**Meeting Type** Ordinary

**Date**  14th February 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, Alison Cross, Jane Millward (late arrival)

**Apologies**  James Bardey

**In Attendance** Cllr John Feilding, Charmaine Swift Parish Clerk & RFO

**Members of the Public 3**

**160. WELCOME and APOLOGIES**

Cllr Roache welcomed everyone and wished them Happy Valentine’s Day. It was noted that the meeting would be recorded for minute taking only, and once the minutes are published, the recording would be erased.

Apologies were received from James Bardey (Work) Cllr Chris Mills (Family matters)

Cllr Millward advised she would be late for the meeting.

**161. DECLARATION OF INTERESTS**

None declared.

**162. CONFIRMATION OF MINUTES**

I. The Council confirmed the minutes of the Ordinary Meeting January 10th, 2022, as a true and accurate record of the meeting. Cllr Roache signed the minutes.

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

**163. PUBLIC FORUM – 15 MINS ONLY**

a) Rosemary Collier wished to share the news of the Wildlife Activity which is going well and also that another tranche of funding has been awarded so that other activities can be planned as last year including an event on the Nature Reserve and an activity studying bats. Tysoe has also begun to join with other villages in celebrating wildlife and wildflower planting. Tysoe’s group has joined with other nature groups in other villages. A copy of the new Tysoe nature map was discussed, which Cllr Cross asked if she could have some copies to give out to Tysoe newcomers, these will be available for collection shortly. It was also suggested that new residents be offered a bird box appropriate to their house.

Cllr Roache suggested that as part of the Jubilee Celebrations a walking/cycling Treasure Hunt was planned which could incorporate some of the nature reserve sights with plaques if Rosemary could think about this, Cllr Cross and Julia Sewell are arranging this.

DC Feilding also noted that at the District Council Meeting on February 21st there was an agenda item looking at wildflowers on verges.

b) Gill Roache noted as part of her work at the Stour Health & Wellbeing Partnership which is Shipston based but coming out into the villages. They have an Environmental Group, Mental Health, CYP&F, Healthy Ageing and Transport. They were looking at ways to promote Healthy Ageing other than exercise classes. They have secured funding from Sport England and some money from Dr Sue Pritchard’s Memorial Fund and are looking at trying to run some classes for older people that are not directed at exercises classes. Posters were sent to the Parish Clerk, activities free because of the funding, the only cost incurred would be for the hire of facilities. Suggested activities were a lunch club, coffee morning and other activities such as the ones in Shipston – Pilates, seated exercises, seated Curling, Board games and social afternoons. Cllr Cross said she would like to see the posters, although there are some classes running but a poster could be put up to advise people of the information.

 **Action: Clerk to forward Posters and email to Cllr Cross.**

c) The question was raised regarding No Mow May and the unofficial non mowing at the front Red Horse Close; would it be running this year if so, could this area be included in the no mow area. Cllr Roache said that this item was on the agenda shortly to be discussed.

 Chris Bell also offered to assist on the Traffic work, which Cllr Roache said any assistance would be welcome.

**164. WARD MEMBERS UPDATE**

1. CC Chris Mills. Cllrs acknowledged receipt of a report from Cllr Mills *Ref: Doc 164a*
2. DC John Feilding*.* Cllrs acknowledged receipt of a report from Cllr Feilding. *Ref: 164b*

By way of a short view on important points DC Fielding reported no update on the amalgamation of Warwick and Stratford. He also wished to advise that he had attended a Presentation by Orbit Housing and that if anyone wished to meet with the Housing Association, if there was a need, it could be arranged.

Cllr Feilding also reported that one of the planning applications that had been outstanding for some time has now been moved up the list in order to expedite the decision.

**165. CORRESPONDENCE**

a) No Mow May – Cllr Roache noted the correspondence received asking if Tysoe could follow last year’s No Mow May initiative. A proposal to carry out a No Mow May Initiative again this year as last was received.

**Proposed:** Cllr Cross **Seconded:** Cllr Jarvis-Cleaver **2 Abstentions – Motion carried**

b) Thomas Fox sent through at the Clerks request, their mowing plans and schedules for this year, together with the details of last year’s No Mow May areas asking if this was to go ahead again this year.

**Action: Clerk to confirm to Thomas Fox that the No Mow May is to go ahead as last year and to include the front of Red Horse Close.** Action completed 17.2.2022

c) Community Orchard – Cllr Roache reported that the Community Orchard had planted three commemorative crab apple trees which they would ask Tysoe Parish Council to contribute one third of the costs – this being £61.30.

