



MINUTES

Meeting of Tysoe Parish Council

Meeting Type:	Ordinary
Date & Time:	14 December 2020 at 19.15hours
Location:	Zoom multi-user video software
Councillors Present:	Jacqui Sinclair (Chairman), David Roache (Vice-Chairman), Jane Millward, John Tongue, Alison Cross, James Bardey
Councillors Not in Attendance:	Malcolm Littlewood
In Attendance:	Beverley Thorpe (Parish Clerk)
Members of the Public (MOP)	8

119. WELCOME and APOLOGIES

Cllr Sinclair welcomed members of the public and opened the meeting. Apologies were received from CC Chris Williams.

Cllr Sinclair announced the resignation of Cllr Rivers-Fletcher and thanked him for his service as a Councillor and as a member of the Neighbourhood Planning Group. He will be sorely missed.

120. DECLARATION OF INTERESTS

NIL

121. CONFIRMATION OF MINUTES

To confirm the minutes from the meetings:

i. Ordinary Meeting 9 November 2020

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

122. PUBLIC FORUM

i. MOP1 asked whether the new piece of tarmac that has appeared across the road from the Meadow Lane development is legitimate and if not, what can be done about it. It is partly on the grass verge and partly covering the entrance to the field. Cllrs asked the Parish Clerk to report this to the Highways department at WCC and cc Loxton Developments.

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

123. WARD MEMBERS REPORTS & MATTERS ARISING FROM PREVIOUS MEETINGS

i. CC Williams was not in attendance, but his report had been circulated to Cllrs in advance of the meeting. There were no questions.

124. CORRESPONDENCE

i. **Clarification over Grant scheme.** An email had been received asking for clarity over the Grants and Donations policy of the Council. Cllr Sinclair said that valid points had been raised and asked the Parish Clerk to review and update the policy where required.

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

ii. **Apology from John Feilding.** An apology was received from DC Feilding after the last meeting. Cllr Roache said that a letter of complaint had been sent to the SDC Monitoring Officer and that the Council were advised to follow up with a formal complaint following the formal complaints process. Cllrs agreed not to progress a formal complaint as their concerns had already been raised.

ACTION Parish Clerk to inform that SDC that we will not complete the online form.

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

DC Feilding will only be invited to meetings when it was beneficial for the Council to do so.

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

125. FINANCIAL REPORT

Cllr Sinclair declared interests in 125i. and 125iv.

i. **Payment Requests**

The Parish Clerk presented payments for December and asked for approval for Cllr Millward to pay them.

Voucher	Description	Supplier	Total
101	Mowing playing field	Frank Mann Farmers	246.60
102	Street Lighting	Warwickshire County Council	109.06
103	Working at home allowance	Beverley Thorpe	26.00
104	Playground	Paul Pitts	55.00
105	External Audit fee	PKF Littlejohn	240.00
106	Street Lighting	Warwickshire County Council	7,332.73
107	Electricity for Street Lights	Green Energy	174.57
108	Mowing grass verges	Thomas Fox Landscaping & Maintenance	627.60
109	PC Staff Salaries	HMRC	87.80
110	PC Staff Salaries	Beverley Thorpe	351.73
111	IT Equipment	Beverley Thorpe	7.20
			9,258.29

Proposed Cllr Millward Seconded Cllr Cross All in Favour (1 abstain)

ii. **Bank Reconciliation**

The Parish Clerk presented the Bank Reconciliation for November and December. November was completed at the time, but the Council's approval was not recorded in the previous minutes.

November bank reconciliation

Proposed Cllr Roache Seconded Cllr Sinclair All in Favour

December bank reconciliation

Proposed Cllr Sinclair Seconded Cllr Cross All in Favour

iii. **Budget 2021-24**

The Parish Clerk presented the draft budget for 2021-24. The document contains basic assumptions about the budgeting process, a forecast of running costs for each year, project ideas and a precept calculation. At this meeting Councillors were asked only to consider the assumptions and running costs. Projects are to be considered and agreed at the Extra Ordinary meeting in January.

a) To agree the assumptions made when creating the budget and to include these in the Financial Regulations going forward.

Proposed Cllr Millward Seconded Cllr Roache All in Favour

b) To agree the budgeted Running Costs for 2021-22

Proposed Cllr Roache Seconded Cllr Cross All in Favour

ACTION Councillors were asked to review the projects suggested in the budget and forward their ideas and any changes to the Parish Clerk in advance of the January meeting. Cllr Millward to investigate costs for Smart Water.

iv. **Banking.** Cllr Millward proposed that the Parish Clerk, who is also the Responsible Financial Officer, take over banking administration, making payments going forward. The timing is subject to any administration the bank requires to be in place.

Proposed Cllr Millward Seconded Cllr Sinclair All in Favour

Cllr Sinclair asked Cllr Roache to take chair the next agenda item and left the room.

v. **Brech Furlong tenancy agreement.**

Cllr Roache confirmed that a Farm Tenancy Agreement had been drafted by Sheldon Bosley Knight for £100 per acre. In previous minutes it was reported that the Council could expect £120-£150 per acre but this was based on the misapprehension that the land was arable and not grazing land. Cllr Roache proposed that the Council accept the new agreement which will set a rental income of £1470 (currently £1103) for three years.

