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| **Meeting Type:**  | Ordinary Meeting |
| **Date & Time:**  | 11 October 2021 at 19:15 hours |
| **Location:**  | Tysoe Village Hall, Main Street, Tysoe |
| **Councillors Present:**  | David Roache (Chairman), Jacqui Sinclair (Vice-Chair), Jane Millward, Matt Jarvis-Cleaver, Malcolm Littlewood, Alison Cross, John Tongue |
| **Councillors Not in Attendance:** | James Bardey |
| **In Attendance:**  | CC Christopher Mills, DC John Feilding, Beverley Thorpe (Parish Clerk) |
| **Members of the Public (MOP)**  | 2 in attendance |

**102. WELCOME and APOLOGIES**

Cllr Roache welcomed those present and received apologies from James Bardey (family commitments.)

**103. DECLARATION OF INTERESTS**

Cllr Sinclair declared her interest in the Warm Hub.

 Cllr Millward declared her non pecuniary interest in the Planning application ref:21/02892/FUL

 Cllr Tongue declared his interest in the Planning application ref: 21/02892/FUL

 Cllr Roache spoke of a breach of Code of Conduct made against him to Stratford Upon Avon DC. He wished it to be minuted that he will strongly deny this claim.

**104. CONFIRMATION OF MINUTES**

Cllr Cross proposed that the Council accept the minutes from the Ordinary meeting 13th September 2021.

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

**105. PUBLIC FORUM – 15 MINS ONLY**

Cllr Roach spoke of and informal group in the village working on the history and story of Tysoe. The group would like to apply for grants to continue their work but in order to apply for grants need to be recognised as a formal body.

Cllr Roache Proposed that the Parish Council agree to give their support to the group, a letter will be sent stating this to John Hunter, group member.

 **Action:** Cllr Roache to write to John Hunter, confirming the PC’s support for this group.

**106. WARD MEMBERS UPDATE**

a) CC Chris Mills

Cllrs received Cllr Mills’ report late and therefore he gave a short precis of its contents. Ref: Doc 105 a)

**Action: CM to resend info about the Welfare Fund to Cllr Cross**

b) DC John Feilding

Cllrs received Cllr Feilding’s report.

**107. CORRESPONDENCE**

a) Think Bike signage – for information only

b) Road closures.

Cllr Littlewood felt that a whole road closure was unnecessary when as before roadworks only necessitated one side of the road being closed.

Cllr Littlewood proposed a letter be sent to Severn Trent stating that the whole road closure was unnecessary. This should be cc’d to Highways Department and DC John Feilding.

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

**Action** Cllr Littlewood to draft a suggested letter and forward to this to the Clerk.

c) Jeff’s Close – complaint received regarding the overgrown hedge and trees.

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

 Action: Letter to go to Compton Estates – Cllr Sinclair/Clerk

 d) Damage to Tysoe FC Football net

Clerk to speak with Lucy at Thomas Fox and send a letter to discuss an amicable outcome to this issue.

 **Action:** Clerk to contact Lucy at Thomas Fox and also write a letter.

 e) Highway Verge Maintenance Policy – for information only.

**108. Financial Report October 2021 – Parish Clerk**

a) Cllrs received and approved the Finance report October 2021

 **Proposed** Cllr Millward **Seconded** Cllr Cross **All in favour**

 b) Cllrs approved payments for Parish Clerk to progress.

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| Voucher | Supplier | Total |
| 64 | Beverley Thorpe | £26.00 |
| 63 | Paul Pitts | £10.00 |
| 62 | Green Energy | £174.57 |
| 61 | Paul Pitts | £10.00 |
| 60 | Charmaine Swift | £26.00 |
| 59 | Charmaine Swift | £26.00 |
| 58 | HMRC | £78.00 |
| 57 | Charmaine Swift | £312.41 |
| 56 | Thomas Fox Landscaping & Maintenance | £941.40 |
| 55 | Thomas Fox Landscaping & Maintenance | £186.00 |
| 54 | Avon Planning Services | £252.00 |

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

c) Cllr received and approved the Bank Statement and Reconciliation for October

**Proposed** Cllr Cross **Seconded** Cllr Millward **All in Favour**

 d) Clerk’s update on Unity Trust Account Management –

 Clerk has yet to hear from Unity Trust regarding new password.

e) Considerations for rolling budget.

Cllr Roache suggested that he, Cllr Millward and the Clerk meet shortly to fix a draft budget to bring to the PC meeting in November.

Items for consideration:

i) The Queen’s Jubilee in 2022

ii) Street Lighting

Cllr Cross to bring a proposal to November meeting.

**Action:** Clerk to add items to Nov. Agenda

f) Invitation to tender for mowing of Playing Fields and Playground.

Flyer tabled which would be sent to suppliers. Cllr Roach asked if anyone has new supplier’s details, please send them to the Clerk at parish.clerk@tysoe.org.uk

 g) Remembrance Day

Cllr Roache requested that a donation of £100 be made to The British Legion on behalf of the Parish Council and asked if anyone would like to attend the Commemoration Service to represent the Parish Council?