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

**Action: Clerk to write to Susan Sanderson to advise that TPC are happy to pay the cost of one tree.**

Action completed 17.2.2022

d) Corner Farm, Badgers Lane – Western Side is not mowed, Eastern side is. Request for this to be added into the verge mowing schedule. Concern was raised over the fact that it is not necessary to cut all verges in the village, and if another is cut then more requests would follow.

Proposal received to mow the western side of Badgers Lane verge.

**Proposed:** Cllr Littlewood **Seconded:** Not Seconded – **motion not carried**

Everyone agreed to review this issue in a year’s time.

**Action: Clerk to note for February 2023 Agenda – Actioned 15.2.2022**

f) An email was received from a resident regarding tractors driving dangerously on the High Street.

Cllr Roache asked that the resident be contacted and directed to the OPERATION SNAP link on the Tysoe Website. This is a new initiative by Warwickshire Police. It is a website where people can report dangerous drivers and other highway infringements online and upload photos and short videos. As traffic is on the agenda for later, we can discuss this further.

**Action: Clerk to contact resident and pass on information of Operation SNAP – Action completed 15.2.2022**

f) Energy Poverty -Cllr Littlewood

Discussion took place regarding the current energy price hike and how it might be possible to assist householders in the village who may need advice and help with meeting their needs. Any research carried out amongst parishioners would have to be sensitively done.

ACT ON Energy offers help to people in need. Discussions around what should be done. All present agreed that it would be best to carry out research and signpost parishioners to websites of bodies that can offer help.

**Action: Cllr Littlewood to draft a signposting exercise. Action completed 15.2.22**

**NB Clerk will put information onto the website.**

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

1. The Council received and approved the Finance Report for February 2022
2. Cllr Roache questioned the amount of £210 outstanding on both the report and Bank Rec. and asked if this was a charge for printing from the Children’s Group – The Clerk confirmed it was.

**Proposed:** Cllr Sinclair **Seconded:** Cllr Jarvis-Cleaver **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 |
| P104 | Charmaine Swift - Salary | £312.40 |
| P105 | Charmaine Swift – WFM Allowance | £26.00 |
| P106 | Charmaine Swift – Printer ink | £42.62 |
| P107 | Charmaine Swift – for Microsoft Subs | £59.99 |
| P108 | HMRC  | £78.00 |
| P109 | Jane Millward – Reimbursement of donation to RSPB in Memory of Paul Pitts | £75.00 |
| P110 | RPrint | £210.00 |
| P111 | Thomas Fox | £264.00 |
| P115 | Green Energy | 284.14 |
| P116 | Tysoe Children’s Group | £210.00 |

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

c) The Council received and approved the bank statement for the period.

 Cllr Roache checked and signed the bank statement.

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

d) The Council Received and approved the bank reconciliation for the period.

 Cllr Roache checked and signed the bank reconciliation.

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

e) The Council received and approved the Net position report for the period.

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

e) Rolling Budget 2022-25

Cllr Roache asked Councillors to forward suggestions for the next 3-year rolling budget to the Parish Clerk in advance of the next meeting. This may include new projects or revisions to projects/running costs.

Cllr Millward arrived at 7.45pm

**167. PARISH CLERKS UPDATE**

*Ref: Doc 167 - no questions*

**168. AREAS OF RESPONSIBILITY**

**i. Employment/HR – No update**

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

 **a) Street Lighting – Cllr Cross**

Contact has been made with the person who has responsibility for streetlights at County.

Cllr Cross stated currently she was looking at wooden lamp posts in place of metal poles.

**b) Planters at Peacock Lane - Cllr Cross**

Cllr Cross reported that the planters purchased were not received well and therefore returned.

 Cllr Tongue and the other residents of Peacock Lane have taken responsibility for their purchase and planting.

**Action : Cllr Tongue to report back and update Council at next TPC meeting.**

**c) Dropped Kerb project – Cllr Littlewood**

Cllr Littlewood reported that WCC are to send the plans and outline cost of this project by the end of February 2022. At the same time, Cllrs had looked at Parke Rowe’s issue and it was decided that this project would be put on hold for the time being.

**d) Playground – Cllr Millward**

Three quotes were requested, one company has too much work on and is not interested, and the second, Cllr Millward felt that the company was not interested. The quote received does need checking.

