**Meeting Type** Ordinary

**Date**  Monday 11th April 2022

**Time**  19.15

**Venue**  Tysoe Village Hall, Main Street, Tysoe

**Councillors Present** David Roache (Chairman), Jacqui Sinclair (Vice-Chairman), Malcolm Littlewood, Matt Jarvis-Cleaver, John Tongue, Jane Millward

**Apologies**  James Bardey, Jane Millward to arrive late.

**In Attendance** Cllr John Feilding, Beverley Thorpe (outgoing Parish Clerk & RFO), Charmaine Swift (new Parish Clerk & RFO – to arrive late due to attendance at another meeting.

**Members of the Public**  5

**187. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting.

Apologies were received from Cllr Bardey (Family commitments)

**188. DECLARATION OF INTERESTS**

None

**189. CONFIRMATION OF MINUTES**

i. The Council confirmed the minutes of the Ordinary Meeting on Monday 14th March 2022 as a true and accurate record of the meeting. Cllr Roache signed the minutes. Acceptance of the minutes -

Proposed Cllr Littlewood Seconded Cllr Sinclair All in Favour

**190. PUBLIC FORUM – 15 MINS ONLY**

A member of the community wished to express concern over climate issues. It was said that Tysoe has worked hard, and the Parish Council should be congratulated on the work it has supported to encourage its community to care for wildlife, wild birds and flowers but more needs to be done. Looking at ways to engage the community in more recycling, equipment sharing, and different aspects of recycling such as collecting crip bags and soft plastic, used batteries and light bulbs all help the environment.t

Cllr Roache said that although he cannot speak for them, he feels that Parish Council would be very happy to support any group that wishes to organise itself and engage other members of the community. Once the group has come together and are ready to begin their work, they should come back to the Parish Council.

**191. WARD MEMBERS UPDATE**

1. CC Chris Mills. Cllrs acknowledged receipt of a report from Cllr Mills *Ref: Doc 191 a*

Cllr Mills gave a short praised of his report, and spoke of a few of the topics in it, one being a Jobs Fayre for anyone interested in Hospitality, after which Cllr Tongue asked what Tysoe could do for its young people in the village. Does the village have a Youth worker, are there any grants that would help the village to set up some activities? Cllr Jarvis-Cleaver said that there had been a youth worker in the past, and a member of the community had started to organise activities for the youth in the village, but there was nothing now.

Action: Clerk to put Job’s Fayre flyer onto the Parish Website.

Cllr Sinclair wished to point out to CCllr Mills that some time ago he had said that he would contact the Highways Team with regard to a Willow tree by Feeofee Farm as it needed attention. The tree has cables running through it and some branches are dead or dying. Nothing had happened and now the tree has been reported to her as dangerous and needs to be looked at. Cllr Mills confirmed he would take up this issue urgently.

b) DC John Feilding*.* Cllr acknowledged receipt of a report from Cllr Feilding. *Ref: Doc* 191b

Cllr Feilding wished it noted that subsequent to his report being sent A local Police Commissioner had given District Councillors a talk on County lines. He reported that Governance to do with the merger will come in time, but at present we have heard nothing more.

The garden waste and new arrangements for food waste will open next year online.

Cllr Roache noted that along with everyone’s Council Tax Notification from SDC there was a booklet enclosed in which was reported that Tysoe is just below the district’s average for Precept. Looking at comparable villages Tysoe is significantly below some other comparable village, which he felt was a good thing.

**192. CORRESPONDENCE**

a) On behalf of Frederick Price, a report from the group that has formed in the village to help Ukrainian people was tabled and read out to those present. It detailed the work that has been done so far and what is planned in the coming weeks. WALC are working with the WCC and have asked any Parishes or Town Council’s wishing to help to register. DC Feilding also offered to give details of a contact who is currently at the Polish border, who may be able to help the group.

