



Minutes

Extra Ordinary Meeting of Tysoe Parish Council

Held on: Monday 14th January 2019 at 7.15pm

Place: Tysoe Village Hall

Present: Cllrs Jacqui Sinclair, Colin Locke, Steve Allen, Sue Haines and John Tongue

In attendance: Kerry Finlayson (Parish Clerk), District Cllr John Feilding, Jane Millward (RFO)
County Cllr Izzi Seccombe

Members of the public: 18

11/18 WELCOME and APOLOGIES

Councillors **received** and **accepted** apologies from Cllr Littlewood.

12/18 APPOINTMENT OF ACTING CHAIR

a) March/April - to be arranged

Cllr Allen **proposed** Cllr Sinclair, this was **seconded** by Cllr Haines and all voted in favour.

13/18 DECLARATION OF INTEREST

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

14/18 CONFIRMATION OF MINUTES

The minutes of the Ordinary Parish Council meeting held on 14th January 2019 were **confirmed** and **signed**.

15/18 INFORMAL PUBLIC PARTICIPATION SESSION

Councillors **received** and **noted** submissions with regards to:

- Flooding around Old Tree Cottage - CC Seccombe agreed to look into this further
- Ditch near Red Horse Close full to the brim with water - CC Seccombe advised that Severn Trent were aware of the situation and that it had been made worse since work undertaken by them
- Commercial cleaning business being run from a property - advised to report to the enforcement officer at SDC
- Request for PC to continue to refuse a planning application (see 16/18b)
- Comment had been made on a planning application that the NP was not well supported. The Chair of the NPG was very unhappy and requested that the statement be retracted and an apology given to the PC and NPG as the comment was wholly unsubstantiated
- A comment had been made in an appeal statement about the NP by the Lower Tysoe Action Group that they were representing 50% of the houses in Lower Tysoe but in a later statement commented that they were representing 19 people which actually amounted to less than 2% of the electoral roll in Tysoe
- Active WhatsApp called 'Keep Em Peeled' to report any suspicious activity - the Clerk would put details on the website
- Concern over development on historic farms - query had been sent to John Careford, Policy Manager at SDC

16/18 PLANNING

a) Update on Meadow Lane from Mark Roberts

Mr Roberts advised that building work was due to start within the next few weeks and he had come along to give councillors a clear picture and to clarify some points:

- He had met with DC Feilding to discuss the construction plan
 - Parking was expected to on site at almost all times
 - Access would be from the Main St
 - Footpaths along the back would be kept open at all times. He had met with the Footpaths Officer from WCCC
 - Building using only natural materials - mostly Horton stone. There would be no reconstituted stone
 - External garages on five houses would have natural boarding
 - All soil would be retained on site
- b) 18/00631/FUL Willow House, Lower Tysoe Road, Lower Tysoe, CV35 0BN
The position of the Parish Council had not changed and it still objected to the application.

17/18 TREES

a) Arbor Tree Report with James Bardey

Councillors **received** the report from James Bardey and noted:

- Survey had been undertaken looking at trees under control of the PC
 - Cherry tree on the green was found to be dangerous and had since been felled
 - Two other trees would require felling fairly soon - **approval** given for James to seek planning permission to fell them
 - Most of the work was for the removal of deadwood
 - Discussion took place about replacement for Cherry tree and it was **agreed** to plant an Acer - James would send information to the Clerk
 - Ash trees by the Sports Pavilion were a low priority. Cllr Allen had concerns over various branches falling in high winds but James reported that there were no external symptoms to suggest the trunks were hollow and as he lived in the village he kept an eye on them. They had also been dead-wooded early last year
 - There had been a query over the owner of a poplar tree that needed felling - as there was no definitive answer the PC had agreed to take on the management of it and would arrange for it to be felled
- b) Hornbeams
Following discussion Councillors **agreed** that the contract should be awarded to Thomas Fox for their Option B quotation: £909 + VAT
Proposed Cllr Locke Seconded Cllr Haines All in favour
- c) Tree Stump
Following discussion Councillors **agreed** that the contract should be awarded to Macauley Garden Services - £390
Proposed Cllr Locke Seconded Cllr Allen All in favour

18/18 FINANCIAL MATTERS

a) Payments & Receipts

Proposed Cllr Allen

Seconded Cllr Tongue

All in favour

Payee	Description	Value
Green Energy	Supply of Electricity for street lighting	174.57
Kerry Finlayson	Working from home allowance	17.33
Paul Pitts	Playing field maintenance	54.00
Jane Millward	Travel to Finance Training	21.60
Kerry Finlayson	Reimbursement for Data Store	38.99
Jane Millward	Reimbursement for annual Microsoft subscription	79.99

b) Bank reconciliation

Bank balance as at 30th January £39,161.86

All Councillors confirmed the bank reconciliation was correct

c) Appointment of external auditor

Councillors **approved** the appointment of Nicholas White.