The quote was received earlier today for the repair work required on the Playground equipment. It offers two options :

1. To make good - £1890

2. Repair and make extra longer lasting réparations. £2270

Cllr Roache said that it should be possible to use some of the CIL funding to cover the costs of repair. Cllr Millward recommended it would be more beneficial to go with option 2 as the work was more in depth but her recommendation was subject to herself and Cllr Cross going through the quote to check it covers all the work required.

A proposal was received to go with option 2 of the quotes received to repair the Playground equipment, subject to checking by Cllr Millward and Cllr Cross.

Cllr Tongue asked if the company quoting was qualified to carry out the work ? Cllr Millward confirmed that she thought they were as it was only ground work being done.

**Action : Cllr Millward & Cllr Cross to check that the quote they are working to checks against the work required and advise Cllrs of the amount to be paid.**

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

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

Cllr Roache reported that the referendum result on the Tysoe Neighbourhood Plan was a resounding and overwhelming endorsement by the village. The final act was now his proposal that the Neighbourhood Plan Committee be wound up as of 22/2/2022 when approved at the next Council meeting on 21.2.2022. Darren Pemberton will Chair the meeting and has delegated authority to deal with it.

Members on the committee are:

David Roache (Chair)

Malcolm Littlewood

John Tongue

John Hunter

Isobel Watson

Alison Edwards

Proposed: Cllr Roache Seconded: Cllr Littlewood All in favour

Work on the plan began in 2013 and many people have been involved in many ways, Cllr Roached wished recorded his thanks to everyone concerned for all their hard work in helping bring the plan to fruition and to those who voted for it.

The plan will now carry full legal weight in any decision on a planning application.

1. **Planning – Cllrs Tongue,  *ref: Document 168iv***

 a) The reportincluded:

Hopkins Farm Cottage, 2 storey extension – has been approved

13 Middleton Close, Car Port facing Oxhill Rd. -

The Orchard – discharge of materials condition – no issues

Coach House – including 3 air source heat pumps to the rear of the garage – concerns expressed.

Cllr Roache noted that all planning applications were publicised with an expiry date before the meeting tonight, and that they all had less than one month’s notice to the expiry date when issued. One of the issued raised with Cllr Parry at a meeting last week was that in giving such short notice would mean that in order to deal with the applications and consider them it would force an extraordinary meeting as on many occasions the expiry date is before the next Parish Council meeting, and many times the application is not worthy of calling a meeting as it is not contentious.

DC Feilding said that he would take up this issue. Cllr Millward pointed out that in many cases the final decision takes such a long time to come through, yet the PC are given such a short time to respond.

Cllr Littlewood wished to ask an associated question of DC Feilding – Does he see this problem in other parishes about planning issues? To which DC Feilding answered, “Yes.”

DC Feilding advised that Councillors could delegate the power to the Clerk for smaller applications. Cllr Roache said that the PC were not in favour of delegation.

 b) Sand Pits Lane - Cameron Homes – Land adoption

Cameron Homes have requested that we adopt various bits of land, this is dependent upon Cameron Homes getting their application approved or granted permission. They would like The Parish Council to adopt various bits of land on the development site and in exchange for that The Parish Council would get a lump sum from them to manage it presumably in perpetuity. The plan was circulated prior to the meeting and shows a big open space to the north end of the site, but in addition the hedgerow down the western side there is a pond in the SW corner, and it looks as though it is the hedge and the pond on the SW corner. Cllr Littlewood pointed out that there were 2 further ponds which have been missed off the plan. Cllr Roache thought these might be built on. Cllr Jarvis Cleaver said that the third pond on a previous map is used for the overflow from Heritage Field.

Cllr Littlewood also said that one of the ponds missed out has a rare newt. He also stated that he understood the various marked areas but there are also various incidental open spaces marked in yellow, Cllr Roache felt that the PC were not being asked to adopt those areas, his impression was that they would be the responsibility of the management company. Cllr Tongue pointed out that the hedge behind the houses would be impractical for the PC to service as we could not get in to be able to cut it and therefore it was not possible to accept the proposal. Cllr Jarvis-Cleaver said it would be down to the owner to maintain the hedge. Cllr Tongue said it should be down to the owner of each house, and there should be a planning condition that each owner maintains the hedge and is not allowed to erect a fence. Cllr Littlewood said that he had read the notes that came with the plan, and he had understood that there would be sufficient space between the boundaries of the properties to be able to service the hedges. Cllr Tongue said that was nonsense, to which Cllr Littlewood agreed. Cllr Tongue noted that if he was to buy one of the houses, he would want to rip the hedge out, pipe the brook and put up a fence. DCllr Feilding said that he had seen other sites where a strip was left to be able to access the hedge for cutting and residents had put their fences right up against the hedge cutting off access. The strip of land would have to be wide enough for a tractor with a hedge cutting arm to have access. Cllr Littlewood said that the strip was also to allow for wildlife access and that is not going to work, as he recalled there was a pond near the end house which, in the wildlife report, had evidence of a newt. The whole point of having the travelway was to allow access to the pond for wildlife. Cllr Roache pointed out that the PC needed to discuss if they were prepared to accept Cameron Homes proposal to adopt the land indicated if not, he asked, what was our proposal to Cameron Homes going to be? Cllr Cross asked if the land belonged to the PC then the can the PC not say you cannot cut the hedge? Cllr Millward asked what will happen when the hedge needs cutting? Cllr Cross replied that the residents would cut it. Cllr Roache stated the only way to manage the long hedge is to have access via the farmer’s field as we will not get access into resident’s gardens.