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

Cllr Roache to represent the PC at the Service of Commemoration.

**Action:** Clerk to contact David Sewell to communicate decision and confirm that a wreath will be supplied for the PC representative to place.

 h) Approval of second application of funding from Caring for the Cotswolds Scheme for £500

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

**109. PARISH CLERKS UPDATE**

 Cllrs received Parish Clerks report.

 Proposal for Clerk to purchase printer and an extra set of ink cartridges.

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

**110. AREAS OF RESPONSIBILITY**

**i. Employment/HR** – No update

**ii. Infrastructure & Environment** – Cllr Cross

a) Two road signs have been re-erected - a sharp bend sign before Oaklands Stables on the Shipston Road heading towards Upper Tysoe, and a steep hill sign on the Shenington road.

Trees have been cut back that were obscuring the 30 mph sign at the entrance to Upper Tysoe on the Shipston Road.

Repairs are in the SDC plan for the Lane End Road sign and the Middleton Close Road sign (Main St junction). Sandpits close sign has been repaired.

The repair and replacement of the Back Lane streetlight has been chased on a number of occasions and hopefully the work will be carried out before winter sets in.

1. **Neighbourhood Plan** – no update

**iv. Planning – Cllrs Tongue, Millward, Littlewood** (see Planning Report)

1. Tawny Cottage Main Street, Tysoe, Warwick CV35 0SW.Proposed outbuilding to provide garaging for family car, garden machinery and chicken pen. Deadline 13/10/2021

Cllr Tongue proposed no recommendation.

**Proposed** Cllr Tongue **Seconded** Cllr Littlewood **All in Favour**

**Action:** Clerk to communicate decision to relevant authority.

 b) Oaklands Stables Shipton Road, Upper Tysoe, CV35 0TR.

Confirmation that the dwelling house has been occupied in breach of planning condition 03 (rural workers condition) of planning permission 01/03142/FUL for continuous period of 10 years or more. Original Description of development New Dwelling.

Cllr Millward proposed that the PC go back to DC and say that there is no evidence of who lives in the house.

**Proposed** Cllr Cross **Seconded** Cllr Millward

Cllr Littlewood proposed that the PC write to Richard Gardner (Chief Planning Officer) to ask why no action has been taken previously to enforce the decision made.

**Proposed** Cllr Littlewood **Seconded** Cllr Tongue **All in Favour**

**Action:** Cllr Millward to draft a letter to Richard Gardner from TPC.

**v. Road Safety**

**Action**: Clerk to check that Traffic Survey is ready to go ahead and advise that the radar is to go between Lane End and Badger’s End.

**vi. Hedges on playing field**

 **NJ Foster to be asked to cut the playing field at a cost of £120 + VAT**

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

 **Action:** Cllr Sinclair to confirm with NJ Foster.

**vii. Welfare**

 **To receive an approve a proposal regarding the Warm Hub.**

The Warm Hub is a minibus designed to visit outlying villages regularly and provide somewhere for people to meet for a hot drink and a chat. Specifically directed towards people who may be in need of company. The Warm hub would like the PC’s support with approaching the Village Hall Committee to ask if they could make use of the parking space outside the Village Hall and also have use of a meeting room for days when the weather is inclement.

Proposal to write to the Village Hall to seek permission for the use of a room, which the Parish Council would be prepared to pay hire of, and also support The Warm Hub’s request to park outside the village hall for 2 hours every other week.

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

**Action:** Cllr Sinclair to draft a letter to write to the Village Hall.

**Action:** Cllr roach to send Clerk contact details of Warm Hub to advise of progress.

**viii. Affordable Homes Committee**

1. Housing Needs Survey – Receipt and approval of HNS.

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

**Action:** Cllr Roache to advise District Council

**ix. Making Space for Nature – Cllr Millward**

a) WCC have confirmed that School Lane belongs to Tysoe Parish Council, but ownership is not registered with the Land Registry. The proposal is to register the PC’s ownership with The Land Registry.

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

 **Action:** Clerk to register ownership of School Lane with Land Registry.

b) **Action:** Clerk to ask Land Registry to carry out a search to ascertain if the Playing Field Purchase/ownership is registered with them.

 **Action:** Cllr Millward to liaise with Clerk.

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

**112. DATE OF NEXT MEETINGS**

 a) 8th November 2021

 b) 13th December 2021

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

Councillors are invited to suggest new or previously tabled matters as agenda
items for future meetings:

1. Yellow Lines around the bike rack outside the Village Hall.

Cllr Cross to bring a proposal to next meeting.

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

Cllr Roache proposed to close the meeting at 21.10.

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

**115. PRIVATE AND CONFIDENTIAL**

1. Cllr Roache shared information from the forum which discussed the merger of Stratford DC with Warwick DC.

A proposal was put forward that the PC support option 1 of those put forward but with a caveat that Parish Councils’ representation is not diminished.

**Proposed** Cllr Littlewood **Seconded** Cllr Cross **4 in favour 3 against Motion Carried**

**Action:** Cllr Roache to draft a response to County Council.

**Signed**