The proposal was received to register Tysoe Parish Council’s interest, and one Parish Councillor to join the group as a liaison between the group and Parish Council. Councillor Cross agreed to join the group.

Proposed: Cllr Littlewood Seconded: Cllr Cross **All in Favour**

**Action:** Clerk to register Tysoe Parish Council’s Interest in helping the Ukraine on the WALC website.  **Actioned 14.2.22**

b) Grass verge off Sandpits Lane.

Correspondence received from a resident who has complained that vehicles keep parking on the grass verge near his house and causing damage to the verge.

Cllr Roache has asked the Traffic Management Group to look at this.

c) Tysoe Heritage Research Group (THRG)

Subsequent to last month’s request from the THRG, discussions took place whereby the group have asked to become a working group within the Parish Council. In order for this to happen 2 councillors will be required to join.

A proposal was received for two Parish Councillors to join the History Group and this body of people to become a Parish Council Working group.

Proposed: Cllr Cross Seconded: Cllr Jarvis-Cleaver **6 in Favour – 1 abstention**

**193. FINANCIAL REPORT APRIL 2022 – Parish Clerk**

Cllr Roache a advised those present that at the January meeting when discussing the 2022/23 budget it was predicted that the carry forward figure would be just above £72,500. The actual figure is about £1,000 less, which means we have £1000 to spend in the coming year.

1. The Council received and approved the Finance Report for April 2022

Proposed Cllr: Littlewood Seconded; Cllr Tongue **All in favour**

1. The Council approved the following payments already paid by the authority of the Annual Payments List or awaiting payment, and also further payments for Jubilee Celebration items by Cllr Roache which would be notified to everyone as required:

|  |  |  |  |
| --- | --- | --- | --- |
| Voucher | Supplier | Item | Total |
| P21 | Charmaine Swift | Salary | £357.93 |
|  | Charmaine Swift | WFM allowance | £26.00 |
|  | Charmaine Swift | Stamps | £3.40 |
| P22 | HMRC  | Tax | 89.40 |
|  | Green Energy | Streetlighting | £284.14 |
|  | WALC (Understanding Risk Management Inv 22087) | Clerk’s Training | £30.00 |
|  | WALC (Meeting Administration Inv 22088) | Clerk’s Training | £30.00 |
|  | WALC (Community engagement & planning Inv 22089)) | Clerk’s Training | £30.00 |
|  | WALC (Precept & Audit Prep) Inv 22090 | Clerk’s Training | £30.00 |
|  | WALC (Legal powers, policies & Committees Inv 22091) | Clerk’s Training | £30.00 |
|  | SDC | IT Support & website hosting | £362.40 |
|  | Thomas Fox Landscaping | Mowing | £813.60 |
|  | WALC & NALC | Annual Subs | £496.00 |
|  | Cllr Tongue (Burgess Reclamation) | Tub for Peacock Lane | £110.00 |
|  | Cllr Tongue, Farnborough Garden Centre | For peacock Lane tub | £100.29 |
|  | Cllr Tongue, Red Horse Vale | Ballast for tub | £22.55 |
|  | Cllr Roache – Jubilee Expenses | Mobile toilets | £696.00 |
|  | Cllr Roache – Jubilee expenses | Wooden rulers | £594.00 |
|  | Cllr Roache - Jubilee expenses | ER II Cut-outs | £110.00 |
|  | Cllr Roache – Jubilee Expenses | Flags | £70.00 |
|  | Pro Garden (Caring for the Cotswold work) | Scarifying | £129.60 |

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

1. The Council received and approved the bank statement and bank reconciliation for the period. Cllr Roache checked and signed the bank statements and the bank reconciliation.

