



Ordinary Minutes

Tysoe Parish Council Meeting

Held on: Monday 14th May 2018 at 7.30pm

Place: Tysoe Village Hall

Present:

Cllr Jacqui Sinclair	Chair
Cllr Colin Locke	
Cllr Steve Allen	
Cllr Graham Collier	
Cllr Beverley Cressman	
Cllr Sue Haines	
Cllr Malcolm Littlewood	
Cllr John Tongue	

In attendance:

Kerry Finlayson	Parish Clerk
Cllr John Feilding	District Councillor

Members of the public: 3

01/18 WELCOME

Jacqui Sinclair welcomed everyone to the meeting.

02/18 APOLOGIES

Councillors **received** and **accepted** apologies from County Cllr Chris Williams

03/18 DECLARATION OF INTEREST

Cllrs Cressman, Collier and Littlewood declared a non-pecuniary interest in the following item:

- **08/18** 18/00631/FUL - Willow House, Lower Tysoe Road

Cllr Sinclair declared a pecuniary interest in the following item:

- **06/18** Payments to Frank Mann Farmers

04/18 CONFIRMATION OF MINUTES

The minutes of the Parish Council meeting held on 30th April 2018 had not yet been submitted by the previous Parish Clerk, so this item was deferred to the next meeting in June.

05/18 INFORMAL PUBLIC PARTICIPATION SESSION

There was nothing reported.

06/18 FINANCIAL MATTERS

Report and Payments

The Finance Pack for April 2018 had been circulated to all Councillors ahead of the meeting as the Responsible Financial Officer was on holiday.

The following payments, which included a small increase, **agreed** in the budget of £2.00 per month for Paul Pitts were **approved** by all Councillors.

Thomas Fox Landscaping Maintenance	Mowing the grass verges on 13/4/18 & 17/4/18	597.60
Paul Pitts	Playing field April 2018	54.00
WALC	Annual membership fee	373.00
Jane Millward	Printer ink reimbursement	31.00
David Roache	Reimbursement for Highways Assessment	60.00
Frank Mann Farmers	Mowing the playing field 19 & 26/04/18	158.40
WALC	Planning application course for Clerk	30.00
WALC	Clerk Induction	30.00

Proposed: Cllr Collier

Seconded: Cllr Allen

The bank statement bank reconciliation for 29 April 2018 had been circulated to all Councillors. The Chair asked all Councillors to confirm that this was accurate and this was duly signed by Cllrs Locke and Allen.

Cllr Locke would return the document to the RFO.

07/18 NEIGHBOURHOOD PLAN

Update

Cllrs received a verbal report from David Roache and noted:

- New Terms of Reference were signed at the last meeting
- Final draft was nearly ready to give to Stratford DC for an informal review
 - Any feedback would be added to the final draft which was due to be produced by 1st June
 - A copy would be sent to Cllrs to read in advance of the next meeting on 4th June
- There would be a summary document for residents possibly along with a short video

- Dates and places for meetings needed to be identified before the plan was made available for the 6-week consultation period
- WCC Highways department had been asked to complete a survey of the reserve sites as they both presented some problems in terms of access
- Minutes of the last meeting would be added to the notice board and would go on the web shortly
- Next meeting: 31st May at the Village Hall
- Cllrs were reminded that all NPG meetings were open to the public, so they could attend and ask questions.
- It was **agreed** that there was a need to find a better way to communicate with the whole parish.

Changes to NPG Membership

There had been none.

Present Minutes from NPG meetings

The Clerk would circulate these to all Parish Councillors and would arrange for them to be published on the website.

Parish Council and NPG - transparency of information and clarity of process

Further to a recent issue whereby a member of the public had asked for some information that was released, Cllrs were not privy to it before its release. A discussion took place around transparency and clarity of information between the NPG and the Parish Council. It was acknowledged that the Parish Council was responsible for the NPG and fully supported the work that had been done but there was a need to ensure that all processes and Terms of Reference were adhered to otherwise all of the work undertaken to date could be prejudiced. It was **agreed** that in future all correspondence would be sent via the Parish Clerk to ensure that there was a full email audit trail.

08/18 PLANNING

18/00631/FUL - Willow House, Lower Tysoe Road

It was **noted** that the objections of the Parish Council remained the same and that the objection to the amendment was registered on the planning website.

○

17/03624/FUL - Permission with conditions

Cllrs **received** and **noted** the information.

09/18 NEW MATTERS

- Cllr Locke reported that the 25-year lease for Tysoe Tennis Club and Sports Pavilion had expired several years ago. Cllr Locke **agreed** that he would add this to the agenda for the next meeting of the Tennis Club and would then report back to the Parish Council
- Cllr Allen reported that he had been working on the Asset Register with the RFO. It was **noted** that there was a lot more work to be done and

there was a need to ensure that items would be replaced on a like for like basis. It was felt that the current register was hugely undervalued.

