



# Minutes

## Ordinary Meeting of Tysoe Parish Council

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**Held on:** Monday 3<sup>rd</sup> December 2018 at 7.15pm

**Place:** Tysoe Village Hall

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**Present:** Cllrs Colin Locke, Steve Allen, Graham Collier, Beverley Cressman,  
Sue Haines, Malcolm Littlewood and John Tongue

**In attendance:** Kerry Finlayson (Clerk), DC John Feilding, CC Izzi Seccombe & Jane Millward (RFO)

**Members of the public:** 9

**152/18 WELCOME and APOLOGIES**

Councillors **received** and **accepted** apologies from Cllr Sinclair and CC Williams

**153/18 APPOINTMENT OF ACTING CHAIR**

As agreed previously, Cllr Cressman was appointed as Acting Chair until the first meeting in February 2019.

**154/18 DECLARATION OF INTEREST**

There were no interests declared in any item of business on the agenda.

**155/18 CONFIRMATION OF MINUTES**

- i. The minutes of the Ordinary Parish Council meeting held on 5<sup>th</sup> November 2018 were **confirmed** and **signed**.
- ii. The error made on the approved minutes from 1<sup>st</sup> October 2018 was **noted**.

**156/18 INFORMAL PUBLIC PARTICIPATION SESSION**

- o A member of the public queried minutes from October and was advised that as these had been approved it was too late to comment.
- o Flooding issue getting worse round Old Tree Cottages - Cllr Seccombe would arrange to get the problem investigated and would advise the resident when this would take place in order for him to be involved along with either Cllr Collier or Cllr Littlewood **AP1DEC**
- o A resident commented on something that had appeared in the Tysoe Record and was advised that this had nothing to do with the Parish Council.
- o A member of the public asked whether papers received by Cllrs in advance of the meeting should be published for all to see to allow them to prepare any questions. County Cllr Seccombe advised that this was not standard practice in any council. Cllrs would discuss in the future whether to move the public participation session to later on the agenda in future meetings.
- o A member of the public had submitted seven questions - some of these were discussed for some time until another member of the public queried the amount of time being given to consider these as there was supposed to be a maximum of three minutes per person.  
Therefore the Acting Chair agreed that the questions would be answered in a written reply.

**N.B** District Councillor John Feilding joined the meeting at 8pm

**157/18 FINANCIAL MATTERS**

- i. Payments & Receipts  
**Proposed:** Cllr Allen      **Seconded:** Cllr Littlewood      **All in favour**
- ii. Bank reconciliation  
Checked and signed by Cllrs Haines and Tongue once the RFO replied to a query from Cllr Collier about unrepresented cheques
- iii. Budget Plan 2019/20  
Meeting to take place on 14<sup>th</sup> January 2019

**N.B** Jane Millward left the meeting at 20.20

## 158/18 NEIGHBOURHOOD PLAN

- i. Present minutes from the meeting held on 29<sup>th</sup> November 2018  
These had not been received so would be presented at the next meeting.
- ii. Changes to NPG Membership  
There had been none.
- iii. Update  
Cllrs **received** and **noted** the update from David Roache (Appendix A) and noted:
  - o Request to move to go ahead to move from Reg 14 to 16 with the submission draft
  - o Request to approach the owner of Site 3

### AP2DEC

Cllrs Littlewood and Tongue to liaise with David Roache to approach the landowner, firstly by phone call and then with a visit. Agreement in principle would be sufficient to put this into the submission plan.

**Proposed**            **Cllr Collier**            **Seconded**            **Cllr Littlewood**            **All in favour**

David Roache asked Cllr Cressman to substantiate some comments that had been made about a book of concerns from residents. A long discussion took place taking in the following issues raised:

- o Statement from John Careford - was not circulated amongst members of the PC
- o Inappropriate letters from PC - these had been approved by six Cllrs
- o Un-documented meetings at SDC which the PC were unaware of. David Roache advised that the meeting that was being referred to he had attended on his own only because the wife of another NPG attendee had broken their arm that morning. Notes were circulated from all meetings to the NPG of which there were two Cllrs.

Cllr Locke commented that he disagreed with issues raised by Cllr Cressman and requested the following proposal:

- o The Parish Council should ask the NPG to go ahead with the submission draft.