Cllr Roache asked if the PC were going back to Cameron Homes to say that we would adopt the large open space to the north of the estate, we will adopt the hedgerow from the last house down to Oxhill Road, from just north of the pond down to Oxhill Road, and the bit behind the houses will have to be managed by either the residents themselves or by their management company, with conditions:

The hedge must be maintained, which presumably is an old existing hedge. This was confirmed by Cllr Littlewood. Cllr Sinclair said the best thing would be for the hedge to be laid.

Cllr Tongue and Cllr Littlewood discussed the legalities of access across property for maintenance reasons. Cllr Roache pointed out that if our proposal is as suggested, access would not be needed as any maintenance could be carried out from the access road into the development.

Regarding the ditch, we would need to adopt this as well, but it should be made good for us to take over.

Cllr Roache then asked if the PC were now in a position to accept the proposal to adopt the land as indicated

 below?

Adopt the large open space to the north of the estate (called the public open space,) we will adopt the hedgerow from the last house down to Oxhill Road - from just north of the pond down to Oxhill Road, and the ditch which needs to be dug out properly and made good prior to adoption. The hedge and ditch behind the houses will have to be managed by either the residents themselves or by their management company, with conditions:

The hedge must be well maintained and kept to a uniform height

No fences to be erected against the hedge in any of the gardens

The ditch needs to be well maintained and kept clear so that wildlife has access.

That all land to be adopted by the Parish Council be registered with the Land Registry as being in our ownership.

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

 **Action: Clerk to draft a proposal to send.**

Ancillary request was an easement to allow a drain to be put in across the green at the north end of Sandpits Road.

A proposal was received to allow easement with the proviso that Cameron Homes make it good when the work is done.

 **Proposed:** Cllr Tongue **Seconded:** Cllr Jarvis-Cleaver **All in favour**

Cllr Littlewood also wished it noted that it was not possible to have dropped kerbs at the north end of the site on the southern side of Sandpits as the walkway was not wide enough to allow this unless it adjoins the existing footpath.

**v. Traffic Survey –** Cllr Littlewood – **Document 168 v**

The report showed that at the time the survey was carried out, which was without any notice and also not using radar which was originally requested, Tysoe does not have a speeding problem. Most of the traffic is around School Lane going in and out and northwards. The main issue is congestion at peak times made worse by parking.

Cllr Littlewood concluded that there is not really a speed problem and therefore there is no argument to support the 20’s Plenty initiative, and that the planned planters at the corner of Peacock Lane will help to ease the congestion problem.

Cllr Sinclair thanked Cllr Littlewood for his work on the survey.

A proposal was received to accept the Traffic Survey:

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

**X. Cllr Roache proposed the formation of 2 small working groups each to consist of 3 councillors –**

Looking for volunteers.

 **1st Working Group – TRAFFIC MANAGEMENT**

To look at speeding, congestion, parking and other traffic issues within the village.

Cllr Littlewood

 Cllr Tongue

 Cllr Millward

 Co-opted member – Chris Bell

 **2nd Working Group – JUBILEE CELEBRATIONS (Not tree planting)**

Cllr Cross

 Cllr Jarvis-Cleaver

 Cllr Littlewood.

**vi. Trees & Green Space**

1. Edge Hill – Forestry Work

Cllr Roache wished the communication from Upton Estate regarding their forestry work to be noted. This is work on the Ash dieback. Further information is given on the website and Facebook.

b) Gapping the hedge

An offer has come from our Caring for the Cotswolds group to fill in gaps (1) in the hedge on the Recreation Ground by the Tennis Courts, and (2) the hedge by the Pavilion.

