**Meeting Type** Ordinary

**Date**  Monday 13th December 2021

**Time**  19.15

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

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

**Apologies**  Alison Cross, John Tongue, James Bardy, Chris Mills, John Feilding

**In Attendance** Charmaine Swift ( Parish Clerk & RFO)

**Members of the Public**  2

**132. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting and welcomed those present.

Apologies were received from: Cllr Cross (unwell) Cllr Tongue (unwell) Cllr Bardy (Parental leave), Cllr Fielding (DC Meeting) Cllr Mills (CC meeting.)

**133. DECLARATION OF INTERESTS**

Cllr Sinclair declared a pecuniary interest in the Jubilee Tree Planting.

**134. CONFIRMATION OF MINUTES**

i. The Council confirmed the minutes of the Ordinary Meeting of November 8th 2021 as a true and accurate record of the meeting. Cllr Roache signed the minutes.

Proposed: Cllr Sinclair Seconded: Cllr Bardy All in Favour

**135. PUBLIC FORUM – 15 MINS ONLY**

A question was raised regarding the stone memorial opposite the Village Hall, which needed some restoration. Cllr Littlewood said that it has been repaired several times but was in need of some restoration. Cllr roached said that the possibility of a grant should be looked at again, maybe The British Legion might be able to help.

Action: Parish Council to investigate grants for refurbishment of the memorial opposite the Village Hall.

**136. WARD MEMBERS UPDATE**

1. CC Chris Mills. Cllrs acknowledged receipt of a report from Cllr Mills

It was noted that there are grants available for rural business.

1. DC John Feilding*.* Cllr acknowledged receipt of a report from Cllr Feilding.

It was noted that there were to be food waste cadies provided from April 2022 to stop food waste being placed in garden waste bins. No information as yet on any cost for the new caddies.

Cllr Millward also acknowledged as a positive that the report included recruitment of more staff in the Planning Department.

**137. CORRESPONDENCE**

a) Notification regarding Search & Rescue for lost persons to be placed on the Parish Notice Board and web site.

b) Email from resident regarding vehicles parking on pavements and grass verges. Cllr Roache said that one of the Parish Councillors would speak to those people who continue to park in this way.
Action: Cllr Millward to speak with residents parking on pavements and grass verges in the village to request that they park on the road.

c) The cutting of overgrown trees on the Football Field is in hand.

**138. FINANCIAL REPORT 2021 – Parish Clerk**

1. The Council received and approved the Finance Report for December 2021

Proposed: Cllr Millward Seconded: Cllr Bardy All in favour

1. The Council approved the following payments already paid by the authority of the Annual Payments List or awaiting payment:

|  |  |  |
| --- | --- | --- |
| Voucher | Supplier | Total |
| P78 | Paul Pitts | £10 |
| P79 | Green energy | £174.57 |
| P80 | DM Payroll Services | £60 |
| P81 | Charmaine Swift | £312.41 |
| P82 | Charmaine Swift | £26 |
| P83 | HMRC | £78 |
| P84 | Howard Sherwood | £360 |
| P85 | Charmaine Swift | £42.39 |
| P86 | ROSPA (Playground) | £124.20 |
| P87 | Thomas Fox Landscaping | £627.60 |
| P88 | Village Hall | £45.00 |
|  |  |  |
|  | January Payments for approval |  |
|  | David Roache | £56.47 |
|  | Caring for the Cotswolds | £460 |
|  | Village Hall | TBC |
|  | Green Energy | £174.57 |
|  | Charmaine Swift | £312.41 |
|  | Charmaine Swift | £26 |
|  | HMRC | £78 |
|  | Warwickshire CCouncil | £915.36 |
|  | Warwickshire CCouncil | £500 |

Proposed: Cllr Littlewood Seconded: Cllr Millward All in Favour

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

Proposed: Cllr Sinclair Seconded: Cllr Littlewood All in Favour

Budget 2022

Cllr Roache spoke to the draft budget sent out. He pointed out the forecast carry forward figure and spoke of the 2 projects that had been discussed previously. The first costing approximately £4,500 – for the Queen’s Jubilee, and the second costing approximately £7,500 – the work needed to drop the kerbs by the Well outside of the Doctors’ Surgery.

Cllr Roache the said that the spend for next year would be similar to that of this year. A cost of £7,000 had been put forward for replacement of some streetlights, which cost between £2,000 and £3,000 each. There is a program to replace more lights over the coming 3 to 4 years and therefore we should look to budget the same amount for the next 3 or 4 years. This money needs to be spent by 2027 or returned.