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

Cllr Sinclair was invited back into the room and resumed as Chair.

126. AREAS OF RESPONSIBILITY & MATTERS ARISING FROM PREVIOUS MEETINGS

i. Employment/HR

a) Next quarter Training Plan for Clerk.
Cllr Millward proposed a series of training courses for the Parish Clerk to attend at a cost of £110.

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

Cllr Millward proposed that the Parish Clerk purchase a copy of Local Council Administration 12th Edition to replace the 6th Edition the Council currently holds. Cost £120.

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

ii. Infrastructure & Environment

a) **Street Lighting update.** Cllr Cross reported that she had been successful in asking WCC to reduce the amount of the outstanding invoice for replacement lighting which had now been approved for payment. In light of the recent break ins, around the village, and although the budget is currently overspent, Cllr Cross proposed to continue with the replacement of the streetlamp in Back Lane in the current year.

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

b) Cllr Sinclair suggested the formation of a Parking working group to review options and prepare proposals to ease parking issues within the village. Cllrs Millward, Sinclair and Cross volunteered to join the group.

Proposal Cllr Millward **Seconded** Cllr Cross **All in Favour**

c) Quotes for refurbishment of wooden assets. Cllr Cross has received several quotes to renovate the wooden assets in the village and proposed that the Council accept the quote from Simon Cherry at a cost of £670 excl VAT.

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

ACTION: Cllr Cross to send all quotes to Parish Clerk. Parish Clerk to raise Purchase Order.

iii. Neighbourhood Plan – Cllr Roache

a) Neighbourhood Development Plan consultation update. The consultation has now concluded. SDC have received 12 representations, 8 from statutory consultees.

b) Draft comments for SAP consultation. Cllr Roache proposed wording in response to the SAP consultation due for submission by 18 December.

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

iv. Planning – Cllrs Tongue, Millward, Littlewood

a) 20/02888/LBC and 20/02887/FUL Old School Room Main Street Middle Tysoe CV35 0SE. Applicant has requested permission to change of use from meeting room to a single dwelling. Cllr Millward on behalf of the planning working group proposed No Objection. Cllr Roache suggested that comments be added to request that the home be rented at an affordable rent to a local person.

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

b) 20/03519/TREE Tysoe Post Office Main Street Tysoe Warwick CV35 0SE Application to fell T1 Ash, T2 Ash. Cllr Bardey proposed No objection and no comment.

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

v. Playground

No update

vi. Road Safety

No update

vii. Trees

a) Risk Management Plan – Cllr Bardey aims to have completed the tree audit update by January.

Cllr Tongue asked whether the tree at the end of Poolgate would be fully removed, after being previously been partially cut back. **ACTION:** Parish Clerk to enquire.

viii. Welfare

a) Happy to chat bench. Jo Small and Dee Spencer have been successful with their application for a grant to install a Happy to Chat bench in the village. The preferred position for the seats and a table was behind the Parish Council noticeboard on village green and were seeking permission from the Council to site them there.

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

The Parish Council were asked to take responsibility for the maintenance of the benches going forward.

Proposed Cllr Sinclair **Seconded** Cllr Cross **All in Favour**

b) Welfare Communications. Cllr Cross proposed the purchase of a new noticeboard dedicated to welfare issues for the village. The noticeboard would be positioned behind the bench on the corner of Sandpits and Main Street. The noticeboard would be managed by Councillors with responsibility for Welfare.

Proposed Cllr Cross **Seconded** Cllr Sinclair **All in Favour**

ix. Affordable Homes – Cllr Roache

a) Update & proposals from the Committee which last met on the 30 November.

Cllr Roache proposed that Matt Jarvis-Cleaver be appointed as a member of the Affordable Homes committee.

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

Cllr Roache proposed that the Affordable Homes Committee be delegated to continue discussions with Cameron Homes about their proposed Affordable Homes scheme.

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

Cllr Roache proposed that the Affordable Homes Committee continue to examine the feasibility of an alternative site within the village.

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

127. COOPTION OF NEW COUNCILLOR

i. Advertise vacancy – The Parish Clerk reported that SDC have had no requests for an election in the time since the vacancy had been advertised and suggested that an advertising campaign now be started to invite applications for a new Councillor. One has already been received. The deadline for interest 1 February 2021. **ACTION:** Parish Clerk.

128. RISK MANAGEMENT PLAN no update

129. DATE OF NEXT MEETING

i) 11 January 2020 – Extra Ordinary Meeting (Budget, Precept and Emergency business only)

ii) 8 February 2020 – Ordinary Meeting

iii) Parish Assembly Zoom date – it is a requirement for the Parish Council to hold a Parish Assembly before the year end. The Parish Clerk suggested Thursday 25 February.

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

130. CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

Cllr Sinclair wished all people present a Happy Christmas and a happy safe New Year and closed the meeting at 21.15.

131. PRIVATE & CONFIDENTIAL

Signed

Approved 8 January 2021. Awaiting signature due to Lockdown restrictions

Dated