(1) Proposed: Cllr Jarvis- Cleaver Seconded: Cllr Sinclair All in favour

(2) Proposed; Cllr Cross Seconded: Cllr Jarvis-Cleaver All in favour

Cllr Sinclair wished it noted that there is an Ash Tree to come down, and also that there are Hornbeams planted.

**viii. Affordable Homes**

 **a) Cameron Homes**

Questions were raised as to how the allocation of affordable homes would be managed.

Cllr Roache explained that anyone who has an aspiration to live in one of these houses needs to be on the housing list. This needs to be publicised. It could be done by way of a leaflet drop, and Cllr Roache will look at WRCC to see if they could do this,

**Action: Cllr Roache to check with WRCC to see if they could organise a leaflet drop ref: the affordable houses on Sandpits Lane in Tysoe.**

**b) The Methodist Church.**

Cllr Roach reported that correspondence has being going back and forth and change of use of the site at National level is required. Latest update is work on this site becoming available is still in progress. He is fairly sure that this project will go ahead, at which point the PC would have to appoint a Housing Association to develop the site. Warwickshire Rural Housing have been contacted who reckon they could get 10 units, maisonettes, duplex and single bed units on the current site of the Methodist Church. There may be a chance of getting additional land behind the church in which case it would be a slightly larger and better development. Cllr Tongue expressed concern over the fact that the funding of £400,000 is time limited and as this is taking longer than expected might it not be prudent to look around and see if there is another piece of land that could be used for affordable homes? Cllr Roache agreed it would be a good idea.

**ix. Website – Cllr Roache**

Councillor Roached asked the Councillors if they agreed with his thoughts that the website needed a redesign? All agreed.

Cllr Roache asked that two councillors look at the website with a view to making an outline of what is needed to make it more accessible and updated. The first question is, is it a parish council website or is it a parish website, and then what does it need to have on it.

**Action: Cllr Millward & Cllr Cross to look at website and outline what is needed.**

**xi. Acceptance of Code of Conduct.**

After discussions took place, a proposal was tabled to adopt the LGA Code of Conduct.

 **Proposed:** Cllr Cross **Seconded:** Cllr Littlewood **All in favour.**

**xii. Making Space for Nature**

Latest funding application was successful. The Parish Council wished to express their thanks once again to Rosemary Collier.

**xiii. Jubilee Celebrations – Cllr Roache**

The notes from the inaugural meeting of the Jubilee Committee were circulated prior to the meeting. Cllr Roache said he was very encouraged by the meeting. Several people had asked what happens if it rains, and his answer was, we get wet. The next meeting is in March with several things moving forward, the latest news is that the Marquis has given permission, subject to the Ridgeways’ permission (who currently farm the land) to light a beacon up near the windmill. Hopefully that will go ahead. There are also other events being looked at. If anyone has any ideas or suggestions, please say.

Cllr Cross said that Sue Baxter has offered help if the PC needs to raise any funds for the Celebrations. Cllr Roache wished to give the PC’s thanks for this offer, but all costs had been covered at the moment.

**xiv. Planting the Copper Beach – Cllr Sinclair**

Purple leafed Copper Beech or a green leafed Copper Beech. Either are between £550 and £600 + VAT. Cllr Sinclair said she much preferred the purple leafed Copper Beech. The purple leafed beach is the same as the one that was felled by Heritages Shop/Meg Rivers Cake Shop’  opposite the Saddleton Street entrance.

 The tree would be 18 – 20cms in girth with a big ball root and between 3 – 4 metres tall.

 It is to be planted in the playing field.

 The proposal was that the Parish Council purchase the purple leafed Copper Beach Tree.

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

The tree planting ceremony would be in the Autumn. Cllr Sinclair to bring a proposal for the tree guard, seats and plaque to March’s meeting.

**Action: Clerk to put as agenda item for March.**

**169. Amalgamation of Warwick and Stratford District Councils**

As reported by DC Feilding – no update.

**170. DATE OF NEXT MEETINGS**

 a) 14th March 2022 Ordinary Meeting

 b) 11th April 2022 Ordinary meeting

 c) 9th May 2022 Annual General Parish Council Meeting

 d) 12th May 2022 Parish Assembly

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

a) Feb 2023 Agenda Item – verge mowing on the western side of Badgers Lane

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

Cllr Roache closed the meeting – 9.15pm

**173. PRIVATE AND CONFIDENTIAL**

 None