**Meeting Type** Ordinary

**Date**  June 20th 2022

**Time**  19.15hrs

**Venue**  The Reading Rooms, Main Street, Tysoe

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

**Apologies**  CC Chris Mills, Cllr Alison Cross, Cllr James Bardey

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

**Members of the Public**  8

**23. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting.

Apologies were received from CC Chris Mills, Cllr Alison Cross, Cllr James Bardey

**24. DECLARATION OF INTERESTS**

**None.**

**25. CONFIRMATION OF MINUTES**

i. The Council confirmed the minutes of the Ordinary Meeting of May 9th2022 as a true and accurate record of the meeting. Cllr Roache signed the minutes.

Proposed Cllr Sinclair Seconded Cllr Jarvis-Cleaver **All in Favour**

**26. PUBLIC FORUM – 15 MINS ONLY**

1. A member of the public wished to raise the issue of a broken seat at the playing field near the chestnut tree, which needs attention, and the tall hedge which needs cutting again.

Action: Cllr Sinclair to look at these items as well as the Tennis Court bench and look at the hedge and report back.

1. A member of the public wished to raise deep concerns over the way the Parish Council had treated some residents and requested that a future agenda item looking at what Councillors responsibilities are towards members of the public and how they could do better be raised.

Cllr Roached said that these comments were noted.

1. A member of the public wished to raise points concerning the Code of Conduct and suggested several agenda items for a future meeting as well as actions requested.

Cllr Roache said these comments were also noted.

**27. WARD MEMBERS UPDATE**

1. CC Chris Mills. – Apologies given – report received and circulated after closing date Doc 27a
2. DC John Feilding*.* Cllr acknowledged receipt of a report from Cllr Feilding. Ref: Doc 27b

Cllr Feilding briefed those present on his report.

**28. CORRESPONDENCE**

1. Well & road email Ref: Doc 28aA resident has asked if something could be done with the area around the well opposite the pub in the centre of the village as it is in need of attention, and also the

which the well is in front of.

Page 3 (Following on from May Ordinary meeting)

Cllr Littlewood suggested that Thomas Fox be asked to include the grass area in his mowing schedule, the infrastructure group to look at the well, and Cllr Millward offered to help tidy the area if others helped also.

**Action: Clerk to email the resident with the information above and advise that the wall is the responsibility of the landowner. Actioned 22.06.22**

1. Request for assistance – U 14’s Football Club

A request for support from TPC from the manager of Tysoe’s U14’s Football Club. Cllr Jarvis-Cleaver said that the team were looking for financial sponsorship to buy kit and various other items.

Councillors discussed this and were happy to make a donation but requested that the Manager of the team be invited to speak to them at their July meeting in order to give them a better of idea of costs.

**Action: Clerk to contact Team Manager and invite him to speak to Councillors at the next TPC meeting in July. Actioned 23.6.22**

1. Grass Verge Ref: Doc 28c

A drafted response had circulated to all Councillors in answer to a resident’s email regarding events and issues concerning a piece of land in the village. Cllr Roache asked if all Councillors present were happy for the Clerk to send the letter to the resident.

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

**Action: Clerk to send letter on Tuesday 21st of June. Actioned 21.6.22**

1. Request for help with planning for a driveway and dropped kerbs.

Councillor Millward visited the resident asking for help regarding planning permission to put in a driveway and drop kerbs outside their house. Cllr Millward reported that she had spoken to the resident and looked at the area. She had told the resident that it was not within the Parish Council’s remit to say if the driveway could go ahead or not, given the proximity to the junction she could see why permission was declined. Cllr Millwards advice was to contact Orbit Homes who have some garages to rent across the road from their house as it may be possible to rent one of those.

A member of the public raised a point of order as he was told there would be a discussion about item C, Grass Verge. Cllr Roache said that there was a discussion. The member of the public had spoken and made his points in the Public Forum, Cllrs had discussed their response which the public cannot take part in and the response will be communicated.