There is £15,000 Section 106 monies in the budget which is to be spent on open space, such as the playground, and space for young people in the village. Also £3,200 CIL monies to be used for green open spaces within the village. This money needs to be spent in the next 3 to 4 years or returned.

Cllr Roache pointed out that the Parish Council would not spend over the Precept and therefore proposed that the Precept for the coming year should be £34,375 which is a rise of £70.

Reserves should be kept for a parking solution and street lighting, and therefore there would either be a small rise or drop in next year’s precept dependent on the number of houses in the village. In coming years, the Precept would come down from £34,000 to £26,000.

This was the proposed budget, and the Precept request is due by 29th January 2022 latest. Cllr Roache asked if there were any questions. Cllr Littlewood asked if the budget for Main Street, Parke Row verges estimate of £30,000 would be paid in full by Tysoe Parish Council, or if there were funds from elsewhere to help.

Action: Clerk to ascertain if there are other funds available towards £30,000 estimate. **ACTIONED**

Cllr Millward pointed out that we have written to residents regarding parking on grass verges. The Parish Council were going to put back the missing soil and seed the areas, and in some way prevent residents from parking on the verges.

Cllr Millward also pointed out that with CIL and 106 monies, Parish Councils should have some input as to how the money should be allocated. Cllr Roache agreed and said that the PC should get in early as with the building at Sandpits to say what we would like to spend the money on.

In conclusion, Cllr Roache stated that the January meeting is for budget agreement and if anyone has any thoughts could they please come forward with them before then.

**139. PARISH CLERKS UPDATE**

 Ref: Document 139

**140. AREAS OF RESPONSIBILITY**

**i. Employment/HR – no update**

**ii.** **Infrastructure & Environnement – Cllr MIllward**

 **a) Playground Safety Inspection report Ref : Doc 140 i**

Cllr Millward reported that work needed to be done and the PC should seek quotes for this. Cllr Roache requested a local company be used if possible to do this work.

**Action** : Clerk to look at Suppliers List & report any suitable companies to Cllr Millward.

Cllr Millward proposed 9 items to be dealt with and approval is needed to go out and get quotes in order to get the work done quickly and ready for spring next year.

Proposed : Cllr Millward Seconded : Cllr Jarvis-Cleaver AIF

Contractors would need to follow guidelines for some of the work. Two contractors were mentioned.

Cllr Roache said possibly S106 money could be used for these repairs.

 **iii**. **Street Lighting – Cllr Cross**

In Cllr Cross’s absence Cllr Millward said that she was aware of delays being experienced to the work being done, which Cllr Cross had expressed some frustration over.

**Action** : Clerk to check with Cllr Cross before contacting Cllr Mills to ascertain who is now in charge of the Street Lighting portfolio.

**iv. Neighbourhood Development Plan – Cllr Roache**

Cllr Roache gave an update on the process of the referendum to be held on January 20th. Ballot papers will go out to all residents in the village. Villagers need to be encouraged to vote, but not canvased to vote for or against the plan, that is their own decision. Once the votes are counted, if passed the Deputy Leader of Stratford District Council will decide if the plan is to be adopted.

**v. Paul Pitts – Cllr Roache** reported the sad event of Paul Pitts death. Paul used to open and close the gates to the Recreation Ground. Leaving the gate open left the village vulnerable to Travellers parking on the Car Park. Cllr Jarvis-Cleaver suggested finding someone else to take the position. Cllr Littlewood suggested leaving the gate open but closing the inner gate which might encourage village residents to park there.

 Cllrs all felt they were happy to leave the outer gate open and lock the inner one.

 Proposed: Cllr Jarvis-Cleaver Seconded Cllr Millward All In Favour

 **Action:** Cllr Millward to carry out an inside gate key audit.

**vi. Planning – Cllrs Tongue, Millward, Littlewood  *ref: 21/03684/Ful*** *Willow Cottage, Jeff’s Close*

Recommendation was no representation.

Proposed: Cllr Littlewood Seconded: Cllr Jarvis-Cleaver All in favour

**vii. Oaklands Stables -Update – Cllr Roache**

After the planning application two months ago, the Parish Council requested an explanation of what enforcement action had been taken by Stratford DC to enforce the Section 2 regulation on this property.

The PC were told that this request was not considered a priority by the Enforcement Officer. The Ward member for Stratford was then contacted for assistance, but we have still received no response. The Application was then withdrawn.

A new planning application was then submitted, and we have now been told that as there is a new planning application submitted a response to our request is not permitted. Cllr Roache pointed out in his reply that if a response had been received quickly when our request was first submitted, we would not be in the situation we find ourselves in now. The reply received stated that the sender did not like Cllr Roaches attitude. Unfortunately Cllr Feilding is not here this evening to give any update.

