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Minutes of the Tysoe Parish Council Meeting

Held on Monday 21st March 2016 at 7.15pm

Present: Cllrs Sinclair, Collier, Cressman, Littlewood, Locke & Riske

In attendance: None

Public: 1

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| 1. **Welcome to the meeting given by the Chair, Cllr Allen.**   Cllr Sinclair welcomed all members of the public. | **Action/Date** |
| 1. **Apologies –** Cllr Allen |  |
| 1. **Declaration of interest**   The Chair reminded councillors of the need to declare any interests in  any of the agenda items. None declared |  |
| 1. **Acceptance of previous Minutes** –The minutes from the meeting held on 7th March 2016 were agreed and signed. |  |
| 1. **Neighbourhood Planning** **and terms of reference for Working Groups**   The Terms of reference will form Appendix A of the minutes.  Cllr Sinclair asked if councillors had any questions. Cllr Littlewood said that his question referred to the fourth paragraph from the end. The Working Groups will not be required to hold meetings in public unless they want to do so and they would not required be to take minutes Cllr Littlewood thought this was strange. Cllr Littlewood asked what was the reason for this? Cllr Risk said that this was to try and reduce workload on the groups, however, notes and supporting information should be made available. Cllr Littlewood said the reason I ask the question that we need to be able to demonstrate that they have consulted and gathered evidence. Cllr Littlewood said he thought the PC needed to be very robust on this. Cllr Risk said that he absolutely took the point and if in the report they say x or y should happen, then they would have to be able to produce evidence to support their recommendations.  Cllr Sinclair said that there will be a member of the Parish Council at the meetings. Cllr Risk said that we need to be careful about this and the practically of councillors attending all meetings. Cllr Sinclair clarified that she meant when they came together and held meetings in public. Cllr Risk said that if they are holding meetings in public then the proper notice needs to be given and minutes should be produced and made public. Think it important that when they are briefed that this is made very clear. Cllr Littlewood felt that just one sentence should be added stating that evidence must be produced to support their recommendations.  Cllr Sinclair asked if there was anything else Cllr Littlewood wished to raise? Cllr Littlewood said that if the PC are asking for a liaison roles from the Parish Council he would like to take up one of these roles.    Cllr Risk said can I propose there terms of reference for approval subject to these changes. All Parish Councillors agreed unanimously.  Cllr Risk stated that one of the people who had offered to volunteer to be on one of the working groups had contacted him to say that they no longer wanted to be involved at this stage. Cllr Risk stated that this has now left 7 volunteers and that we need 9 volunteers in order for the work to commence. Cllr Risk asked Councillors if they had any ideas on how we might encourage more volunteers and could a plea go out to let it be known that we are still actively looking for volunteers.  Cllr Cressman said that she thought there was one person she knew that might be interested and asked if councillors could seek further volunteers. Cllr Littlewood said should we have a deadline for that. The response was that this should happen as soon as possible. Councillors were asked to send any names to either Cllr Sinclair or Risk. | All Councillors |
| 1. **Financial Administration**   The following payment was advised:   |  |  |  | | --- | --- | --- | | Paul Pitts | Playing Field Maintenance March 2016 | 52.00 |   Proposed by Cllr Littlewood seconded by Cllr Risk.  Cllr Locke said that he had two invoices to send to the Clerk one for the Millennium Stone for £200 plus VAT. The second was for the erection of the notice board and the work around the tractor in the playground. The total cost of the second invoice was £862 plus VAT for materials but not on the labour element. | Cllr Locke |
| 1. New Matters   **Appointment of Responsible Financial Officer –** The Clerk advised that due to the number of hours that the Clerk role was taking she wanted to propose that the role of Responsible Financial Officer should be a separate role and that the Parish Council should look for someone to recruit to this role. The Clerk said that the Parish Council had budgeted for 8 hours per week from the 1st April and the suggestion was that the Clerk remain on 4 hours and another individual be recruited for probably 2 hours per week to undertake the duties of Responsible Financial Officer.  Councillors Cllr Littlewood felt that this was best done on a self employed basis. The Clerk said that this was not possible and that the recommendation was that this should be done on an employee basis. Cllr Sinclair said that this was the advice from WALC. Cllr Littlewood said after the previous advice given by WALC he no longer trusted what they said.  Cllr Littlewood said that he thought unless you put in an invoice for less than 16 hours per week the individual would not need to be employed on the PAYE basis. This was debated. Cllr Littlewood agreed to undertake some research and try to do it this by the end of the week if not early next week.  In the meantime it was agreed that the Clerk would circulate the job description for Councillors approval.  **Village seat** – Cllr Sinclair said that we have had quite a busy year and that we no recognition had been given to the Councillors who retired, in April 2015. Cllr Sinclair would therefore like to propose that the village seat is replaced and that this be dedicated to the contribution the three Councillors had made to the village over many, many years.  All Councillors thought this was an excellent idea. Cllr Locke said that he would look into this and that the budget that had been previously agreed for this was £650. Cllr Locke asked if Councillors would rather have a seat that matched the others or a cast iron seat with wooden slates. Cllr Sinclair asked Cllr Locke to look into this and also asked if Councillors could think of the words to put onto the bench.  The Clerk was asked to write to ex Councillors Mark Sewell, Doreen Smith and Peter Paxton, to advise them of the proposed seat.  Cllr Risk proposed it and Cllr Cressman seconded it. | The Clerk  Cllr Littlewood  Cllr Locke  The Clerk |
| 1. **Councillors’ reports and items for future agenda**   Cllr Littlewood said that roads are a mystery and he has heard nothing.  Cllr Collier said that he gets very disturbed about the state of the grass verges. Many of the grass verges both in and out of the village are in a terrible state where drivers keep driving over them and parking.  Cllr Risk said that I am conscious for our next meeting we need to organise teas and coffees and the advertising of this. Cllr Cressman and Locke agreed to organise teas and coffees.  Agreed Councillors to wear name badges at the Annual Parish Meeting. Cllr Risk agreed to organise this.  Cllr Cressman said that Jeff Morris from WCC was coming on Wednesday 23rd March to look at the pavement on Main Street. Cllr Littlewood said that he would also attend this meeting. |  |
| 1. **Closure of the meeting** – 19.55 pm   The next Parish Council meeting and the Annual Parish Meeting on Monday 4th April 2016. The Parish Council meeting will commence at 6.15pm and the Annual Parish Meeting at 7.15pm |  |

