

# MINUTES



<b>Meeting Type</b>	Ordinary
<b>Date &amp; Time:</b>	Monday 14 September 2020 at 7.15pm (following AGM)
<b>Location:</b>	Zoom multi-user video software
<b>Councillors present:</b>	Jacqui Sinclair (Chair), David Roache (Vice Chair), John Tongue, Alison Cross, Jeremy Rivers-Fletcher, Malcolm Littlewood
<b>In attendance:</b>	Beverley Thorpe (Parish Clerk), County Councillor Chris Williams, District Cllr John Feilding
<b>Members of the public (MOP):</b>	9

## 72. WELCOME and APOLOGIES

Cllr Sinclair welcomed attendees to the meeting. Apologies received from Cllr Millward. Please note an error in the Agenda – item 72v should read Breech Furlong and not Feoffee Farm.

## 73. DECLARATION OF INTERESTS

Cllr Sinclair declared pecuniary interest in agenda items 69i Frank Mann Farmers and 72vi Breech Furlong.

## 74. CONFIRMATION OF MINUTES

Councillors confirmed the draft minutes from the meetings on 21 July 2020 and 22 July 2020.

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

## 75. PUBLIC FORUM

MOP1 – voiced concern about the current rate of extinction and doing whatever we can, however small, to promote nature within our environment. She would like to champion a case for doing whatever we can to improve wildlife areas and help biodiversity in Tysoe. Any action to make a positive difference is to be encouraged. Cllr Sinclair supported this strategy and asked for ideas to be fed back to the Parish Council and for liaison to be via the Infrastructure & Environment working group.

## 76. WARD MEMBERS REPORTS

### i. CC Williams

CC Williams read from his report previously circulated to the Members of the Parish Council (the full report is available on the parish [website](#)). He updated the Council on Covid-19 and the merger discussions between Stratford DC and Warwick DC. The deadline for Community Grant applications is 27 September 2020. Any applications must be from an organisation with a Constitution.

**ACTION** Cllr Sinclair asked CC Williams to contact Gavin Callard at WCC with regards the Willow Tree on Main Street which is slowly dying. This tree is the responsibility of WCC. CC Williams to also provide an update on the parking issues outside the Meadow Lane development.

### ii. DC Feilding

DC Feilding previously circulated his report to the Members of the Parish Council (the full report is available on the parish [website](#)). He updated the Council on discussions between Stratford DC and Warwick DC regarding a possible merger. He confirmed that the parking issues outside the Meadow Lane development are a police issue and Stratford DC have been in discussions with the Police on this matter. DC Feilding suggested working with Peter Rivers-Fletcher in Oxhill to combine forces on Road Safety.

**ACTION** Cllr Cross suggested readvertising any help available from SDC for people in hardship. DC Feilding to send up to date information to the Parish Clerk.

## 77. FINANCIAL REPORT

### i. Payment Requests

The Parish Clerk asked for the following payments to be approved for payment. Voucher 67 to be held over until Cllr Cross has reviewed it as it is much higher than the original quote.

Voucher	Description	Supplier	Total
52	Mowing & Hedges	Thomas Fox Landscaping & Maintenance	1,763.40

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53	Electricity charge for lighting	Green Energy	174.57
54	Training	WALC	60.00
55	Working from Home Allowance	Beverley Thorpe	17.33
56	Playground	Paul Pitts	55.00
57	Salary	Beverley Thorpe	343.20
58	Salary	HMRC	85.80
59	Training	WALC	60.00
60	Training	WALC	60.00
61	Playing Field	Frank Mann Farmers	246.60
62	Mowing & Hedges	Thomas Fox Landscaping & Maintenance	627.60
63	Electricity charge for lighting	Green Energy	174.57
64	Working from Home Allowance	Beverley Thorpe	17.33
65	Playground	Paul Pitts	55.00
66	IT Equipment & Software	Beverley Thorpe	7.20
67	Street Lighting Upgrade	Warwickshire County Council	8,121.91
68	Training	WALC	30.00
69	Training	WALC	30.00
70	Training	WALC	0.00
71	Tree Maintenance	Stuart Prickett Tree Care	570.00

All Payments to be made.

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

Voucher 67 WCC Street Lighting to be re-presented at the next meeting once clarified with the supplier by Cllr Cross.

