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| --- | --- |
| **Meeting Type:** | Ordinary |
| **Date & Time:** | 8 February 2021 at 19.15hours |
| **Location:** | Zoom multi-user video software |
| **Councillors Present:** | David Roache (Vice-Chairman), Jane Millward, Alison Cross, Malcolm Littlewood, John Tongue. |
| **Councillors Not in Attendance:** | Jacqui Sinclair (Chairman), James Bardey |
| **In Attendance:** | Beverley Thorpe (Parish Clerk) |
| **Members of the Public (MOP)** | 9 |

**150. WELCOME and APOLOGIES**

Cllr Roache welcomed Councillors and members of the public to the meeting and explained that Cllr Sinclair was unable to attend the meeting. Cllr Roache would act as chairman. Apologies were received from Cllr Sinclair (family commitments) and Cllr Bardey (work commitments).

**151. DECLARATION OF INTERESTS**

None advised.

**152. CONFIRMATION OF MINUTES**

Cllr Roache asked Councillors to confirm the minutes from the Extra Ordinary Meeting 25 January 2021as a true and accurate record.

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

**153. CO-OPTION OF A NEW COUNCILLOR - Parish Clerk**

The Parish Clerk confirmed that there had been two applications received for consideration for co-option. The Vice Chairman and Parish Clerk will arrange to meet virtually with both candidates to check eligibility and understand further why they have applied for the vacancy. Both candidates will be invited to attend the next Ordinary meeting for them to give a short introduction to themselves and for a vote.

**154. PUBLIC FORUM – 15 MINS ONLY**

No questions raised.

**155. CORRESPONDENCE**

**i. Request from Tysoe Flower Show Committee for permission to run the annual flower show on Tysoe Playing Fields on 21 August 2021.** Cllr Roache proposed that the Council approve the request provided lockdown restrictions have been lifted. Parish Clerk to confirm.

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

**ii Request from Chips Ahoy to bring Fish and Chip van to the village on   
Wednesdays.** Cllr Roache suggested that it was not within the authority of the Parish Council to comment on whether Chips Ahoy visit the village but asked that the party be reminded that they require a trading permit if parked on the highway. Parish Clerk to reply.

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

**156. FINANCIAL REPORT**

i. Payments for January 2021

The Parish Clerk presented a summary of payments for approval to pay:

|  |  |  |  |
| --- | --- | --- | --- |
| **Voucher** | **Description** | **Supplier** | **Total** |
| 126 | Tree Works | Frank Mann Farmers | 354.00 |
| 127 | PC Staff Salaries | Beverley Thorpe | 351.73 |
| 128 | PC Staff Salaries | HMRC | 87.80 |
| 129 | Working at home allowance | Beverley Thorpe | 26.00 |
| 130 | Microsoft Annual Subscription | Beverley Thorpe | 59.99 |
| 131 | IT Equipment | Beverley Thorpe | 7.20 |
| 132 | Street Lighting Maintenance Contract | Warwickshire CC | 215.24 |
| 133 | Electricity for Street Lights | Green Energy | 174.57 |
| 134 | Playground | Paul Pitts | 55.00 |
|  |  | Total Payments | 1,331.53 |

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

**ii. Bank Reconciliation for January 2021**

The Parish Clerk presented the bank reconciliation for January. No issues reported.

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

**iii. Volunteer to carry out the Quarterly Audit for Oct – Dec**

Cllr Roache volunteered to complete the last quarters audit of bank statements against bank reconciliations as per the requirements of the Financial Regulations.

**iv Updated Payments List**

This item was not raised and will be added to the next Ordinary meeting agenda.

**v Recommendations for transition to Unity Trust Bank**

The Parish Clerk in her role as Responsible Financial Officer (RFO) presented recommendations for the process of transfer of banking from HSBC to Unity Trust Bank.

