Minutes of the Tysoe Parish Council Meeting

Held on Monday 7th September 2015 at 7.15pm

Present: Cllrs Allen, Collier, Cressman, Howles, Littlewood & Locke

In attendance: None

Public: 6

Minutes from the meeting held on the 10th August 2015 were agreed and signed.

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| 1. **Welcome to the meeting given by the Chair, Cllr Allen.**

 Cllr Allen welcomed all members of the public.  | **Action/Date** |
| 1. **Apologies -** Cllrs Sinclair, Risk, CC Seccombe & DC Dalla Mura
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| 1. **Declaration of interest**

 The Chair reminded councillors of the need to declare any interests in  any agenda items.  |  |
| 1. **Acceptance of previous Minutes** – The minutes from the meeting held on the 10th August 2015 were agreed and signed.
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| 1. **Informal Public Participation**

Members of the public raised the following issue: Parking on the grass opposite Oxhill Road. This is an item on the agenda and so will be picked up later.A resident is now on the Orbit Housing Maintenance Committee and asked if there was anything that the Parish Council (PC) wanted to raise. There was nothing at this point but the PC would bear this in mind. The stone wall by the church. They stated that as we are starting to creep towards winter and the wall is getting dangerous and the matter needs addressing. Again this is an agenda item and so will be picked up later.Asked whether the PC had considered LED lighting for the street lights in the village.Parking in Parke Row this is only going to get worse with the planning permission that has been granted in Parke Row.Tree outside resident’s house at the end of Old Tree Lane low branches are causing a problem. Cllr Collier agreed to look into this.  |  |
| 1. **Actions from Previous Minutes**

**Wall by the Church** – Cllr Locke firstly responded to the issue made regarding the church contributing towards the wall. The church does not have a great deal of money and is responsible for maintaining both the church and grounds. Correspondence had been exchanged between the solicitors. The owner of the property has a solicitor who is defending action. The PC have taken advice from WALC who is consulting with a solicitor and we can also if necessary use our insurer’s solicitor. The PC has a responsibility to ensure that any money spent is spent using good judgement and with prudence. If the PC were to spend money on repairing the wall and then discover that we are not responsible for the wall it would have been inappropriate use of PC money. The advice we have received so far is very much in the Council’s favour. Further evidence has been given to the resident’s solicitor. If we simply take the wall down we make ourselves responsible however, there is an argument that we could do this on the grounds of health and safety. Cllr Littlewood asked what the next action was. As new information has been provided on the wall we are awaiting to hear back. This matter is progressing and whilst it is frustrating due process needs to be followed. Furthermore all correspondence has to go through the resident’s solicitor. **Village Playground** – It is moving quite quickly. Equipment is going in on the 11th September. There is a small working party and there are various actions that need to be taken. Sarah is the resident outside the committee who is working on this. The skateboard ramp has been removed. The PC would like to thank Paul Pitts, Tom Bradley, Joe Barr and Mark Wyles for all their help during the removal of the ramp.**Bus Shelter** – Email update from DC Dalla-Mura was read out. DC Dalla Mura advised that the shop was willing to pay for the bus shelter opposite the Oxhill Road to thank the Parish for their support of the village shop. Cllr Littlewood said that in addition to this they were looking at a second bus shelter by the Peacock Inn. Cllr Cressman queried whether there was a demand for a second bus shelter in this area. Cllr Littlewood said that there was demand for a bus shelter and Cllr Allen said that he believed it was in the Parish Plan**Village Mini Bus** – Cllr Howles said that there were no updates at this stage but that this should remain an agenda item.**State of Village roads/white lines etc.** – Cllr Littlewood advised that he had spoken to Jeff Morris from Warwickshire County Council (WCC). The footpath is due to be relayed on the 29th October. Cllr Locke said that it will be block pavers and replacing the granite setts. The pot hole filling requires a further survey. If Cllr Littlewood is available he will go around with Jeff Morris. The natural breakdown of the edges of the road does not become an issue until its 800mms. Given this WCC will look at this in Sandpits Lane. Also aware that quite a few of the road signs need replacing and the PC Tree Committee need to look at signs that have become obscured.**Notice board** – Cllr Howles said that we had not really got any further forward on this. There was concern about the Perspex option and Cllr Howles was getting a quote for the laminated glass option. Cllr Locke said that it was not Perspex and it is guaranteed for 6 years. Cllr Howles and Locke agreed that this would be dealt with in the next few weeks.**Open “Surgeries”** – 6th October for one hour between 9 and 10 Cllr Cressman will volunteer to do the first one and Cllr Collier agreed to join her. Cllr Cressman will provide a notice to be placed on the notice the board, tea room, Tysoe Record and the village website.**Electricity Supply** – Cllr Allen advised that this is not as straight forward as it first seemed. Every photo-cell for each individual light has to be changed. The supplier has advised that we would save approximately £500 per year. WCC have said that the standard photo-cell they fit goes off at midnight and come on at 5.30am. To replace all 39 will cost £2,500 and would take 5 years to breakeven. We would need to build this into the precept for next year. An average fitting to switch LED is approximately £250 so given this cost it would seem sensible to replace with LED as and when the lights need replacing. Cllr Collier said it seems very sensible. Put this forward for the budget precept for 2016. **Freedom of Information Request** – The Clerk reported that the information requested had been supplied and the requester had acknowledged receipt.The request had raised a couple of issues. Firstly that Parish Councillors had been using personal email addresses for PC business. This has now been addressed and all Parish Councillors have new PC E-mail addresses which will be circulated and updated on the website.After the Neighbourhood Plan had been submitted to SDC clarification had been sought as to on what basis the Plan was being submitted. There then followed a flurry of emails on this subject and the Clerk finally emailed Matthew Neale on 16th February to confirm the basis on which it was being submitted. It now appears that this wording was incorrect. In order to ensure that this kind of incident does not happen in the future the Clerk is recommending that as a matter of PC Policy any future correspondence via letter or email should only be dealt with at PC meetings.1. **Neighbourhood Planning** –