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

- ii. **Budget variances.** The Parish Clerk has reviewed the Monthly Net Position Report at the 6-month point and made recommendations to adjust the following Cost Codes:
- i. **Employment Costs - Working from Home Allowance** Budget expected to increase by £105 if new HMRC allowance agreed. Move £105 from Holiday Cover. Budget for Salary should not be affected by pay increase.
  - ii. **General Maintenance - Playground Maintenance** - Budget Zero. Actual -£105 (repairs to gateway) plus Charlie Harrison bill expected at £375 (-£480). Current General Maintenance – Playing Field Budget £1000, Actual to date Zero. Expected spend NIL. Move £480 to General Maintenance – Playground Maintenance.
  - iii. **Office Administration – Printing** Budget £200, Actual -£103.40 (Covid-19 leaflets). Audit Budget £500 + £50 B/Fwd (£550), Actual £300. Move £250 to Printing. Move £250 from Sundry Expenses
  - iv. **Office Administration - Office** Costs Budget £50, Actual £54.84. I expect to replace printer ink during 3rd quarter. Move £100 from Sundry Expenses
  - v. **Green Space & Trees – Tree Maintenance** Budget NIL, Actual £410 plus Stuart Prickett bill expected £590 (£1000). Move £1000 from Reserves – Trees

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

iii. **Invitations to Tender for Contracts 2021-24**

The Parish Clerk explained a proposed approach to the selection of new contractors to take place over the coming months. An advert has been drafted explaining that the Parish Council are looking to attract suppliers for regular and ad hoc works. Suppliers will be asked to register their interest and then they

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will be invited to tender. The advert will be placed in the Tysoe & District Record, on the Noticeboard, in the Parish Council Newsletter, on the Parish Council Facebook page and the website.

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

**iv. Volunteer to complete quarterly Member Audit (Bank reconciliations)**

The Financial Regulations state that a Councillor will audit the previous quarters bank reconciliations each quarter. The Parish Clerk asked for a volunteer to do this for Q2. Cllr Littlewood volunteered.

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

### 78. NEIGHBOURHOOD PLAN UPDATE

Cllr Roache gave an update on the Neighbourhood Plan. The Parish Council resubmitted the Tysoe Neighbourhood Development Plan under Reg 17a on the 21 July 2020. SDC responded on the 2 September with 33 suggested amendments. The Neighbourhood Planning Group have since responded to SDC with commentary against the suggested changes - see full list on the Parish [website](#).

### 79. PLANNING

There are no outstanding planning applications, but we are awaiting a decision on application 20/02540/TREE to remove trees at Holly House 11 Smarts Lane Upper Tysoe Warwick CV35 0TT.

**ACTION** Cllr Bardey and Cllr Sinclair

Cllr Sinclair added that the Extraordinary meeting on 28 September to hear from Paxton Homes is now cancelled.

### 80. CORRESPONDENCE

**i. Tennis Club update**

Colin Locke has written to the Council confirming that they now have building permission to proceed with new drainage and water supply to the Tennis Club. The works are scheduled for the 29 September 2020 and should take 3-4 days.

**ii. Road Safety – Lower Tysoe**

Beverley Cressman who is the co-ordinator for Road Safety in the village has sent an email to the Parish Clerk raising several issues:

**a. Councillor involvement**

To have more active involvement from Councillors on the issue of Road Safety.

**ACTION** Cllr Rivers-Fletcher to contact Beverley Cressman.

**b. Movement of the 30 MPH zone on Tysoe Road**

Beverley Cressman asked for an update on the discussion at a previous meeting to extend the 30mph zone along Tysoe Road to Red Horse Close (travelling in the direction of Banbury). Cllr Cross suggested moving the 30mph from the village to Red Horse Close. This was not seconded.

Cllr Roache suggested extending the 30MPH zone from the village centre to the first house at Lane End, Lower Tysoe (Mr & Mrs Bakers house) and north of Hopkins (Welsby's) Farm. This was seconded by Cllr Sinclair. This proposal was supported by a MOP who lives on the stretch of road who raised concern that the road is a busy stretch for cyclists and horse riders. Cllr Rivers-Fletcher opposed the proposal as it contradicted the strategic gap detailed in the Neighbourhood Plan. This is an area where there should be no development and the speed limits should remain 40 mph.

**Proposed** Cllr Roache **Seconded** Cllr Sinclair, Four in Favour and 2 Against

**ACTION** Clerk to investigate the costs and the process involved in extending the 30mph zone.

**c. 30 MPH new signage**

New signs are available. When the Environment and Infrastructure Group carry out their annual audit of assets, they will also report whether any of the current 30 MPH signs need replacing.

**ACTION** Cllrs Littlewood, Tongue and Cross

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### iii. **Wildflower patch, School Lane**

Rosemary Collier updated the Council that the wildflower area on School Lane has been a great success and is now due for cutting. The quote from Thomas Fox was £95+VAT.

**ACTION** Cllr Littlewood volunteered to cut and clear the grass with Cllr Millward. Cllr Littlewood to liaise with Rosemary Collier.

Rosemary asked Councillors for permission to continue with the wildflower patch next year. Councillors agreed and asked Rosemary Collier to advise if there were any other areas of the village that would be suitable for growing wildflowers at the next meeting.