**29. FINANCIAL REPORT 2022 – Parish Clerk**

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

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

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

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| --- | --- | --- | --- |
| Voucher | Item | Paid to | Amount |
| P37 | Salary | Clerk | 357.93 |
| P39 | WFH Allowance | Clerk | 26.00 |
| P38 | Tax | HMRC | 89.40 |
| P41 | Mowing - Inv | Thomas Fox | 744.00 |
| P42 | Internal Audit | W Woolliscroft | 372.00 |
| P43 | Jubilee Scavenger Hunt Prizes | Julia Sewell | 25.00 |
| P44 | Jubilee Bunting | Cllr Roache | 30.00 |
| P45 | Jubilee Street Organ | Cllr Roache | 30.00 |
| P46 | Jubilee Rosettes | Cllr Roache | 8.00 |
| P47 | Jubilee Podium Hire | Steph Howles | 30.00 |
| P49 | Jubilee Poster Design | SMG Cherry | 100.00 |
| P48 | Music for Jubilee | Steph Howles | 330.00 |

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| --- | --- | --- | --- |
| P51 | Donation to Warwickshire BAT Group | Caring for Cotswolds workshop | 50.00 |
| P52 | Bat Biscuits | Caring for Cotswolds workshop | 25.00 |
| P50 | Green Energy | Streetlighting | 278.19 |
| P53 | Tysoe Heritage Group | Jubilee Display | 75.00 |
| P54 | Tysoe Utility Estate | Room rental | 20.00 |
| P55 | R Print | Jubilee printing | 48.00 |
| P56 | R Print | Jubilee Printing | 71.20 |

Proposed: Cllr Sinclair 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 statement and the bank reconciliation. He noted that the bank balance as at the end of May was £77,277.22

Proposed: Cllr Sinclair Seconded: Cllr Jarvis Cleaver **All in Favour:**

1. Internal Audit – Actions outlined:
2. Invoices required for rental of Council Owned Land
3. Clerk to sign all Agendas. (Actioned)
4. Ensure there is in as may cases as possible and audit trail for payments made during the year. Minutes of decisions to order/authorisation of goods and services, and purchase orders.
5. Terms of reference for sub committees. (Actioned)
6. When preparing the budget, the present reserves and proposed level of such need to be discussed and minuted, and form part of the budget. Any amounts of money held in reserve for future spending, if agreed, should form part of the budget proposal put to the Council and the outcome recorded.
7. Find Clerk’s Contract of employment and keep on file.
8. Continue with training to enable General Power of Competence” which would be beneficial to the Council. Noted

Cllr Littlewood wished it minuted that a vote of thanks was due to the Clerk for the work she had put into ensuring a good outcome from the internal audit.

1. AGAR Paperwork

Cllr Roache went through and completed the paperwork with those Cllrs present.

Acceptance of Section 1, Annual Governance Statement 2021/22

Proposed: Cllr Sinclair Seconded: Cllr Jarvis Cleaver **All in favour**

1. Acceptance of Section 2, Accounting Statement 2021/22

Proposed: Cllr Sinclair Seconded: Cllr Jarvis Cleaver **All in favour**

1. Councillors forwarding considerations for budget 2022-25
2. Street Lighting replacement

Cllr Millward pointed out that WCC Highways had their finance Committee meeting before July 11th, the date of Tysoe’s Parish meeting and therefore a decision on whether to go ahead with Phase 1 of this project was necessary.

Proposal to go ahead with Phase 1 of the Street Lighting Project at a cost of approximately £3,000 was made:

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

**Action: Cllr Millward to liaise with County Council to start phase 1 of the project.**

1. War Memorials Project

Cllr Littlewood stated he had not had any success with finding funding to assist with the cost of the work required to repair and refurbish the War Memorials. He suggested contacting The Utility Estate to see if they might help. Cllr Roache agreed to make contact and ask.

**Action: Cllr Roache to contact Utility Estate and look at raising an appeal in the village to help with the repair and refurbishment of the Tysoe War memorials.**

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1. **Car Parking project**

Discussions took place regarding the access to the proposed new parking space as there were concerns around access and egress to/from the field at present if an Ambulance attends. It was agreed that the current entrance to the Car Park should be moved to the middle of the opening and that white line marking parking bays should be painted.

Costings from Wigwam as of February last year were £12,000 for this project.

**Action: Cllr Millward to contact the contractor for an up-to-date costing for this project adding in the cost of moving the entrance and painting the parking bay lines.**

1. **Peacock Lane Project**

Estimated cost for this project is given at £5,300.

1. **Park Rowe project**
2. Estimated cost for this project £28,000.
3. **Activities for young people in the village.**

Cllr Jarvis-Cleaver gave an outline cost of £40,000 for an outdoor multi activity area like the one in Shipston.

The above projects were discussed.

Cllr Roache suggested that the Finance Group together with the Clerk, meet before the next TPC meeting with a view to looking at costings for projects and bringing a suggested plan of action together with the costs built into this year’s budget and future year’s where necessary.

