**Meeting Type** Ordinary

**Date**  March 14th 2022

**Time**  19.15pm

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

**Councillors Present** David Roache (Chairman), Jacqui Sinclair (Vice-Chairman), Malcolm Littlewood, John Tongue, Jane Millward, James Bardey.

**Apologies**  Alison Cross, Matt Jarvis-Cleaver,

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

**Members of the Public**  6

**174. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting. Apologies were received from Cllr Cross (Prior engagement), Cllr Jarvis-Cleaver (holiday) and CC Chris Mills (Ill)

**175. DECLARATION OF INTERESTS**

Cllr Millward declared a non-pecuniary interest in Agenda item 1

**Cllr**

**176. CONFIRMATION OF MINUTES**

i. The Council confirmed the minutes of the Ordinary Meeting 14th February 2021 as a true and accurate record of the meeting. Cllr Roache signed the minutes.

Proposed: Cllr Littlewood Seconded Cllr Millward Abstained: Cllr Bardey **All others in Favour**

**177. PUBLIC FORUM – 15 MINS ONLY**

a) A request from a member of the public who is Chairperson of Age Concern for the local area asked that a notice be placed on the Welfare Notice Board to advertise the fact that people over the age of 70, who are in need, can apply to the Treasurer for a grant of up to £200.

All those present had no objections.

**Action: Cllr Millward to place the notice onto the Welfare Notice Board in the village.**

b) A member of the public asked about the cleaning of the memorial on the wall across form the village hall. Cllr Littlewood was tasked with getting a quote but did say he had made enquiries and it could be a very expensive project. The Chair of the Tysoe History Group said it might be helpful to contact the Conservation Officer at Stratford District Council. It was also said that there are grants available for this sort of work on War memorials.

Action: Cllr Littlewood to investigate cost of cleaning the War memorial.

Cllr Roache thanked the member of the public for bringing this item to the notice of the Council once again as it had been put aside.

**000. WARD MEMBERS UPDATE**

1. CC Chris Mills. Cllrs acknowledged receipt of a report from Cllr Mills. (absent)
2. DC John Feilding*.* Cllr acknowledged receipt of a report from Cllr Feilding.

Cllr Feilding gave a short precis of his report.

It was noted that details of the garden waste collection service are on the Stratford DC website.

**178. CORRESPONDENCE**

a) Green Verges Consultation – All agreed it was not for the Parish Council to comment but up to residents themselves as this was a consultation.

b) A request from a resident of Old Tree Lane for written confirmation of the fact that his driveway was permitted. Original permission being given in 2003 by the then members of the Parish Council.

Cllr Roache noted that clarification had been sought to ensure that the Parish Council were in fact able to give permission. Which had been confirmed by WCC Highways.

All present agreed they had not objections.

 It was proposed to give permission to the householder for his driveway.

 Proposed: Cllr Littlewood Seconded: Cllr Bardey All in Favour
**Action: Clerk to send a letter to homeowner to advise permission is given.**

**Actioned 15.3.2022**

c) The Parish Council has been asked to make a donation towards the Help the Ukraine group running in the village. They had several banners made to put up around the village to advise people of their work, at a cost of £59.35. To show their support it was proposed that the Parish Council pay for the banners.

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

**Action: Clerk to contact group and make payment. Actioned 15.3.2022**

d) Mr Hunter from the Tysoe heritage Research Group spoke to the proposal which was sent to Councillors. The group would like to be somehow affiliated with the Parish Council. A discussion took place.

 **Action: Clerk to investigate the possibility of how this might work and report back to TPC at the next meeting. 15.3.2022 Clerk contacted WALC**

e) Parishes close by have been invited to send a representative to quarterly Police meetings in order to share issues and receive information to keep their Parish Councils up to date with events around other parishes.

It was requested that one member of the Council attend on Tysoe PC’s behalf and report back.

**Action: Cllr Millward offered to represent Tysoe at these meetings.**

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

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

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:

|  |  |  |  |
| --- | --- | --- | --- |
| Voucher | Supplier |  | Total |
| P127 | Charmaine Swift | Salary | £351.61 |
| P128 | Charmaine Swift | WFM allowance | £26.00 |
| P117 | Charmaine Swift | Zoom renewal | £119.19 |
| P118 | Charmaine Swift | McAffee renewal | £35.00 |
| P129 | HMRC  | Tax | £87.80 |
| P119 | Green Energy | Streetlighting | 284.14 |
| P120 | WALC (Year End Accounts) Inv21886 | Clerk’s Training | £36 |
| P121 | WALC (Legal Powers, Policies & Committees) Inv 21981 | Clerk’s Training | £25 |
| P122 | WALC (The Clerk’s Year) Inv 21982 | Clerk’s Training | £24 |
| P123 | WALC (Precept & Audit Prep) Inv 22033 | Clerk’s Training | £30 |
| P124 | WALC (From Bookkeeping to Budgets) Inv 22045 | Clerk’s Training | £25 |
| P126 | Charmaine Swift | Stationery | £6.95 |
| P125 | WCC Inv 10315748 (Streetlighting maintenance) | Annual recharge | £218.59 |
| P130 | Wayne Cressman | Ukraine Banners | £59.35 |

Proposed: Cllr Sinclair 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 Bardey **All in Favour**

Cllr Roached pointed out that several financial reports had also been circulated prior to the meeting which he hoped everyone had looked at. Those being the NET Position and Reserves, as these gave important information for the next financial year.

d)Cllr Roache also asked those present how they felt about the renewal of the Council’s WALC and NALC Membership which is up for renewal early in April? Discussion took place after which a proposal was made to renew the Parish Council’s membership of WALC and NALC to cost £623.00

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

**e)** It has been suggested that the Internal Audit at the end of this financial year be carried out by the same Auditor that has done it for several years. This being Bill Woolliscroft. He has quoted £310 which is £10 more than last year.