**Proposed**            **Cllr Locke**            **Seconded Cllr Tongue**            **Five Cllrs voted in favour**

## 159/18 ACTIONS FROM PREVIOUS MINUTES

**AP4MAY**    **County Cllr Seccombe** to get further information on LED lighting cost savings along with quotes. **ONGOING**

**AP5MAY**    **Cllr Seccombe agreed to look into this - ONGOING getting multiples**  
To get an engineer to check the power supply to the light adjacent to the Fire Station, next to the telephone exchange and report back. **ONGOING**

- o Jane Millward had contacted Western Power and submitted various options for Cllrs to consider.
- o Cllrs requested further information as they were not keen on the modern style of lamp post but the older style was more expensive. There needed to be agreement on which posts would be replaced and in which style. **ONGOING**

**AP1 NOV**    **Clerk** to contact the national cycling body about the site of the trials and check if they had been approved by Warwickshire police.

- o The Clerk was awaiting a response. **ONGOING**

**AP2 NOV**    **Cllr Sinclair** to contact the owner of the hedge, and bring it to their attention  
It was confirmed that the hedge had still not been attended to and was not the responsibility of the PC.

**AP3 NOV**    **Cllr Sinclair** to get quotes for the stump of the cherry tree to be ground out. **ONGOING** as only one quote received to date.

**AP4 NOV**    **Cllr Cressman** to write to Philippa Young about moving the gates as well as the possibility of reducing the size of the signs as all felt they were too big.

- o This had now been superceded as there was not enough money available at present.

### AP3DEC

Cllr Collier would write to the developers Kendrick and Loxton Developments to ask if they would be prepared to make a donation towards the cost of moving the 30 mph zone northwards on Lower Tysoe Road.

**AP5 NOV**    **Cllr Littlewood** to compose an email for the Clerk to send with regards to S106 funding  
Cllr Littlewood apologised that this hadn't been done. **ONGOING.**

## 160/18 COMPLAINTS/APOLOGIES

Cllrs Littlewood and Haines gave apology statements with reference to complaints received about comments made at the last meeting.

Cllr Locke commented that he felt their statements were very true - if they weren't, Cllr Sinclair would still be in the Chair. It was the role of Chair to keep tighter control in meetings.

## 161/18 PLANNING

- i. 17/03708/FUL Threshing Barn, Hardwick Farm Barns, Tysoe Road, Kineton  
**No comment**
- ii. 17/03709/LBC Threshing Barn, Hardwick Farm Barns, Tysoe Road, Kineton  
**No comment**
- iii. 18/03305/FUL Cornerways, Shipston Road, Upper Tysoe, CV35 OTR  
**No objection subject to the use of appropriate local materials**
- iv. 18/03306/LBC Cornerways, Shipston Road, Upper Tysoe, CV35 OTR  
**No objection subject to the use of appropriate local materials**

## 162/18 DC FEILDING

Councillors **received** the report from DC Feilding and **noted**:

- o Clerk would scan the received 106 agreement and send to Cllrs.
- o There was some confusion over planning for properties in Red Horse close as it appeared that planning and enforcement teams at SDC were going against each other. Cllrs asked DC Feilding to take this up again, especially as there had been no application to change the use from agricultural to domestic use

DC Seccombe **reported**:

- o The national pot hole fund had awarded £4.5 million to WCCC.
- o If a pothole had a depth of more than 2 inches it could be reported by the public
- o Work undertaken by Severn Trent had not been completed to a satisfactory standard
- o Would report some subsidence on the approach to the crossroads

## 163/18 RoSPA PLAYGROUND INSPECTION REPORT

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

- o This had been fully reviewed by Cllrs Allen and Locke
- o Work to be done - nothing immediate - get costings for work to be done in Spring
- o Only 'amber' item was the swings and this was because they were unable to guarantee their safety
- o Would look into maintenance options within the budget - figures to be provided for January budget

## 164/18 TREES

- i. Aspect Tree Report  
The report had not been received - the Clerk would chase this up and circulate it ASAP. Deferred to next meeting for review.
- ii. Hedge Cutting  
Cllrs confirmed that as the landowner hadn't responded to a request from the PC to cut back his hedge that this should now be forwarded to WCC to deal with.  
**AP4NOV** Hedges at the back of the sports pavilion - Cllrs approved the cutting of these and **agreed** that Cllr Sinclair should arrange for Mr Foster to do this as soon as possible.

## 165/18 FOOTPATHS

**AP5NOV** Cllr Haines reported that she had finally managed to identify the overgrown footpath problems at Herbert's Farm and these had been reported to WCCC. There were still some more footpaths to be walked and checked. Cllr Haines would circulate a list of the footpaths walked to the PC.