**Action: Clerk to put Plan & Costings of projects onto July Agenda.**

1. **Review and approve Financial Regulations (See Doc 29g)**

Approval of Financial Regulations:

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

1. **PARISH CLERKS UPDATE** - Given over the course of the meeting and minuted.

**31. AREAS OF RESPONSIBILITY**

**i. Employment/HR –** No update

**ii.** **Infrastructure & Environment – see item 29**

1. **Planning – Cllrs Tongue, Millward, Littlewood  *Ref: Doc 31 iii***
2. **22/01164/OUT** Lower Grounds. Land to the north of Main Street, Tysoe.

Outline application for the construction of one single self-build/custom build dwelling, including alterations to access.

Cllr Littlewood spoke to the planning report and stated that on behalf of the Planning Group their recommendation was to reject this planning application for the reasons given on the report.

Proposal to object to planning application **22/01164/OUT**

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

**Action: Clerk to draft response and circulate to Planning Group for approval, and then upload onto Planning Portal before 28th June closing date. Actioned 25.6.22**

**Action: Clerk to forward planning reports to Cllr Feilding each month so that he is aware of all decisions and can give appropriate support at District Council level. Clerk Noted.**

1. **Cameron Homes – Adoption of Common Area Land**

Cllr Roache reported that an initial sum of £50,000 had been discussed as the amount TPC should receive to upkeep the maintenance of the Common Land Area proposed on the new Cameron Homes development.

A question was raised in regard to this amount including the maintenance of the sud or drainage, to which Cllr Millward said that she would ask the Planning Officer about this.

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The proposal was made that subject to the maintenance not including the maintenance of the sud or drainage, the sum of £50,000 be accepted from Cameron Homes for the maintenance of the common land areas on their new development off Sandpits Rd, in Tysoe. This amount to cover the costs of maintenance for 20 years from handover.

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

**Action: Cllr Millward to get confirmation that sud and drainage on the Cameron Homes development is not included in the Common Land TPC are to adopt. Actioned and confirmed.**

Cllr Littlewood also pointed out that the footpath in the development should be resin based gravel as this will last longer.

Cllr Roache also stated that the Parish Council would need to appoint a solicitor to handle this agreement on behalf of the Parish Council. Cllr Littlewood will contact the form of Solicitors that are used by WALC.

**Action: Cllr Littlewood to make contact with WALC Solicitors to ask them to act for TPC in the adoption of Common Land on the Cameron Homes Development.**

1. **Road Safety – No update**
2. **Trees and green space – No update**
3. **Welfare – No update**
4. **Affordable Homes – Cllr Roache**
5. The Methodist Church Ref: Doc 31 vii a)

Cllr Roache circulated an email from the Senior Church Member dealing with the sale of the Tysoe Methodist Church. The email states that this land and building must be sold by auction for best price offered.

The Methodist Church is in Tysoe’s Neighbourhood Plan as a community asset and would need to be replaced by another community asset. It is also in a conservation area.

**Action: Cllr Roache will look into this issue and report back to Cllrs.**

**iix. Making Space for Nature – No update**

**32. Platinum Jubilee – Report on events - Cllr Roache**

Cllr Roache reported that the Platinum Jubilee celebrations went very well and everyone was happy with how it went.

1. Tree Guard Update – Cllr Sinclair Ref: Doc 32a

Drawings were circulated prior to the meeting.

1. School planting – Update Cllr Sinclair Ref: Doc 32b

Cllr Sinclair has spoken with the Headmistress of the school and will contact her in the Autumn with a view to setting a date for planting the tree. She will also liaise with Tysoe Children’s Group Manager,

Yvonne Dillon regarding the Preschool children. Michael Mann is to prepare the area for planting the tree and the bench will be delivered to Cllr Sinclair’s house.

**Action: Clerk to advise The Stratford Herald once a date has been set for planting, to invite them to attend the ceremony.**

Cllr Sinclair is organising a commemorative plaque for the tree and seat.

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**33. RISK MANAGEMENT PLAN – No update**

**34. DATE OF NEXT MEETINGS**

a) 11th July Ordinary venue to be advised

b) 12th September Ordinary Meeting

c) 10th October Ordinary meeting

d) 14th November Ordinary meeting

e) 12th December Ordinary meeting

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

Future agenda items:

Web site

Activities for young people in the village.

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

Cllr Roache closed the meeting at 8.52pm

**37. PRIVATE AND CONFIDENTIAL**

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