Chris Butchart said that there was not much of an update to give. A decision point has been reached. We have to decide where houses should be built. There are two mechanisms to choose from; Site Allocation or Neighbourhood Development Orders which would mean we agree to build the allocated number of houses but agree these as the planning applications come forward. This would effectively mean that PC becomes the planning committee. The guidance that has been received is very much to go with the Site Allocation route. Waiting for the PC to give a decision about which direction it wants to go and without this the Neighbourhood Plan cannot go forward. The next meeting must agree which way the PC intends to go and the Neighbourhood Plan cannot go forward until this is agreed.Cllr Littlewood said that there had been a suggestion that if we have both tools it can often lead to a great deal of confusion. Cllr Littlewood felt that we should definitely go for one mechanism rather than both.Chris Butchart gave further clarification on what the differences between NDO and Site Allocation were.Cllr Collier said that the NDO is not tried and tested as far as SDC are concerned and that other Neighbourhood Plans have gone down the Site Allocation route.Cllr Littlewood said that if we went for site allocation for 80% of the sites and 20% NDO.Cllr Locke asked where we were up to with the Newsletter. Chris Butchart said that this had been circulated. All Parish Councillors agreed that they had seen this and were happy for this to be distributed.The Clerk read out an email from DC Dalla Mura. Following this there was a debate regarding the importance for the PC to make decision Cllr Collier said that the NDO route had never agreed by the PC.Chris Butchart said that once we open up the box we need to deal with this very quickly. Cllr Collier said that going down the Site Allocation route would get the village engaged.Cllr Locke said that the emails from Cllr Risk do have some very good content.It was agreed that all Councillors should attend the PC meeting on the 5th October ready and prepared to take decision as to whether it will be NDOs or Site Allocation. In the meantime the PC agreed that the NPG could start mapping out site allocation process with a timeline etc.  | Cllr LockeCllrs Allen, Cressman & LockeCllr LittlewoodCllr HowlesCllr LittlewoodCllrs Howles & LockeCllr Cressman & ClerkCllr Allen & Clerk |
| 1. **New Matters**

**Parking by Parke Rowe –** Cllr Howles had taken photographs showing parking across the footpath and on the grass verges. This was happening on a regular basis. Cllr Howles had seen someone come along on a mobility scooter and because of the way individuals had parked across the footpath they had to pass on the grass. Whilst this was possible now because the ground is hard this would not be possible in the winter. You cannot park across the footpath itself. Cllr Allen pointed out that we have very limited power on what we can actually do regarding people parking on common land so whilst we can ask people not to do this, it is very difficult to actually enforce this. Cllr Littlewood said that given that we are a small community we should speak to the people and ask them not to park in these ways. The PC should also have some sort of campaign on parking matters.Cllr Locke said that he would go and speak to the individuals who are doing this.**Parking Generally –** Cllr Collier said that the parking in the centre of the village is getting very bad. There is a wish that we do not urbanise the village and that we do not want to supply a car park. The Methodist Church is used for parking hence the letter asking for help with funding to resurface the car parking. Cllr Collier said that the PC needs to think about how we might deal with the parking issue without urbanising the village and queried whether this should be part of the Neighbourhood Plan. Agreed it would be useful for the Neighbourhood Plan to consider people’s views on the issue of parking. Cllr Cressman said that having the cars there does slow the general traffic down. Cllr Collier pointed out that the number of cars continues to increase with the improving village amenities. The village needs to be prepared to deal with this in the future; few people walk or cycle. Agreed to look at traffic management as part of the Neighbourhood Plan.Email from a resident regarding collecting for the refugees if anyone wants to be involved can they contact Cllr Cressman. Cllr Howles said that some villages were putting collections inside village shops.  | Cllr LockeCllr Risk |
| 1. **Financial Administration**

External Audit - Payments – MFM Services (Mowing £192.00 Grant Thornton (External Audit) £240.00 Paul Pitts (Playing Field Maintenance August) £52.00 Tysoe Churchyard maintenance grant £1,000.00Proposed by Cllr Locke seconded by Cllr Littlewood. |  |
| 1. **Councillors’ reports and items for future agenda**

Cllr Allen reminded councillors of the need to respond to the Clerk by the given deadlines. The Clerk is giving considerably more hours than those agreed and therefore the Councillors should do what they can to assist the Clerk in her role. The hedge on the bend by the straight mile turn was raised. Agreed that Cllr Littlewood would ask the residents if they could trim the hedge. Cllr Locke asked whether the new trees at the top of the playing field can have their holding stakes removed. The tree committee will look at these and come back to Cllr Locke.Cllr Allen said that the hedge on the right hand side of the playing field needs cutting back. PC all agreed that this should be cut back.  |  |
| 1. **Closure of the meeting** – 20.26pm

Next ordinary meeting will be held on Monday 5th October 2015. **Please send any agenda items to the Clerk by Friday25th September 2015.** |  |