It was proposed that Bill Woolliscroft carry out TPC Internal audit for 2021/22 at a cost of £310.00

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

**Action: Clerk to advise Bill Woolliscroft of TPC decision. Actioned 16.3.2022**

**180. PARISH CLERKS UPDATE**

The Parish Clerk stated that all actions in February’s minutes had been actioned.

**181. AREAS OF RESPONSIBILITY**

**i. a Employment/HR**

To follow Local Government requirements, it is necessary to review policies and procedures annually. Therefore, in order not to overload any one meeting, a rolling calendar of review dates has been set up by the Clerk. At this meeting the suggested review of the Health & Safety and Data Protection Policies are requested. These were sent out with the meeting paperwork.

The proposal was received to review both policies and accept.

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

**i.b** New pay rates have been agreed by Government, and need to be approved in order for them to be implemented and backdated. This will be discussed further under Private & Confidential Business.

**ii.** **Infrastructure & Environment – no update**

1. **Planning – Cllrs Tongue, Millward, Littlewood  *ref: Doc 181 iii***

**iiia** Cllr Roachenoted that there was very little to report, but also noted that 21/02892/FUL Tawny Cottage still had not received a decision from the Planning Department. Discussion took place as to why this was the case.

**iiib** 21/03807 Oakland Stables. Cllr Roache explained the series of events that had transpired around this application. He also noted again that he still had not received an answer to his request for a reason why the District Council Planning Enforcement Department had not done anything about the situation when the planning request was first submitted.

 **Action: District Councillor Feilding is to chase up the response.**

Discussions took place as to various actions that could be taken. Cllr Roache suggested that it was necessary to wait for a response to his request and then look at what action should be taken.

 Cllr Littlewood wished it to be minuted that The Planning Officer and those above him have not carried out their statutory duty in dealing with this case.

 DC Feilding suggested the Parish Council contact would be Claire Ions, Head of Enforcement, and Ross Chambers, Deputy Monitoring Officer.

1. **Playground & Playing Field – No update**

**vi. Road Safety – No update**

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**vii. Trees & Green Space**

1. Cllr Sinclair proposed that a wrought iron guard and seat be purchased to go around the Purple Copper Beech Tree planned for the Queen’s Platinum Jubilee. The cost being £3355 excluding VAT.

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

Cllr Sinclair also pointed out that a large hole would need to be dug in order to plant the tree and a decision needed to be made as to where it was to be planted.

Action: It was agreed that Cllrs Sinclair & Bardy will look for a suitable site at the playing field to plant the Jubilee Tree.

Cllr Sinclair will look into quotes for preparation of ground ready to plant the tree, stake etc. Both actions to be reported back to TPC at the April meeting.

 b) Cllr Cross had wished to discuss and propose that the Council consider planting a permanent Christmas tree on the green. In her absence, Cllr Millward had offered to bring this item to the Council.

 Discussions took place around concerns over roots growing into drains in the area. It was also pointed out that there was an old petrol tank underground in the area. Questions were also raised around the risks involved when the tree grows.

 When asked if anyone wished to propose that the Council buy and plant a tree, those present did not feel they could support the idea.

 It was noted that the area now needs reseeding as Happy Herefords have very kindly moved and are storing the Christmas Tree base. Cllr Roache asked the Infrastructure Group to look after the raking and reseeding of the area where the base was situated.

 **Action: Clerk to write to Happy Herefords to thank them for removing and storing the Christmas Tree base.**

 **Action: Infrastructure group to organise raking and reseeding of area where the Christmas tree base was.**

Cllr Sinclair proposed that other Councillors helped.

**viii. Welfare – no update**

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

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

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

**183. DATE OF NEXT MEETINGS**

 a) April 11th Ordinary Meeting

 b) May 9th AGM followed by Ordinary Meeting

 c) May 12th Annual Parish Assembly

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

1. Policies review

2. Street lights

3. 2nd Bank Account

4. Community Christmas Tree – donation

Matters arising

The Clerk requested that TPC buy a second screen for her laptop as this would enable her to work faster. All agreed this would be of benefit.

**Action: Clerk to look at costs and advise at the next meeting.**

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

Cllr Roache closed the meeting

**186. PRIVATE AND CONFIDENTIAL**

a) Clerks pay.

It was agreed by all present that the Clerk’s pay should rise to £10.19/hr for this month and this increment be back dated to 2/9/2021. On April first 2022 the Clerk would receive an incremental rise to SCp11 at a rate of £11.42/hour.

*To be deleted for posting onto website and Parish Notice board.*