1. Transfer Tysoe Parish Council Internet Banking from HSBC to Unity Trust Bank acknowledging the increase in banking costs from £0 to £72 per annum (agreed 14 December 2020).
2. Utilise the Switching Made Simple function to speed up and remove risk from the transition. The new account will be open and then at least 7 working days later the HSBC bank account will be closed.
3. To enrol Cllrs Sinclair, Millward and Roache to provide authority for banking payments. To review this arrangement after the first quarter, after the resignation or election of any new Councillors and annually thereafter.
4. To cease using cheques for payments over £5000, switching to triple authority banking controls for all payments (RFO plus two Councillors). Retain use of cheque book for suppliers whose bank details are not recognised by the banking checks when attempting a payment.
5. To delay the transfer of HSBC banking arrangements to the RFO. The RFO will open a Unity Trust current account and take responsibility from the activation of that account.
6. To proceed with opening a Unity Trust Bank Unity current account from the date of the resolution to proceed, rather than wait until the new financial year. Then to advise SDC of the change in banking arrangements prior to the first payment of the Precept in April (1-weeks’ notice ideally required).

Cllr Millward asked the Parish Clerk to confirm the process for handover if the Parish Clerk changes and the clearing bank used by Unity Trust. Cllrs agreed to progress the switch at the earliest opportunity.

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

**vi Retain services of Bill Woolliscroft for 2020-21 Internal Audit**

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

**vii Contract One – Tysoe Greens and Verges**

The Parish Clerk made recommendations regarding the detail of the contract awarded to Thomas Fox Landscaping (TFL) for mowing of Tysoe Greens and Verges when taking into account No Mow May and the proposed wildflower areas:

1. To ask TFL to assist Tysoe Parish Council in the promotion of No Mow May (approved minutes 9 November 2021, 112 iii a) by NOT cutting the village green and verges detailed in the Tysoe Mowing Map May 2021 between 1-31 May unless in an area specified below. Subsequent mowing of these areas will not be at an additional cost to the Council. The following greens or verge are not included in No Mow May (from Lower Tysoe – Upper Tysoe) and should continue to be mowed per the agreed schedule in 3:
2. Christmas Tree green (Main Street opp Shop)
3. Noticeboard green (Back Lane/Main Street)
4. War memorial green
5. Oak tree/bench green (Sandpits/Main Street\_
6. Mulberry tree green/Old Tree Lane (Main St/Old Tree Lane)
7. To ask TFL to assist Tysoe Parish Council to promote Wildflower areas by not cutting these areas during the growing season (March – September) and to then mow, leave cuttings for a fortnight and then remove debris.
8. Badgers Lane – mow strip of grass on either side of Badgers Lane as per schedule in 1 (post box to Corner Farm) - currently only one side mown. Leave remaining areas wild – do not cut and clear.
9. Badgers Lane corner by The Cottage (not all of it, area set back
10. School Lane
11. Saddledon Road opposite Bex Cottage
12. Back Lane opposite Orchard House
13. Baldwin’s Lane outside Dinsdale Cottage
14. TFL have quoted for the additional work mowing and rake up waste in the wildflower areas at a one-off cost of £210.00 + VAT (providing all areas are cut at the same time). This is with the proviso that all wildflower areas must be clearly caned/roped off as School Lane so that this is clearly marked to our operatives and for villagers in general.
15. To confirm the number of mows Thomas Fox Landscaping are required to mow Village Greens and Verges per annum as 18-times per year maximum at a cost of £261.50 per mow. The mowing requirement is detailed in the Tysoe Mowing Map 2021. This cost includes any additional mowing required because of No Mow May (some areas may need cutting twice to compensate for the extra growth in May so more time will be allowed for the first cut in June).
16. To advise TFL that they are only to accept deviations to their mowing schedule from the Parish Clerk.
17. To confirm with TFL (and any residents concerned) that there is no hedge cutting included in this Contract.

**Proposed** Cllr Cross **Seconded** Cllr Roache **All in Favour** – 2 abstain

viii **Contract Two – Tysoe Playing Field**

The Parish Clerk made recommendations regarding the detail of the contract awarded to Frank Mann Farmers for mowing of Tysoe Playing Fields:

1. To confirm with Frank Mann Farmers that Tysoe Parish Council require that they mow Tysoe Playing Fields up to a maximum 21 times per annum. Mows to be scheduled at approximately 10-day intervals but we are guided by their experience and the growing season. The mowing requirement does not include the perimeter of the football field (from the access track to the Sports Pavilion around to the Bungalows) or inaccessible areas behind the zipwire and the tennis courts.
2. To advise the supplier that they are only to accept deviations to their mowing schedule from the Parish Clerk.
3. To inform the Chairman of Tysoe Football Club the arrangements for the schedule of mows and that any additional mows must be requested in writing to the Parish Clerk and will be re-charged to Tysoe Football Club at cost (including VAT).

