|  |  |
| --- | --- |
| **Meeting Type:**  | Ordinary Meeting |
| **Date & Time:**  | 8th November 2021 at 19:15 hours |
| **Location:**  | Tysoe Village Hall, Main Street, Tysoe |
| **Councillors Present:**  | David Roache (Chairman), Jacqui Sinclair (Vice-Chair), Matt Jarvis-Cleaver, Malcolm Littlewood, Alison Cross, John Tongue, James Bardey |
| **Councillors Not in Attendance:** | Jane Millward |
| **In Attendance:**  | CC Christopher Mills, DC John Feilding, Charmaine Swift (Parish Clerk) |
| **Members of the Public (MOP)** | 5 in attendance |

**116. WELCOME and APOLOGIES**

Cllr Roache welcomed those present and received apologies from Jane Millward (Away.)

**117. DECLARATION OF INTERESTS**

 **a) None declared.**

b) Cllr Roache spoke to the letter of complaint against him and wished it to be minuted that subsequent to Stratford District Council’s review they declared no breach of code had been made.

**118. CONFIRMATION OF MINUTES**

Cllr Cross proposed that the Council accept the minutes from the Ordinary meeting11th October 2021.

**Proposed** Cllr Cross **Seconded** Cllr Jarvis-Cleaver **Abstained:** Cllr Bardy(Not present at the meeting) 6 in Favour **– Motion carried**

**119. PUBLIC FORUM – 15 MINS ONLY**

A request for an update on the speeding issue in the village. Cllr Roache reported that a Traffic Survey to monitor traffic at 5 different locations around the village has been commissioned. Depending on the outcome of its findings the Parish Council will then look at what restrictions can be put in place. This survey will be carried out at a time when normal traffic will be running (not during school holidays) and also not in adverse weather conditions.

**120. WARD MEMBERS UPDATE**

a) CC Chris Mills

CC Mills gave a short precis of his report. Please see Doc 120 i

b) DC John Feilding Doc 120 ii

Cllrs received Cllr Feilding’s report.

Cllr Littlewood asked a question regarding talk of red bins to which DC Fielding replied there were no plans for red bins.

DC Fielding also spoke of the need for Parish Councils to look at making a Climate Emergency Action Plan. Cllr Littlewood said that the PC would be looking to the District Council for schemes to collect energy.

**121. CORRESPONDENCE**

a) Trees on Jeffs Close Ref: 122a)

**Action:** Cllr Bardy to send plan to Cllr Fielding.

**Action:** Clerk to contact complainant by email to give a status update.

b) A request from Tysoe WI to make use of the village green for 2 to 3 hours for a fundraising event.

Proposal to allow the WI to make use of village green for a small fundraising event in December.

Ref: Doc 122b)

**Proposed:** Cllr Littlewood **Seconded:** Cllr Bardy **All in favour**

**123. Financial Report October 2021 – Parish Clerk**

a) Cllrs received and approved the Finance report November 2021

 **Proposed** Cllr Tongue **Seconded** Cllr Sinclair **All in favour**

 b) Cllrs approved payments for Parish Clerk to progress.

|  |  |  |
| --- | --- | --- |
| Voucher | Supplier | Total |
|  | Beverley Thorpe | £126.00 |
|  | Paul Pitts | £10.00 |
|  | Green Energy | £174.57 |
|  | Thomas Fox (August invoice) | £558.00 |
|  | Thomas Fox (August invoice) | £627.60 |
|  | HMRC | £78.00 |
|  | Charmaine Swift | £312.41 |
|  | Thomas Fox Landscaping & Maintenance | £941.40 |
|  | Thomas Fox Landscaping & Maintenance | £186.00 |
|  | The Wilkes Partnership | £205.80 |

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

 c) Clerk reported that the Management of the PC Bank account had now been completed.

d) Tenders for the 3 year mowing of the Playing Field, Football Field and Playground from Thomas Fox & Pro Gardens were considered. The third company withdrew their interest to tender as they could not find staff to do the work. Ref: Doc 123 d) I,ii,iii

A proposal to award the contract to Thomas Fox was given.

**Proposed:** Cllr Bardy **Seconded:** Cllr Cross **All in favour**

e) Proposal to approve the 2nd Application for £500 of funding from Caring for the Cotswolds. Ref. Document 123 e

**Proposed:** Cllr Cross **Seconded**: Cllr Jarvis-Cleaver **All in Favour**

 f) i) **Jubilee Wood** – Ref: Doc 123 f i)

Cllr Roache suggested that should this project go ahead, a map marked where all the trees have been planted should be drawn up. He also suggested that a working group be formed to look at the feasibility of the project. Cllr Mills suggested the name for the project could be “Plant a tree for the Jubilee.”

Cllr Sinclair asked everyone to consider what legacy might be left for future Councillors.

Cllr Bardy pointed out that the trees planted 21 years ago for the Millenium now were in need of thinning out.

Cllr Tongue suggested that each tree should have some form of a name tape with the name(s) of the child/children who planted it.

Cllrs Roache, Bardy and Sinclair all agreed to form the working group.

f) ii) **Jubilee BBQ –** Ref Doc 123 f ii)

 Cllr Roache suggested that the BBQ be partially subsidised by the Parish Council.

**Action:** Clerk to contact County Council Events Department to investigate what if any paperwork/permissions are required.

Cllrs Littlewood, Cross & Millward to form the working group.

Cllr Littlewood suggested that the PC should consider a plan B, at which the suggestion was, a celebration of the Queen’s life. Proposed timing, end of June 2022.

h) Approval of attendance for a PC member to attend the Multi Agency Approach to Managing Loneliness Conference & confirmation at a cost of £289 + vat, and who will attend.

 **Proposal:** Cllr Sinclair **Seconded:** Cllr Littlewood **All in Favour**

 Cllr Cross to attend. Receipt for payment to be submitted to Clerk for reimbursement.

**124. PARISH CLERKS UPDATE**

Clerk reported that the issue regarding the overgrown trees on the boundary of the Football field was still outstanding.

Action: Cllr Sinclair to speak to N J Foster and ask him to trim the trees back.

Action: Clerk to contact the owners of the house concerned to ascertain if they wish to have the tree cuttings as the PC are legally required to do so.

**125. AREAS OF RESPONSIBILITY**

**i. Employment/HR** – No update

**ii. Infrastructure & Environment**

a)i **The Seat at the Doctors Surgery & Grass verges at Parke Row** – Cllr Littlewood

 Cllr Cross, Cllr Littlewood and The Parish Clerk had a very informative and helpful meeting with Graham Stanley from WCC Highways Department.

 Mr Stanley discussed various option for both sites and will forward proposals and quotes for work on both areas at the end of January 2022. A payment of £500 will be required to start the drawings and estimated costs.

a)ii With regard to the verges by the allotments, these are the property of Compton Estates, Cllr Sinclair has spoken to the owner in the past who has indicated if any further issues arose, he should be contacted again.

Action: JS to contact owner of Compton Estates to advise of parking infringement on grass verges by allotments.

 b) **Lighting project** – Cllr Cross

 Cllr Cross explained that the priority for this project is to replace lights that are not working.

It is now known that most of the lighting fixtures are now obsolete. 5 lights are currently out and an engineer has been called to look at them. Cllr Cross is looking at which lights need replacing and the question is what to replace them with. Heritage lights cost £3,000 per light with standard lights costing £2,000. The suggestion was to replace those lights within the conservation area with Heritage lights, and replace those outside this area with standard lighting.

 c) **Bicycle Rack** – Cllr Cross

 The marking for the bicycle rack will cost £19.70 plus £4.10 for the adhesive.

 Approval to spend £23.80 for paint and glue.