Cllr Littlewood suggested speaking to the Monitoring Officer, Cllr Roach said that he would wait for a reply but would consider the Monitoring Officer as an option.

 **Road Safety**

**viii. Traffic Survey – Cllr Littlewood**
The monitors have been down for 1 week and have now been removed. We are awaiting the data. 1 monitor has been put in the wrong place and the cost of a new survey is between £100 and £200. Data will be checked before considering another survey as it may prove not to be necessary.

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**ix. Trees & Green Space – No update**

**x. Welfare – Cllr Cross**

 **a) Happy to chat bench**

Cllr Millward reported in Cllr Cross’ absence that the original bench was to be made from recycled composite plastic. The idea was that all the benches in the village should be constructed of the same materials and therefore Cllr Cross has spoken with Collin Locke, previous Parish Councillor responsible for benches. Cllr Cross has been given a brochure from the company supplying previous benches and Cllr Cross is progressing with this. Cllr Roache asked that Cllr Cross be contacted so that she could bring her proposal to the January meeting.

**Action**: Clerk to contact Cllr Cross**.**

**xi. Affordable Homes Committee – no update**

**xii. Making Space for Nature – no update**

**xiii. a) Jubilee Projects**

Tree Planting – Cllr Sinclair/Cllr Bardy

The group responsible for investigating this topic has met. They have suggested a Beech Tree as a memorial with a round bench around which can be added to as the girth of the tree gets bigger, and an engraved plaque.

There are not many places in the village to plant trees. Possible places are where the Cameron Homes development is planned, and another suggestion was to ask villagers where they would like trees planted. Also planting fewer trees is an option but those planted to be specimen trees. For example, 10 - 12 specimen trees near the Cameron Homes Development. Behind the Tennis Courts behind the Methodist Church limited to Parish Council Land. Some of the land belongs to The Upton Estate, in the past they have been positive to suggestions.

Cllr Roache said that to progress with this a conversation was needed with Upton Estates’ Manager. An appointment was needed to pursue this proposal with him/her. There are numerous that need to be approached.

Proposal to pursue this project:

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

**Action:** Cllr Sinclair to come back to the Council with a proposal and price for the Copper Beech Tree and bench. And a proposal and price for a stake and fencing for the Acer on the Village Green.

 **b)** Willow tree outside of Feeoffee Farm.

Action: Clerk to ask Chris Mills to advise when Western Power are to attend.

 **c) Tree and shrubs on Jeffs Close**

**Action:** Clerk to contact Thomas Fox to organise pruning of the overgrown tree and shrubs on Jeff’s Close. Completed

**d) Action:** Clerk to report potholes to Michael Rodgers.

**e) Jubilee BBQ**

It is proposed to hold this BBQ over the Jubilee weekend on the Recreation Ground.

Happy Herefords have agreed to serve burgers etc. The Social Club will provide drinks. As the weekend is likely to be busy it is necessary to book this date with all concerned.

It will be 4th June 2022 from mid day into the evening.

Happy Herefords are pleased to provide the BBQ

Cllr Jarvis-Cleaver confirmed that the Social Club are ok with providing drink, and Tada are happy to perform.

A marquee needs to be organised and the suggestion was put forward that maybe the school might like to give a fancy dress parade.

It was pointed out that June 4th is also Tysoe Windmill Run, which would normally finish just before mid-day.

It was agreed that a group is needed to organise the day and therefore a notice will be placed on the Parish Notice Board asking for help.

A proposal was made to run this event.

**Proposal:** Cllr Littlewood **Seconded:** Cllr Jarvis-Cleaver **All in favour.**

Cllr Littlewood to confirm attendance with Happy Herefords, Cllr Jarvis-Cleaver to confirm with the Social Club.

Possible other groups who should be contacted:

School

WI

Social Club

Steph & Rose (Windmill Run Organisation)

**141. RISK MANAGEMENT PLAN – no update**

**142. DATE OF NEXT MEETINGS**

a) January’s meeting will be mainly to approve the budget and look at the Cameron Homes Planning amendments. Everything else will be deferred unless urgent.

 Action: Clerk to check that the large hall is free for meeting on January 10th.

b) Future Meeting dates agreed. No meeting in August.

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

a) Pedestrians are using the main car park for access instead of the pedestrian gate.

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

Cllr Roache proposed closing the meeting. Meeting closed.

**145. PRIVATE AND CONFIDENTIAL**