipston Road, Upper Tysoe CV35 0TR.

Cllr Millward proposed that the Council support the planning application for the following reasons:

 *The proposed extension to the property removes wooden structures not in keeping with the property and replaces them with a flat roofed extension with parapet similar to existing extensions to the rear of the property. The internal renovations will update the property making it more suited to modern living.*

Proposed Cllr Millward Seconded Cllr Littlewood All in Favour

* 1. 21/01953/FUL, Home Holdings, Lane End, Lower Tysoe. When this application goes to Planning Committee on 22 September at 20:00 Cllr Littlewood conformed that he would attend and speak on behalf of the Council. Parish Clerk to confirm attendance and forward any supporting documentation by close of play on 19 September.
1. **Playground & Playing Field**
	1. The Council approved (in retrospect) use of Tysoe Playing Fields for the Tractor Run as the application was received at short notice. Parish Clerk to write a congratulatory letter to Laura Belcher.

Proposed Cllr Tongue Seconded Cllr Littlewood All in Favour

**vi. Road Safety**

1. The Council received a proposal for a Traffic Survey in 5 locations throughout the village and that WCC be selected as the supplier.

Proposed Cllr Llittlewood Seconded Cllr Jarvis-Cleaver All in Favour

1. Warwickshire Road Safety Partnership consultation on new road safety Strategy to 2030 deadline 15 September 2021

No report was received to respond on behalf the Parish Council, so Councillors and members of the public were advised to respond to the consultation as individual residents.

**vii. Trees & Green Space**

1. The Council received a quote to cut back the hedges encroaching on verge Shipston Road (by The Manor). Councillors asked the Parish Clerk to obtain further quotes for this work.

**viii. Welfare – no update**

**ix. Affordable Homes Committee – no update**

**x. Making Space for Nature**

1. Wilder Communities Project (including School Lane)

Professor Rosemary Collier recommended that the Council sign a contract with Warwickshire Wildlife Trust to obtain grant funding from Severn Trent to fund more substantial wildflower areas in School Lane and bordering the playing fields. Work to continue to confirm ownership of the verge in School Lane. Cllr Jarvis Cleaver proposed signing the agreement.

Proposed Cllr Jarvis-Cleaver Seconded Cllr Millward 4 in favour/2 against

**97. RISK MANAGEMENT PLAN**

a) The Council approved the handover of Parish Council IT equipment, files and legal documents to the new Parish Clerk (excluding the Apple Mac, keyboard and magic mouse). Costs to be obtained for a monitor, keyboard and mouse for the new Parish Clerk.

 Proposed Cllr Millward Seconded Cllr Jarvis-Cleaver All in Favour

**98. DATE OF NEXT MEETINGS**

 a) 11 October 2021

b) 8 November 2021

c) 13 December 2021 – *Christmas jumpers and mince pies.*

**99. FUTURE AGENDA ITEMS & MATTERS ARISING**

a) Remembrance Sunday wreath laying and donation

b) Planters by well-heads – Peacock Lane

c) Hedge Cutting for the playing fields

d) South Warwickshire Council Public Consultation response from Tysoe Parish Council.

**100. CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

Cllr Roache closed the meeting at 21:06.

**101. PRIVATE AND CONFIDENTIAL**

a) To approve back dated pay scale increment for 2021-22 for outgoing Parish Clerk

*b)* To receive and approve an extension of Parish Clerk handover into October

*c)* To receive and approve the new Parish Clerks printing recommendations for home working.