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

**ix Caring for the Cotswolds – contract award (informal).**

The Parish Clerk reported that the grant application sent to Caring for the Cotswolds in December had been successful. The application championed by resident Rosemary Collier won funding to promote nature in the village including noticeboards, a nature trail (design of map and leaflets). The application was made in the name of the Parish Council and the Parish Clerk would be managing the finances for the project through the financial processes used by the Council. Monies would need to be spent from Council funds before they could be reclaimed from the awarding body.

**Proposed** Cllr Roache **Seconded** Cllr Cross **All in Favour** – 1 abstain

**157. COMMUNICATION**

1. Cllr Roache proposed a response to the draft gypsy & traveller and travelling showpeople supplementary planning document consultation. Cllr Millward agreed with the content but asked that the word spurious be amended. Cllr Roache agreed and will provide an amended copy for the Parish Clerk to forward to SDC.

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

1. Cllr Roache proposed a response to a Facebook post from Mark Roberts, Loxton Developments. Cllr Millward suggested amendments to the text due to the time that has elapsed. Cllr Roache to redraft the response. Parish Clerk to post on the website and reference on Facebook page.

**Proposed** Cllr Roache **Seconded** Cllr Tongue **All in Favour** – 1 abstain.

1. Cllr Millward proposed that the Parish Clerk write to residents at The Elms, Sandpits Road requesting that any hedges that encroach footpaths are maintained before the deadline for hedge cutting in March. To also thank Mr & Mrs Locke for cutting back a neighbour’s hedge that was also encroaching on the pathway.

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

**158. AREAS OF RESPONSIBILITY & MATTERS ARISING FROM PREVIOUS MEETINGS**

**i. Employment/HR**

No update

**ii. Infrastructure & Environment**

Cllr Roache proposed that the Parish Clerk correspond with the legal team at WCC to provide new information provided by a resident of Red Horse Close related to the ownership of the ditch running along Meadow Lane. This information contradicts the legal advice provided by WCC in December. County Cllr Seccombe asked to be copied into correspondence.

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

**iii. Neighbourhood Plan**

Cllr Roache gave an update on the progress of the Neighbourhood Plan. There were no proposals. Report will be posted on website.

**iv. Planning**

i) 20/03668/FUL The Elms, single story garage. No Representation.

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

**v. Playground**

No update

**vi. Road Safety**

No update

**vii. Trees**

i) **21/00088/TREE- The Cottage. No Representation.**

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

ii) **To agree whether the Poplar Tree, Poolgate is fully felled or left in current state.** Thomas Fox Landscaping have confirmed that they will take the tree down to ground level if the Council vote to do so. No further fee.

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

iii) Parish Clerk to asked to request an appraisal and 3 quotes for the maintenance of Ash Tree on playing fields (dead branches) identified by Cllr Sinclair.

**viii. Welfare**

a) Quotes have been received for a new Health & Wellbeing Noticeboard. Cllr Cross recommended purchasing a single (12 sheet) oak board from Notice-it Limited. This board will be in keeping with the existing oak noticeboards and will be in the same vicinity. Delivery of the board to Cllr Cross.

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

Cllr Bardey to be asked to assess the intended location of the noticeboard (by the Oak tree and bench on Main Street/Sandpits Road junction) to ensure that the tree roots are not damaged.

Parish Clerk to request quotes for installation of the noticeboard.

**ix. Affordable Homes**

No update

**159. RISK MANAGEMENT PLAN**

The Parish Clerk advised to contact Aspect and request final tree audit of current three-year contract. Audit report to be made available at next ordinary meeting.

**160. DATE OF NEXT MEETING**

i) Parish Assembly 25 February 2021 Zoom

ii) Ordinary Meeting 8 March 2021 Zoom

**161. CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

Cllr Roache closed the meeting at 20.47.

**162. PRIVATE AND CONFIDENTIAL**

i. **Parish Council Newsletter.** Cllrs agreed to set up working party (Cllrs Millward, Cross and Parish Clerk) to review Council communications.

Signed

Date