## 166/18 GRANT APPLICATION

**AP6NOV** Cllrs were not aware of anyone in the village who used the service but Cllr Locke would look into this.

#### 167/18 COUNCILLORS REPORTS and ITEMS FOR FUTURE AGENDAS

- Cllrs wished to thank Jane Millward for all of her hard work to get the new playground features installed
- Cllr Cressman would arrange for flowers to be delivered to Cllr Sinclair on behalf of the PC to wish her a speedy recovery
- Thank you letter to be sent to Creative Play for their professionalism when installing the new playground equipment. They had worked well with villagers and kept the place very clean and tidy.
- Completion of footpath from mid to lower Tysoe
- Reminder for everyone to be aware of and report any strange behaviour as there had been several break-ins recently

#### 168/18 CLERK

AP7NOV

- i. Continuous Service/Contract  
Cllrs requested that either Cllr Sinclair or the RFO confirm this with WALC.
- ii. Absence Cover  
Cllrs requested the Clerk to put an out of office message on to advise that emails should be forwarded to a different Cllr and would then be dealt with in-house. The Clerk would see if she was able to find a Clerk to take the minutes at the meeting on 4<sup>th</sup> February 2019.

#### 169/18 DATES OF FUTURE MEETINGS

- 14<sup>th</sup> January 2019 - Budget only
- 4<sup>th</sup> February 2019 - Ordinary meeting
- Annual Parish Meeting changed from 8<sup>th</sup> April to 4<sup>th</sup> March 2019

#### 170/18 CLOSURE OF THE MEETING TO THE PUBLIC and PRESS

All members of the public had already left the meeting.

#### 171/18 PERSONNEL and CONFIDENTIAL MATTERS

- i. Correspondence reply to be approved  
Cllrs requested that the answers were updated. Cllrs **approved** for the Clerk to send out the updates to all Cllrs and allow one week for any amendments and then send the responses.
- ii. Several Cllrs asked about the recent confidential highways matter that had been discussed at several meetings and the Clerk confirmed that she was awaiting the letter from SDC Legal and would copy in Cllrs once received.

The meeting closed at 22.00.

**Signed**

**Date**                    **14<sup>th</sup> January 2019**

1. The NPG are progressing the drafting of the submission version of the Plan. This will be very similar to the pre-submission version that was published to residents in July but will take into consideration, as appropriate, those comments and concerns raised by residents and by the District Council. It had been hoped that this would be finished by the end of this month but that is looking quite optimistic with time quickly running out.
2. Two other documents will sit alongside the submission Plan – the Consultation Statement which will spell out the manner in which residents have been consulted and engaged with since this process started in 2013. It will also describe how residents' comments have been dealt with in the Plan. There will also be a document, the Statement of Basic Conditions, which will demonstrate how the Plan complies with the relevant regulations and policies including the NPPF and Stratford's Core Strategy. This, being a technical document, will be drafted by our consultant.
3. Previously we had said that we would be publishing a comprehensive response document to all residents, however, we have been advised by the District Council that we should not do this at this time. They believe it may antagonise certain elements of the community and would inevitably fail to answer 100% of the concerns raised by residents. We intend to comply with their advice.
4. Notwithstanding this we will be publishing a file containing all comments received from residents. A link to this file will be found on the parish website and on notice boards in the next day or so.
5. I have been asked to provide an estimate of the costs to be incurred in completing the Plan. We have estimated this to be £7,100 which includes two further prints of the Plan distributed to all households.
6. One of the regrets that the NPG have is that we have so far been unable to make certain provision in the Plan for any significant affordable housing. In discussions with SDC we have found a way whereby this may be possible. The NPG would like to designate Site 3 as a site for a community led affordable housing scheme. We have contacted Warwickshire Rural Housing Association who are supportive in principle. We now need to get the site owner's agreement. I would like to formally ask the Parish Council to join us in approaching the land owner to consider this matter. Could the PC give their agreement to this – I informally advised you of it at a meeting last Monday.
7. Finally, at that meeting last Monday Councillor Cressman informed us that she had "a book full of concerns raised by residents" and examples of matters that we had hidden from residents or about which we had misled residents. I asked her to provide the hard evidence of this which, as a Parish Councillor, she is obliged to do. Councillor Cressman, do you have that evidence tonight?
8. The next meeting of the NPG is on Tuesday 18<sup>th</sup> December at 7.15 in the village hall and we may provide mince pies to any members of the public who attend.