Proposed: Cllr Sinclair Seconded: Cllr Bardy All in favour

d) **Repainting of signs** – Cllr Cross Ref: Doc 123 i)

To repaint the metal street signs in keeping with the conservation area would cost approximately £300. Cllr Cross seeks approval to go ahead and get the work done.

Proposed: Cllr Sinclair Seconded Cllr Bardy All in favour

1. **Neighbourhood Plan** – Cllr Roache

It was hoped that, following the close of the consultation, the Plan will go forward to SDC Cabinet for approval.

 **iv) Planning** – Cllrs Tongue, Millward, Littlewood Ref: Planning Report. Ref:Doc 125 iv

a) ref: 21/03262/VARY Variation of condition one of planning permission, 21/00946/VARY (Date of decision: 26.05.21) to permit a new internal driveway arrangement.

Cllr Tongue advised no representation.

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

**Action:** Clerk to communicate decision to relevant authority.

**Action:** Cllr Tongue to speak with Planning Authority.

b) Ref: 21/03144/FUL Old Tree Cottage, Old Tree Lane, Upper Tysoe, single side storey extension with car port:

 Recommendation to support the application.

 Proposed: Cllr Tongue Seconded: Cllr Littlewood All in favour.

c) Ref: 21/03324/TREE, Mill Farm Bungalow – This is a conservation area notification. Recommendation is for no representation.

**Proposed** Cllr Bardy **Seconded** Cllr Sinclair **All in** favour

d) Oakland Stables application withdrawn – The PC had previously asked SDC to explain why no enforcement action had been taken on Oakland Stables and no response was yet forthcoming.

**Action:** Clerk to chase SDC. – Contact made, reply expected shortly.

 e) Ref: 21/03379/TREE Dinsdale House Baldwins Lane Upper Tysoe Warwick CV35 0TX

Action: Cllr Sinclair and Cllr Bardy to investigate and advise Clerk who will in turn advise other Cllrs. As closing date for comments is 24.11.21 Cllr Bardy to respond.

**v. Road Safety**

Letter of Confirmation to proceed now required.

**Action:** Clerk to type letter confirming permission to proceed for Cllr Roache to sign and then send to appropriate dept. (Actioned)

**vi Trees**

**Action:** Cllr Sinclair & Cllr Bardy to check the tree on the village green as it looks dead.

The Willow Tree close to the Doctors Surgery looks as if a lot of it is dead.

Action:Cllr Littlewood to investigate as it is thought this is the Highways responsibility.

**vii. Warm Hubb - Clerk**

The Village Hall Committee have agreed in principal that the Warm Hubb can park outside of the building and make use of a room when weather conditions are adverse. The Clerk has now given contact details of The Village Hall to the Warm Hub co-ordinator and they have made contact in order to sort out further details.

**viii. Affordable Homes Committee- no update**

**ix. Making Space for Nature – Cllr Roache**

a) Action: Clerk to forward Rosemary Collier’s latest email to all Cllrs.

b) Registration of land on School Lane is progressing.

126. **South Warwickshire Council Consultation –** Cllr Mills

Things are moving forward but there is not a great deal to update on as yet.

127. **Risk Management** – no update

**128. DATE OF NEXT MEETINGS**

 a) 13th December 2021

 b) 10th January 2022 Special meeting (Budget Approval)

 c) 14th February 2022

 d) 14th March 2022

**129. FUTURE AGENDA ITEMS & MATTERS ARISING**

Councillors are invited to suggest new or previously tabled matters as agenda
items for future meetings:

1. Cllr Cross offered to look at the cost of electricity to see if a cheaper contract could be found. This would be done and communicated to all Cllrs before December 1st.
2. Cllr Littlewood said he would look at the viability of power cells.

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

Cllr Roache closed the meeting at 21.10.

**131. PRIVATE AND CONFIDENTIAL**

1. Cllr Roache shared information from the forum in order for Councillors to have a more informed view of the budget and make better informed decisions.
2. The draft budget will be brought to the December meeting for discussion.

**Signed**