- A discussion took place around the value of the agricultural land owned by the Parish Council with different values being offered. Valuations went from £8- £19k but it was expected that it should be around the £12k mark.
- As this was a disposable asset Cllrs **agreed** that it should be revalued

AP1	To provide information on what was insured and for how much in the asset register Cllr Allen and RFO
------------	--

- Cllr Cressman had received a request to hire the marquee for the evening after the Flower Show.
 - Cllrs advised that there was already a policy in place that the marquee would not be hired out for private events therefore the Clerk would write to the applicant to advise that their request had been refused.

10/18 ACTIONS FROM PREVIOUS MINUTES

Data Protection - Clerk

- Cllrs received and noted the information provided by the Clerk.
- Cllrs **agreed** that any correspondence amongst themselves should be done via their Parish Council email addresses, with the exception of Cllr Littlewood, as he would use his business email

AP2	Clerk to contact WALC to find out any further information and training available
AP3	Clerk to find out if the website was GDPR compliant and to request that an option be added that when the Parish Council was contacted it was noted that any information provided would remain in the public domain

LED Lighting - Cllr Allen

- It was reported that the price had come down but if the Parish wished to replace each of the 53 lights with LED it would cost approx. £18.5k as it was £350 per light.
- Cllrs agreed to look at starting a 3-5 year replacement plan starting with the lights in the middle then moving outwards
- If the 14 lights that were on all night were replaced first at a cost of approx. £5k that may present a long-term saving

AP4	To get further information on LED lighting cost savings along with quotes Cllr Allen
------------	--

- Lighting at the Fire Station was still not working due to a power supply problem. It was essential that this was fixed as soon as possible.

AP5 To get an engineer to check the power supply to the Fire Station and report back
Cllr Allen

Village Survey - Cllrs Cressman/Collier

- Cllr Cressman had a meeting with County Cllr Williams and Jo Edwards (Highway Safety) and a report would be produced by the end of the month.
- Police Commissioner Seccommbe advised that there may be funding available for a speed gun
- Vegetation around the end of Tysoe Manor and Pool Gate needed tidying up. Some of this area was the responsibility of the Parish and it was believed that the rest was the responsibility of WCC.
- The previous Clerk, at the request of Cllr. Sinclair had emailed Gavin Callard at WCC about the plum tree at the church
- It had transpired that the verges of the Village Green were owned by WCC. Cllr Collier had found this information having gone back through Parish Council minutes back to the 90's
- Speed limit sign by the Butchers was facing the wrong way - it should be facing the school

AP6 Liaise with County Cllr Williams with regards to the above items
Cllrs Collier and Cressman

- Complaint had been received that the grass around Middleton Close had not been cut by Orbit Housing Association
- Jane Millward had emailed Thomas Fox to request that he didn't strim/mow the grass around the school at the beginning or end of the school day
- Drains by the Village Hall were totally blocked and needed to be jetted
- Elder tree encroaching into a garden. Cllrs **approved** for the work to be done by Michael Mann

Road way centre of the village - Cllrs Collier/Locke

It was **agreed** that this item would be deferred to the next meeting as the research into the matter was on-going.

Duty of Care - Trees - Cllr Sinclair

- Cllrs discussed the two quotes that had been received from Wharton and aspect and after a discussion **agreed** to award the 3-year contract to aspect.

Proposed Cllr Littlewood

Seconded Cllr Locke

Abstain Cllr Tongue as he had not had chance to review the quotes

11/18 CORRESPONDENCE

Councillors **received** the correspondence report and **noted**:

- Naming of Meadow Lane
 - Mr Roberts had approached the District Council directly and the Parish Council had not been made aware of this or that there was a deadline to respond.
 - Cllrs were very unhappy with the situation and wanted it noted that this was causing a lot of bad feeling with Stratford DC planning
 - District Cllr Feilding had spoken to the solicitor Mercer Nash and made it clear that the Parish Council was very unhappy
 - There was a further concern with regards to the boundary as it was very close to the footpath

12/18 District Councillor Feilding

Cllr Feilding reported on the following:

- The leader of the Conservative party, Chris Saint, had been voted out and replaced by Tony Jefferson
- A conversation had taken place with the Senior Enforcement officer with regards to the change of use at the Kendrick Site. (Red Horse Close).
- The proprietor of a property that had erected a timber fence would be asked to take it down and put up an agricultural fence
- Hedge screening at a development
 - The planting was not as requested so this was being investigated
 - Further tree planting didn't appear to be following the plans either so there was a need for a site visit
 - It was clear that the landscaping requirement included in the reserved matters planning document has not been completed
 - Planning enforcement were investigating
 - To the frontage of the site the "missing" mature hawthorn hedge had not been replaced and three trees to the same frontage have not been planted.

13/18 County Councillor Williams

There was nothing to report as County Cllr Williams' report had been fed back at the last meeting.

14/18 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS

There were no reports.

15/18 CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

The meeting was closed to the public and press at 9.15pm

16/18 PERSONNEL MATTERS

There were none.