Proposed Cllr Sinclair

Seconded Cllr Allen

All in favour

19/18 NEIGHBOURHOOD PLAN

a) Councillors **received** and **noted** the following minutes from NPG meetings

- 29 November 2018
- 18 December 2018
- 29 January 2019

b) Changes to NPG Membership

There had been none.

c) Report from David Roache - Appendix A attached

20/18 ACTIONS FROM PREVIOUS MINUTES

- AP1 DEC - Completed (WCCC dealing)
- AP2 DEC - Completed
- AP3 DEC - Completed
- AP4 DEC - Ongoing Cllr Sinclair to ensure work done before March
- AP5 DEC - Ongoing
- AP6 DEC - Completed

Cllr Locke had done some research and found that there were a lot of residents who they served. Councillors **agreed** that there should be a formal application for grants so it was **agreed** that Jane Millward would design an application and send this to VASA.

- AP7NOV - Completed (29/18)

21/18 STREET LIGHTING

- Jane Millward reported that Annette McKenzie from WCC would be undertaking a visit shortly to do a complete review of the street lights.
- Councillors approved the WCC quotation for annual maintenance which represented a 4% increase from £513 to £533.52 plus VAT for this financial year.

Proposed Cllr Allen

Seconded Cllr Locke

All in favour

22/18 CORRESPONDENCE

This was **received** and **noted**.

23/18 POLICIES

a) Risk Assessment

After discussion about what should be included, councillors **approved** the updated policy

Proposed Cllr Sinclair Seconded Cllr Locke All in favour

It was also **agreed** that any contractors would need to provide a risk assessment and proof of their public liability insurance for all work undertaken.

b) Financial Regulations - **approved**

Proposed Cllr Allen Seconded Cllr Locke All in favour

24/18 DC FEILDING

DC Feilding reported on:

- Meeting with Mark Roberts of Loxton Developments, along with the Planning Officer and Senior Planning Officer with regards to the construction management plan and materials. There were many points that both he and the PC were still unhappy with. These would be collated and submitted to the Case Officer Louise Coleman. It was also **proposed** by Cllr Sinclair that Cllr Tongue should meet with Louise. This was **seconded** by Cllr Allen and **all voted in favour**.
- Cllr Tongue to attend Planning Committee at SDC on Wednesday 6th February at 6pm to **support** the planning application 18/00001 as the proposal was to decline.
- Regulatory committee - confidential papers had been submitted with respect to the plot at the back of a house in Red Horse Close.
- Dog waste enforcement - scheme to provide stencils and spray
- Landscaping of trees at the front of red Horse Close - the Enforcement Officer was on the case

25/18 CC WILLIAMS

Cllr Izzie Seccombe reported on behalf of CC Williams:

- He was now doing small amounts of work but was still undergoing treatment
- CC Williams had submitted a report (Appendix B) which the Clerk would mail to all Councillors
- Youth justice service had been inspected and was found to be good with some outstanding areas
- Fire Service - there was speculation that the second tender would be axed but it wouldn't
- Footpath had not been completed - would look for an update

26/18 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS

- Parish Assembly
 - Cllrs agreed to invite the same speakers as the previous year and also the local PCSO.
 - Chris Locke and Jenny Tongue would be asked to provide refreshments

27/18 DATES OF FUTURE MEETINGS

- Ordinary Meeting - 4 March 2019 at 7.15pm
- Ordinary Meeting followed by Annual Parish Assembly - 1 April 2019 at 7.15pm - book main hall
- Annual General Meeting followed by Ordinary Meeting - 13 May 2019 at 7.15pm

Councillors **agreed** the following dates for the next year:

<u>Date</u>	<u>Meeting</u>
03-Jun	Ordinary
01-Jul	Ordinary
02-Sep	Ordinary
07-Oct	Ordinary
04-Nov	Ordinary
02-Dec	Ordinary
13-Jan	Extra - Budget & Planning
03-Feb	Ordinary
02-Mar	Ordinary
06-Apr	Annual Assembly/Ordinary
11-May	AGM/Ordinary

28/18 CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

The meeting was closed at 9pm

29/18 PERSONNEL MATTERS

Cllrs discussed and agreed pay scales, contractual changes in relation to continuous service date related to any redundancy situation only and appraisal dates for the Clerk & the RFO in September 2019 and pay scales for the RFO.