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

### iv. **Chestnut Tree by Tennis Courts**

Colin Locke has asked if the Chestnut Tree which overhangs the Feoffee Farm/Tennis Court can be cut back.

**ACTION** Cllr Sinclair & Bardey to appraise the tree and report at the next meeting,

Cllr Sinclair handed over the meeting to Cllr Roache.

### v. **Breech Furlong tenancy agreement**

Cllr Roache updated the Council that Sheldon Bosley Knight have been in contact to progress the new tenancy agreement with the tenant at Breech Furlong. Cllr Roache suggested authorising SBK to negotiate the tenancy on the land at £135 per acre and draw up an agreement with Simon Sinclair. The Basic Payment Scheme Entitlements will be with the tenant.

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

Cllr Sinclair returned to the meeting.

### vi. **Community Grant applications – Parish Council permissions**

The Council has had two grant ideas which have been sent to the Council for the related permission in principle to progress.

Jo Small and Dee Spencer presented a proposal for 'Happy to Chat Benches' that allow for social distancing. This application would be made on behalf of Tysoe Children's Group which can also then involve the children in the design of a logo for the benches.

Cllr Sinclair reminded that Council that the Parish Council must accept the on-going maintenance of the benches.

The proposal is for the Council to support the application, agree to site the benches on village green if successful and accept on-going maintenance in the future. If the application is not successful, the Council will consider adopting the idea at a future meeting.

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

A second proposal was for the purchase of an awning for the playground allowing the children and their parents to shelter from the sun. The quote for the work is £2872.69 + VAT, significantly more than the value of the grants being awarded. Sarah has drafted the proposal as a resident and is not working through an organisation with a Constitution (as previously explained by CC Chris Williams in this meeting). The Parish Council to reconsider the suggestion next year when reviewing the budget.

**ACTION** Parish Clerk to communicate outcome to Sarah Paterson.

## 81. RISK MANAGEMENT PLAN

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The Parish Clerk drew Councillors attention to the outstanding actions on the Risk Management Plan. The Annual Infrastructure Audit of all Parish Council assets is due and should be completed before we start to draft the budget.

**ACTION** Cllrs Tongue, Littlewood and Cross to complete the audit and make recommendations for any repairs and improvements that are required for the next meeting.

**ACTION** Cllr Bardey and Sinclair to complete the audit of the trees for the next meeting.

### 82. COUNCILLORS UPDATE

#### i. Playground

Cllr Sinclair reported that the basketball hoop has been vandalised and has broken off. Cllr Sinclair proposed that the structure is removed. Cllr Cross said that there was also an option to repair it and add in a hard standing to encourage use. Cllr Cross confirmed that the structure is safe now that the hoop has been removed.

**ACTION** Cllr Tongue to assess how much work is involved in removing the remaining structure and report back to the Council.

Cllr Cross reported that there have been some minor repairs carried out to the playground recently and that a new sign for the gate is in progress.

#### ii. Trees

The five new trees are currently being cared for by Cllr Sinclair. Frank Mann Farmers have been made aware that the trees are ready for planting. Simon Sinclair has kindly agreed to transport the trees when they are scheduled for planting.

The Ash Tree on the Playing Field that was scheduled for felling has been pollarded. **ACTION** Cllr Bardey to advise whether it is advisable to plant a new tree in the area.

#### iii. s106 Agreement 16/02684/FUL – affordable homes in Tysoe

Cllr Roache said that the s106 monies from the Meadow Lane development will be released on a staggered basis on the occupation of the new houses. The onus is now on the Council to identify where an affordable housing scheme could be built and who would build it. Cllr Roache said the Village had a presentation from Cameron Homes who proposed to build affordable homes but there has been no communication from them since their presentation last year. The Council should be considering other sites.

**ACTION** the Social Housing and Welfare group of the Council to meet to consider options and develop a proposal to present to the Council. To be included on the next Agenda.

### 83. DATE OF NEXT MEETING

12 October 2020 – Ordinary Meeting – Apologies in advance from Cllr Roache

### 84. CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

Cllr Sinclair closed the meeting at 21.50

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

### 85. PERSONNEL AND CONFIDENTIAL MATTERS

- i. Clerks Working from Home Allowance 2020-21 – Council agreed to pay the increased HMRC Working from Home Allowance 2019-20 of £26pm from April 2020.
- ii. Salary Review for 2020-21 – Council agreed to pay the Parish Clerk the proposed increase in hourly rate as proposed in the new LGS Pay Award 2020-21 once approved by NALC from April 2020.
- iii. Contract of Employment revised. Councillors agreed to accept changes to the Parish Clerks contract of employment with small amends.

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

SIGNED



DATE 16 September 2020