**APPENDIX A**

**Tysoe Parish Council**

**Terms of Reference for Tysoe Neighbourhood Plan Working Groups**

**Background**

The Steering Group appointed by Tysoe Parish Council (‘PC’) to oversee the process of creating a Neighbourhood Plan (‘NP’) for Tysoe, under Terms of Reference dated 2nd June 2014, resigned in November 2015.

A 2nd draft of the NP had been produced by the Steering Group in January 2015. The consultation period for the draft formally expired in April 2015. In the period since its appointment in May 2015, the PC, in consultation with Stratford District Council (‘SDC’) recommended a number of changes to the emerging NP; and agreed that further extensive consultation with the Tysoe community was required.

The PC’s intends to make alternative arrangements as soon as practicable. In anticipation of this, the PC agreed an ‘interim plan’ for the progress of the NP [Appendix B in the PC Minutes of 21st December 2015]. SDC officers are aware and supportive of the interim plan as an appropriate means of effecting progress with the NP.

The plan included the aim of finding a number of Tysoe residents who are willing, organised as working groups, to examine the status of the NP, and provide short reports to the PC with recommendations on the status of the NP and how it might best progress, focussing on a number of its most important aspects.

These working groups would operate under the following Terms of Reference agreed with the PC.

**Objectives of Terms of Reference**

The objectives of the Terms of Reference for the working groups are to:

1. Define the composition of the working groups and the tasks they will be asked to undertake
2. Provide a timescale within which it is intended the tasks will be completed; and outline the resources and support that will be needed and provided to the working groups
3. Define how the working groups may meet and conduct the tasks to allow them sufficient flexibility and informality to be effective.

**Terms of Reference**

1. **Composition and tasks of working groups**

Each working group will be composed of a minimum of 3 and maximum of 5 people, all residents of Tysoe. There will be 3 working groups, each with defined tasks. The PC will approve the composition of each working group, and appoint or remove their members at its discretion and as needed.

Members of the working groups must declare any personal, commercial or financial interest that may be relevant to any aspect of the matters addressed in the tasks they undertake in the working groups. This may include membership of an organisation, ownership of or an interest in land (directly or indirectly) or a business relevant to the tasks undertaken by the working groups.

The tasks of the working groups will be to:

1. Prepare a Report on: the status of the NP, including: an appraisal, with evidence where available, of the overall vision, objectives and policies of the existing draft document; a summary of SDC, PC and Tysoe resident comments/feedback on the draft NP; review the Locality Guidance for Neighbourhood Planning and the extent to which it has or has not been followed; the current status and influence of SDC’s Local Plan; the form/content of other and similar communities’ NP’s. Provide the Report and recommendations on these matters for the progress of the NP to the PC.
2. Prepare a Report on: the Planning & Consultation requirements and process to effect a ‘Site Allocation’ housing policy for Tysoe in the NP; the status, definition and boundary of Tysoe as a Local Service Village (‘LSV’) including the potential effect, benefits and risks of including/excluding Lower Tysoe in the LSV; an assessment of Tysoe’s housing and related development needs, and the appropriate objectives and policies to meet its’ and the wider District’s needs. Provide the Report and recommendations on these matters for the progress of the NP to the PC.
3. Prepare a Report on: the quality and effectiveness of consultation with Tysoe residents, SDC, local businesses and relevant parties (including statutory consultees) to date; identify means of re-engaging the interest of Tysoe residents in the NP and its progress; identify means of communicating more effectively with and from residents; identify means of assessing the vision and aims of Tysoe’s residents for the development of the community and its resources for their and future generations; assess the need for, possible aims, and form of further surveys of residents. Provide the Report and recommendations on these matters for the progress of the NP to the PC.