Proposed: Cllr Millward Seconded: Cllr Littlewood **All in Favour:**

1. Projects for May

Cllr Roache reminded everyone of his email asking Councillors to put together costings of their projects and a report that project spend could be checked at may’s Ordinary meeting.

e) With regard to CIL and S106 monies, Discussions took place over the use of these monies. CIL money is to be used to improve any area that has been impacted by the building work. S106 funds are to be spent on Children, Young People’s play equipment and facilities, with a small amount for allotments and the community garden. Cllr Millward will speak to the S106 team to establish whether the funds could be used to extend the car park at the recreational ground and also if some other projects the Councillors have can make use of the funds.

Amounts held in the account are as follows:

 CIL £3209

 S106 £15,334.61

**194. PARISH CLERKS UPDATE – Ref: Doc 194**

 **a) Deposit Account** – Clerk to get paperwork from Lloyds Bank to open this account.

**b) Charge Card - Action:** Clerk to bring a proposal to May meeting on spend limits for Charge Card having checked the Financial Regs.

**c) Second Computer Screen.**

Approval was sought for Clerk to purchase a second computer screen at the cost of £130.00.

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

**195. AREAS OF RESPONSIBILITY**

**i. Employment/HR – No update**

**ii.** **Infrastructure & Environment –**

**Memorials –** Cllr Littlewood has contacted half a dozen companies via the internet to get quotes for the work required on the 2 War memorials. The one on the green and the two plaques on the wall. He only received 3 answers, two of which said they could not take the work on as this is not within their remit. Therefore Only 1 company came out to look at the memorials, speak with Cllr Littlewood and quote for the work to be done. (Quote received was for £5795 + VAT) He tried to make contact with The War Memorial Trust but has since been advised that involving this body can be very costly when it is not always necessary.

The quote sent out was considered and discussions took place. Cllr Littlewood was given several suggested bodies to contact for help and advice and the possiblity of grants. Cllr Millward wished this work to be considered as a project for this year.

Cllr Roache suggested that no decision be made now and that Cllr Littlewood look at securing a grant first before any decision is made.

1. **a) Planning – Cllrs Tongue, Millward, Littlewood  *Ref: Doc195 iii***

**22/00464/FUL –** Corner Farm, Badgers Lane, Tysoe – Conversion of attached store building to habitable space. Internal & external alterations to main house, alterations to outbuilding, erection of new carport. Recommendation - Support

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

Cllr Feilding requested to see the location before the consultation period was over, a date and time to be agreed after the meeting.

b) 22/00787/FUL – Tysoe Manor, Shipston Rd, Upper Tysoe – Erect a new garden shed, metal entrance gates and stone flanking walls, erect a timber post and rail fence either side of the public right of way, and install a new oil tank to replace the existing being removed.

Recommendation - No representation
**Proposed:** Cllr Tongue **Seconded:** Cllr Sinclair **All in Favour**

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 A late addition – Perri Apple Tree – Recommendation – Support

Proposed: Cllr Sinclair Seconded: Cllr Millward **All in Favour**
Note: The Chairman used his discretion in allowing this addition and a vote.

**Action:** Clerk to put comments onto e-planning website. Actioned 13 & 14.4.22

m) **Cameron Homes**

Tysoe Parish Council comments

Further to the comments of the Parish Council received 12/01/2022 regarding planning application reference 20/03658FUL, we can now respond with the following comments with reference to Paragraph 55 of the NPPF, which sets out the 6 tests for planning conditions and the guidance in the PPG.

*Tysoe Parish Council will support this application subject to the following conditions:*

1. *Sample panel be constructed on site showing all external materials to be used.* We expect the LPA (Local Planning Authority) to condition all materials and we will be providing samples of these discharge the condition. On this basis we consider materials will be adequately dealt with and that a sample panel will not be required. In our experience a sample panel is not normally required unless dealing with very sensitive scenarios relative to materials such as an extension to a historic building. Tysoe PC comment - Satisfactory
2. *The usual landscaping conditions should be put in place.* This is fine. TPC comment - Satisfactory
3. *In all probability the Parish Council would find it very difficult to maintain the trees and hedge line behind plots 26 to 3 land would suggest a landscaping condition be constructed to preserve this hedge and trees for the future and the land be transferred to those houses.* As I believe the PC are aware the District Council do not want to include the hedgerow within the curtilage of the homes as they are concerned that the hedgerow could be removed by future homeowners and so will not allow this suggestion. There is a maintenance strip provided and any maintenance should be relatively minimal as the hedgerow is a feature to be retained and used as a wildlife corridor. TPC comment – Inadequate

**Cameron Homes**

**21/03658/FUL - Land off Sandpits Road, Tysoe**

The parish council considers that the planning authority ought to condition the retention and consolidation of the hedge together with additional heritage hedge planting along the western boundary as part of their landscaping conditions.

A further condition should be that the hedge must be maintained at a minimum height of 1.2 metres and that no additional wall, hedge, screen or barrier can be erected within 1 metre of the hedge.

The Parish Council also consider that the applicant, Cameron Homes in transferring the open space at the north end of the site to the Parish Council should include a restrictive covenant to the benefit of this transferred land, to retain the hedge at a minimum height of 1.2 metres. This should be applied to the rear of the properties plots 26 to 31.

1. *A construction management plan should be in place before any construction takes place. This should include off road parking for all site vehicles and that access to the site should be via Oxhill Road and not Sandpits Road.* One will be conditioned and submitted. TPC comment - OK
2. *If the shared ownership houses proved difficult to sell, they should go into the rented sector and not sold as market houses.* The agreement with the Housing Association is already in place and confirmed. In addition, the affordable housing including shared ownership would be fixed in the Section 106 agreement. As a result, there would not be any potential for the shared ownership homes to be converted to private sale without an agreed variation to the S106.  TPC comment - OK
3. *The SUD Pond should have shallow sides to enable children to get out in the event of*

*an accident.* The design of the SUDS pond has been revised to accord with the requirements of the District Council. The SUDs feature will be designed to accord with the guidance on these drainage features and the proposed gradient of the sides is consistent with others of this type. TPC comment - OK

1. *Street lighting on the site to be low-level in accordance with the dark-skies policy of the Tysoe Neighbourhood Plan.* Yes, this is fine. TPC comment - OK

*8. Reaching a satisfactory arrangement with the developer for the future maintenance of the amenity land at the north end of the site.* This will be controlled as part of the s106 with a commuted sum payment to the PC. TPC comment – Agree subject to the sum of money being acceptable.

*In addition to the above conditions the Parish Council would also seek the following:*

1. *The Parish Council would hope that the highways authority would consider making Sandpits Road one way. This is due to the road being very narrow and vehicles having difficulty passing. There has also been concern expressed about vehicles parking at the front of the social housing on Sandpits Road. A one-way system would assist traffic.*

*This does not directly relate to the planning application and the PC would need to approach the highway authority separately to pursue this.* TPC comment -We are speaking to WCC Highways

1. *The Parish Council would also suggest creating a couple of additional parking spaces possibly using the land opposite to plot 26and 27 by the head of the cul-de-sac.*

*The layout has been agreed with the District Council and highway authority.* TPC comment -We are speaking to WCC Highways

1. *We believe that S106 funds should be made available for parking prevention in Sandpits Road, the extra load that this number of houses will place on the village school, preschool and GP surgery as well as acceptable landscaping on Sandpits Road to screen the development from existing houses.*

*The DC and highway authority do not consider this request is necessary and that is does not meet the tests for a planning obligation* TPC comment -We are speaking to WCC Highways

1. *The Parish Council would need to have assurance from WCC and Severn Trent that flood mitigation and rainwater and sewage treatment capacity is sufficient to handle the considerable extra loading*

*Both the LLFA and STW have been consulted on these matters and raised no objection subject to conditions* TPC comment - Acceptable

1. *Sustainability. Air-source heating to be independent of LPG boilers [non-hybridised unless with PV and/or Solar heating]*

*We expect this point to be conditioned.* TPC comment – Acceptable

**Action:** Clerk to speak with Cllr Tongue outside of the meeting to get formal comment to Para 3 TPC Comment – Inadequate and then send above answers back to David Onions, cc Alison Willers, Chris Mills andJohn Feilding. **Actioned 13.4.22**

1. **Road Safety**

Peacock Lane & Park Rowe – Cllr Littlewood

Having viewed the drawings sent through from Warwickshire Highways Dept. for both Peacock Lane and Park Rowe, Cllr Littlewood will go back to Graham Stanley to get a formal quote with costings for the work requested.

Proposed: Seconded: **All in Favour**

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**vii. Trees & Green Space**

a) Copper Beech Tree- Guard and seat – Cllr Sinclair

A quote of £5,625.00 has been given for approval to buy the set and tree guard:

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

Cllr Sinclair also said an amount of 3375 + VAT was verbally quoted to excavate the site for planting the tree.

b) Picnic Tables – Cllr Sinclair

Cllr Sinclair reported that there is a need for a few more picnic benches on the playing field so that families can sit and supervise their children and possible take refreshments or a picnic.

The proposal was received to buy 3 picnic tables at a cost of £200 each.

Proposed: Cllr Sinclair Seconded: Cllr Millward **All in favour**

c)It was confirmed that Cllr Bardy carried out a Tree check and this would be sent to the Clerk for filing.

d) Cllr Roache proposed that a donation of £100 be given to the Community Christmas Tree Group in support of the work they do within the community to celebrate the festivities at Christmas.

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

**196** Platinum Jubilee – Cllr Roache

Cllr Roache advised that he had made several purchases for the celebrations, which had been approved, and that as time was short, he would be making further purchases prior to the next meeting. He asked if Councillors would permit him to make these purchases (NOTIFICATION WOULD COME AS EMAILS) and subsequently approve payment to him at the next meeting. This was agreed.

197 Risk Assessment Policy

The Risk Assessment Policy had been sent out prior to the meeting in order for Councillors to review and adopt. Cllr Roache asked if there were any changes necessary to which the Clerk replied she had not been notified of any legally required changes. Cllr Roache said that everyone was happy to accept the Risk Management Policy

The Risk Management Plan would be sent out for review for the May meeting.

**Action:** Clerk to assess, amend and send out The Risk Management Plan for May 9th Ordinary meeting to be reviewed and adopted with the Policy.

**198. Reports for AGM – Cllr Roache**

**199. Fuel Poverty**

As agreed at a previous meeting, the Parish Council were to signpost residents in need of help and advice with their fuel bills. CC Mills had sent through flyers previously and it was agreed that the best way to ensure all residents were aware of the help offered was to send out flyers.

Cllr Littlewood agreed to look at the flyers and organise printing of them.

Cllr Cross asked to be sent the flyers electronically so that she could laminate them and put the onto the Parish Council Notice Board. Cllr Jarvis-Cleaver would look at placing the flyer into the Tysoe Record.

**Action: Clerk to send flyers electronically to Cllrs Littlewood and Cross.**

**200. DATE OF NEXT MEETINGS**

 a) May 9th AGM **(Election of officers**) Followed by Ordinary Meeting 7.15pm at Village Hall

 b) May 12th Annual Parish Assembly 7.15pm Village Hall

 c) 13th June Ordinary Meeting 7.15pm at Village Hall

 d) 11th July Ordinary Meeting 7.15pm at Village Hall

 e) 12th September Ordinary Meeting 7.15pm at Village Hall

 f) 10th October Ordinary Meeting 7.15pm at Village Hall

 g) 14th November Ordinary Meeting 7.15pm at Village Hall

 h) 12th December Ordinary Meeting 7.15pm at Village Hall

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

a) Proposals for projects and reports for AGM.

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

Cllr Roache closed the meeting

**203. PRIVATE AND CONFIDENTIAL**

Planning discussion.