It is anticipated that each of these Reports and recommendations would amount to no more than 2 pages of summarised conclusions of the working groups.

During the preparation of the Reports and recommendations each working group will provide the PC with a ‘half-way’ summary of progress, after one month.

It is assumed that each working group would take responsibility for one of the above set of tasks.

While it is assumed that each working group would work independently, it would be left to them to communicate and collaborate with each other as makes sense to them. It is not critical that the Reports and recommendations of the working groups agree with each other in their conclusions.

It is assumed and expected that the Reports and recommendations of the working groups will constitute their members’ considered opinions, and they will have no other import or significance.

The above tasks will not require or expect the working groups to make decisions on any of the matters they have considered; nor will any of the Reports and recommendations be binding on the PC for any decisions about them it may consider appropriate.

Following delivery of the Reports and recommendations to the PC, and after they have been fully considered by the PC and it has had the opportunity to discuss and comment on them, they will be published on the Parish & Community website, and on the community Notice Board.

1. **Timescale and Resources**

The working groups will ideally aim to complete their tasks, and provide their Reports and Recommendations to the PC within 2 months of appointment, or earlier if possible.

It is recognised that this timescale may need to be kept under review. If necessary a further period may need to be allowed, and included within these Terms of Reference. If this period appears likely to extend to more than one further month to complete the tasks, a reassessment and adjustment may be made of the tasks to ensure they are more readily achievable within the planned timescale.

The working groups will be briefed by one or more PC Councillors on the above aims and tasks immediately following their appointment, at an informal briefing meeting. They will be given the opportunity to clarify any aspect of their role and tasks.

The working groups will be provided with any materials and information held by the PC that may help them to undertake their tasks; and/or will be provided with guidance to where such materials may be obtained.

These materials will include all materials gathered and assembled by the former Steering Group which are in the possession of the PC. These materials will be provided to the working groups on the strict understanding that they are on loan, to enable the tasks to be informed, remain the sole property of the Parish Council, and will be delivered back to the PC immediately on demand, and in any event on completion of the tasks.

Where the authority or contacts of the PC are needed to obtain relevant materials the working groups may request the assistance of the PC to access such sources or contacts. In so far as possible the PC will provide any assistance it can to access these sources and contacts.

While it is not anticipated that the tasks of the working groups will incur any direct financial costs, if the working groups become aware of the need to incur such costs, they will inform and obtain the agreement of the PC for the necessary funding, before any such costs are incurred.

When the working groups have completed these tasks, their roles will come to an end; and the working groups will be formally disbanded. These terms of reference will apply from the date of signing of this document until the PC confirms this date of disbandment.

1. **Governance, Meetings & Codes of Conduct**

The working groups may meet informally as often, for whatever time, and in such places as they consider necessary to undertake the tasks effectively and efficiently, and within the above timescales.

The working groups may meet separately, or together, as they think appropriate. At least 2 members of each working group must be present at any meeting; and where a member is not available for a meeting he/she must be provided with an accurate note summarising the discussions of that meeting before the next meeting is held.

When a member of a working group is unable to attend meetings on 3 consecutive occasions he/she may be asked to resign from the working group, and a replacement found, before the working group continues with its activities.

The working groups will not be required, unless they consider it helpful or appropriate, to hold meetings in public. The working groups will not be required to take formal Minutes of their meetings, but will be expected to keep informal notes of their meetings, and to make these notes available to the Parish Clerk if required.

The PC will take full responsibility, and will be accountable for the tasks and activities of the working groups. One or more Parish Councillors will be appointed to act as principal liaison(s) with the working groups, and will be entitled to attend any of their meetings. The working groups will be obliged to inform the liaison Councillors of the time and place of any meetings to give them the opportunity to attend the meetings.

Parish Councillors attending any meetings of the working groups will not seek, or be entitled to influence the discussions of the working groups, and will attend only as observers. This need not exclude the working groups from seeking information from the Councillors where this would assist them in undertaking their tasks; and/or from seeking guidance from Councillors or the Parish Clerk about matters of their authority or applicable codes of conduct.

If working groups or any individual member of a working group considers that, in undertaking their tasks, they are coming under undue influence or interference from a Councillor or any member of the public, they will make this known to the Chairman of the PC and the Parish Clerk, who will determine the appropriate response.

Signed: PC Chairman & Parish Clerk

Signed: Working Group members

Date: