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Minutes of the Tysoe Parish Council Meeting

Held on Monday 5th October 2015 at 7.15pm

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

In attendance: DC Dalla Mura

Public: 12

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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 -** CC Seccombe |  |
| 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 2nd & 7th September 2015 were agreed and signed. |  |
| 1. **Informal Public Participation**   Members of the public raised the following issue:  Steve Millward advised the PC that he was intending to apply for planning permission to extend the living accommodation at their house. It will leave them with another garage and 3 parking spaces. Other properties in Church Farm had already made similar changes. Steve Millward said that the property was in the conservation area. He advised that the garage doors would go and be replaced with a window. None of the Parish Councillors had any comments on this matter.  A member of the public raised an issue concerning the garages owned by Orbit. Cllr Allen said that unfortunately there was nothing that the PC could do and that this was an Orbit issue and would have to be raised with them.  The same member of the public said that people were walking by the damaged wall by the Church. This was an agenda item and so would be picked up later.  Councillor Dalla Mura speaking as a member of the public said that a Warwickshire County Council (WCC) engineer had arrived and advised that they were going to start ripping up the paving stones along Main Street by the shops and pub and that this would have an impact on the businesses. The engineer said that it was their intention to replace the entire footpath and not use the existing material. Member of the public felt that this was a heritage asset with a good deal of history and the properties are listed along this stretch of the village. Cllr Littlewood said that this is on the agenda later and that it was not acceptable for the shops to be given no notice that their businesses were to be affected.  There is an element of cost involved. If the footpath is to be relayed using the existing stone it will be more expensive. Need to find out the differences in cost and then decide what the PC would like to do.  Member of the public raised the issue of the stream north of Peacock lane which comes out by the school. The culvert by the school is very badly overgrown and hanging into the screen catching debris and when the bad whether starts it will cause flooding. It’s a triangle of land fenced by the school and Pendleton’s field. Nobody was certain as to who owned the land and therefore who was responsible. Cllr Collier agreed to look at this | Cllr Collier |
| 1. **Actions from Previous Minutes**   **Tree at end of Old Tree Lane –** Cllrs Collier and Sinclair had been to look at the tree. They had met with a tree surgeon who is going to lift and trim the tree so that people are not caught in the branches and it no longer overhangs the road. The cost will be £50 plus VAT. Cllr Sinclair had agree for this cost to be incurred.  **Wall by the Church** – Cllr Locke gave some background to this matter. At the start of this matter the PC had agreed to pay half and half with the resident. This offer was dismissed out of hand. All parties agree that the wall is in danger of toppling and could cause damage if it collapses.  The proposal is to take the wall down if the resident does not own the wall. This does not constitute ownership. The resident’s solicitor had asked whether the PC had any quotes and if so could they please be advised of the cost. If the PC agree the wall would be lowered down past the bulging and dangerous part to a level that the wall was safe. The PC would not propose to take down the safe part of the wall. Cllr Locke had 3 estimates between £3,000 and £3,500 to repair the wall. Cllr Locke wrote again to the solicitor and 4 weeks later chased by email and advising of WALC’s comments. Cllr Locke read out a further letter that he had drafted. The draft letter stated that under pressure from Church, residents, church goers and fellow Parish Councillors this matter now needed to be addressed urgently. The letter stated in summary that the solicitor had not provided irrefutable evidence that the wall is not the ownership of your client. If you still hold that the wall is not your client’s, the PC will, unless we receive confirmation from you within 7 days we will put this work in progress.  The letter further states that If at some future date the wall proves to be the property of your clients we would look to pass on the costs. Cllrs agreed Cllr Locke should sent the letter as drafted  Cllrs Littlewood and Howles said that the draft letter was very well constructed. Cllr Littlewood said that we should perhaps have a legal comment at this stage.  **Village Playground** – Cllr Cressman advised that a lot has happened. Two new pieces of equipment have been installed and the matting is down. The tractor and train should be installed by the end of the month. Soft cushion fall should be delivered by Monday subject to it being paid for. The existing barking will be scattered in other areas of the park.  **Bus Shelter** – Cllr Littlewood said need to bring in DC Dalla Mura who is looking at funding the cost of a bus shelter on the site on the Oxhill Road. DC Dalla Mura advised that the further intention, to cater for the need for a shelter near the bus stop beside the pub, was for the shop to have an awning, subject to planning permission and that this would provide a further shelter. The need for a bus shelter is in the Parish Plan and there is a clear need for this. The idea is that a retractable awning is installed. This will be in keeping with the heritage. Ask the bus company to stop the bus on the other side of the road. Still working on the other bus shelter.  **Village Mini Bus** – Cllr Howles said that there was not much to report. A meeting was to be held next week and will look at what mini buses might be of interest.  **State of Village roads/white lines etc.** – Regarding the pavement by the shops Cllr Littlewood said that Jeff Morris at WCC had said that they would advise him before any work was commenced and they had not done so and had found out when meeting the engineer on site only one day before. The footpath needs repairing and this has been going on for some time. The rain water from the buildings discharges onto the footpath. Think it is unreasonable that the residents and businesses have not been advised of the work. Communication from WCC had been appalling  Cllr Locke said that the initial offer from WCC was to tarmac the whole paved area. The previous PC had said that they did not want this. Costs then became an issue. It was agreed a herring bone paving would be used but all the same colour and the PC did raise this. WCC agreed to lay it in a similar pattern as the existing paving and in a stone of a sympathetic colour. The blocks were agreed by the previous PC. DC Dalla Mura said that this is a heritage asset and that he had not heard of anyone tripping and there is nothing lifting. All people within the village seem to be able to use the existing footpath without any problem. It would appear that the conservation officer had not been consulted with. Cllr Allen said that the PC has had complaints about the footpath. Cllr Littlewood asked if the Conservation Officer at SDC had been consulted by WCC on the materials and Cllr Dalla Mura had responded that the Conservation Officer had not been consulted but believed that this was in process now.  Cllr Dalla Mura stated that CC Seccombe has put a stop to the work for the next two weeks. PC agreed that the various options should be re-looked at and then consider how this could be funded.  DC Dalla Mura agreed to speak to CC Seccombe to get the work put on hold indefinitely. If they are going to do it properly they need to put in proper conduits in to take away the water.  Actions DC Dalla to speak to CC Seccombe to put the work on hold and to speak to conservation officer regarding the work.  Cllr Risk asked what it was that Cllr Dalla Mura wished the PC to do. Agreed the Clerk should write to CC Seccombe, copying WCC and Cllr Littlewood. The letter should state that whilst we want the work doing we want it doing properly and that it should be delayed in the meantime. The PC would like the paved area replaced on a like for like basis. The work should not commence until all has been agreed. Cllr Locke also stated that the letter should acknowledge that PC did agree to the use of the proposed stone.  **Notice board** – Cllr Howles & Locke have agreed the design of the new notice board. Three quotes had been obtained and the one proposed was £1,410 which was below the amount that had been budgeted. A brief discussion then took place as to whether the doors should be poly-carbonate sheeting, which is guaranteed for 20 years, or glass which would be another £50. Cllr Collier said that he was in favour of glass and Cllr Howles agreed with this. Cllr Allen called for a vote. 2/6 in favour of Poly carbonate.  **Open “Surgeries”** – Starts tomorrow, Tuesday 6th October and Cllrs Cressman and Collier will be there.  **Parking in Parke Row** – Cllr Locke has visited the gentleman concerned who was very apologetic and will do his best to ensure that this does not happen again.   1. **Neighbourhood Planning** –   Update from Cllr Risk and Chris Butchart. Cllr Risk said that two or three things have been happening. Last Monday there had been a presentation in the village hall on the mapping project, which he and Cllr Allen had attended. It was a very interesting presentation and it was clear that a lot of work had been undertaken. Unfortunately the meeting had had only 2 members of the public attend.  A lot of debate by a working party had also taken place as to what the local service village (LSV) actually is and whether Lower Tysoe should be included or not. It is important that that is determined. A paper had been produced and Steve Millward had very kindly chaired the working party that had looked into this. The paper produced would be circulated to the PC, and residents for comment.  There has also been some consideration as to whether Lower Tysoe should apply for conservation status. A paper had been produced, but further work needed to be done.  The most important matter now to be discussed is the housing policy for the NP.  Chris Butchart said that whilst there was only one member of the public present at the recent meeting, the meeting was open to the public and anyone could attend. Cllr Collier said that the agenda for the meeting did not state that mapping was to be discussed and that he would very much like to have been there and would have been if the “mapping item” had been on the agenda.  Cllr Allen felt that as a result of the meeting a lot of thoughts had been generated and it had clearly been a discussion that was worth having.  Cllr Risk gave councillors a copy of paper that addresses two issues that the PC need to debate and then vote on.  The first proposal:  **The Parish Council is asked to approve a recommendation\* that in preparing the next draft(s) of the Tysoe Neighbourhood Plan (TNP), the Housing Policy section of the TNP will take the approach of ‘Site Allocation’ to determine in which location(s) in the Local Service Village (LSV) of Tysoe new housing development(s) would be preferred.**  Note 1\*  This recommendation is made on the understanding that the principal objective of this policy is to meet Stratford District Council’s (SDC) emerging Core Strategy policy of dispersal of new housing in the District to Local Service Villages. Under this policy Tysoe is required to provide 55 new houses in the period up to 2031. Should this SDC policy change materially; or the quota of new housing from LSV’s in the District is met from other LSV’s in the District, Tysoe’s NP Housing Policy on Site Allocation will be reassessed for relevance before final submission to SDC for examination.  Note 2\*  In determining these preferred Sites, full consultation with residents, landowners, Councillors and the Ward Member, and all relevant bodies, including Stratford District Council, will take place.  Note 3\*  In determining the preferred Sites the NP will take full account of all other policies in the NP; and will seek to ‘rank’ the Sites (for example, Red/Amber/Green) with reference to the extent to which they do or do not meet the agreed NP policy objectives and criteria.    The first item Cllr Risk proposed was that that the PC approve a housing policy in the NP draft will take a ‘Site Allocation’ approach to deciding where the houses should go.  Cllr Locke asked whether the 55 would reduce if Lower Tysoe were to be included. Cllr Risk said that it would not change the number but that if Lower Tysoe were included then the 55 would be spread over a larger geographical area.  DC Dalla Mura stated that the likelihood is that the number of houses will not change even if the allocation is met by other villages. In fact where villages had already met their allocation some planning applications for further development were being refused.  If Lower Tysoe is not part of the LSV then houses already approved there would not count towards the 55. Furthermore Lower Tysoe would be considered a remote location and therefore getting any planning agreed would be very difficult.  Cllr Locke said that he agreed site allocation and the Parish Council unanimously agreed for Cllr Risk’s recommendation to be approved.  The second recommendations tabled by Cllr Risk related to the management of the NPG. Cllr Risk said that he was conscious that the workload, given what had been agreed, will increase considerably.  PC Recommendation for NP Steering Group (NPG) Management of NP & Review of Terms of Reference  The Parish Council is asked to approve a recommendation that the membership and management roles  of the NP Steering Group are reorganised, as follows:   1. A Tysoe resident, not a current member of the NPG, is appointed to undertake responsibility for Communications to and from the NPG in all matters relating to the NP.   Responsibility for advice and activities on these communications would include the publication of NPG Minutes of meetings, all relevant consultation documents, residents’ comments and submissions, newsletters, NP survey responses, meetings with residents and interested parties, and any other matters considered relevant to the NP.  Councillor Risk will undertake to identify this resident, and will present his recommended appointee to the PC for confirmation at its next meeting.   1. A sub-group of the NPG is formed to undertake responsibility for the preparation and publication all future draft(s) of the NP (“NP Draft Sub-group”).   A number of residents (estimate 8), other than current non-PC members of the NPG, will be identified who would be willing to undertake this responsibility. They will be residents who are as representative a cross-section of the village as possible: for example, address area, age, gender, expertise, interest, employment.  The Chairman of this sub-group would be Councillor Risk. Councillor Risk would undertake to identify these residents, and will present his recommended appointees to the PC for confirmation at its next meeting.   1. Dr Mike Sanderson and Professor John Hunter will be asked if they would be willing to continue as members of the NPG, with specific responsibility for completion and production of the ‘Mapping Project’ currently being undertaken. They would be expected to liaise closely with the NP Draft Sub-group to enable relevant evidence of the Project to be included in the NP. If willing, David Orr would provide them with assistance with the Mapping Project in an ex-officio capacity. 2. Consideration is given to whether, as a result of his work/personal commitments, Chris Butchart is willing to continue as Chairman of the NPG.   Councillor Risk will consult with Chris Butchart to seek his views on his role. If he is unable to continue as Chairman, he would be asked if he is willing to be Deputy Chairman. If Chris Butchart ceases to be Chairman, Councillor Risk is willing to assume the role of Chairman of the NPG. In that event a further Councillor of the PC would be asked to become a member of the NPG. Councillor Cressman has indicted that she might be willing to join the NPG in these circumstances.   1. Councillor Risk (with advice from Chris Butchart as appropriate) will consult with current members of the NPG, other than those referred to above, to discuss their willingness to continue in the NPG, and to agree their role/responsibilities.   Councillor Risk will present the outcome of this reorganisation of the NPG to the PC for confirmation at the next PC meeting. Any amendments to the NPG Terms of Reference necessary to give proper effect to this reorganisation will be proposed at this meeting.  Cllr Littlewood said that the PC could not make that decision until they knew what the positon of Chris Butchart was. Cllr Howles said that this is something that she would need longer to think about. Cllr Sinclair said that the Chairman should be elected from the committees.  Cllr Cressman said that there does need to be some change and that a good cross section of the Parish should be involved.  Cllr Risk clarified his proposal. If Chris Butchart did not feel able to continue as Chairman of NP committee, he was not seeking to be Chairman of both the NP committee, and NP Draft sub-group. Simply that if a new Chairman of the NP was needed he would be willing to take this on. But if not needed he was seeking to chair the proposed sub-group responsible for preparing the next drafts of the NP.  Cllr Littlewood asked if Chris Butchart had been consulted on his resignation and whether or not he wished to continue.  Cllr Allen invited Chris Butchart to comment.  Chris Butchart said it would have been nice to have more time to consider and to discuss the proposal with the NPG. Chris Butchart was asked whether he wanted to continue and he replied that yes he did unless the PC did not want him to continue and until this evening the thought of not continuing had never entered his mind.  There are thousands of hours of volunteer working hours that have gone into the NP and the Parish Council has had the benefit of this.  Cllr Risk said there was no lack of respect intended and there is no intention to force any resignations or to be disrespectful in any way for all the work that had been undertaken. The proposed reorganisation was stated to be dependent on confirmation of the Parish Council of the names of those proposed. This was intended to recognise the fact that there is a lot of work still to be done to produce the next draft and to communicate with the whole community. He drew attention to the proposal’s suggestion that consultation with Chris Butchart on his role was intended.  Chris Butchart said that whilst one person had edited the draft Neighbourhood Plans feedback had involved many individuals.  Cllr Collier said that he did think it is right to have a reassessment at this stage and to have one person responsible for a communication is a good idea. There have been issues with communication but this does not in any way take away from all the work that has been undertaken.  Cllr Littlewood said that the document is clouded by the fact that the existing chairman was not consulted. It seemed very strange that considering the effort and hard work put in to bringing the plan to this point that Cllr Risk proposed Chris Butchart’s replacement without bringing a good reason for it.  Cllr Locke said that in all things in life it is about compromise and that is what is needed and there is a real offer of a lot of help. Really impressed with trying to locate 8 residents who are a good across the board representation of the village. Having heard Chris Butchart’s views, whilst he wants to stay on as leader the PC would welcome that.  Cllr Littlewood stated that the document is clouded by the fact that the existing chairman was not consulted.  DC Dalla Mura reviewed where the NP was currently at. “You’ve now agreed that you are going for site allocation. The other objective is to decide whether Lower Tysoe is part of the Local Service Village. I am a bit confused as to why you need to chuck out the baby with the bathwater given where you are at and the fact that developers are still trying to get planning and I wouldn’t mess about with the rest of the structure.”  Cllr Collier said he did not believe it was throwing the baby out with the bathwater and it was actually a way of trying to expedite matters.  Cllr Howles said the way that it is written it looks like Cllr Risk is going to handpick the 8 residents. Cllr Risk said that this was not the intention he was going to come to the PC for confirmation of what would be proposed  Cllr Sinclair proposed that Chris Butchart should be asked what resources they have and what resources they need to take the NP forward. Cllr Littlewood and Howles agreed with this proposal. Cllr Cressman said can we make sure that the PC and the NPG work more closely together. Cllr Allen said that actually as a Parish Council we probably let the NPG get on with it and it is down to the PC to attend the meetings.  Cllr Collier said that he could not agree and that the PC had not been engaged in the NP previously.  Cllr Littlewood said that he could only agree to points A and C. The NPG are well on top of the proposals, and they should be left to get on with it.  Cllr Risk asked for the PC to vote on the proposal he had made. Cllr Sinclair’s proposal was preferred.  5 in favour of Cllr Sinclair’s proposal.  Chris Butchart said that there is nothing within Cllr Risks proposals that he would disagree with. The thing that concerned him was the tone. Constructive help and sharing the workload would be massively appreciated. If the tone had been different, the reactions would have been different. Cllr Risk said that he apologised if the tone was felt to be offensive. There was no intention for this to be so.  Cllr Allen said we are lucky to have such good expertise and the Parish Councillors need to be more engaged and get involved. The work that has been done so far has been excellent.  Cllr Howles said that if any of the PC knew of anyone that wanted to be involved. She understood that efforts to get help had so far not produced anyone.  Agreed that the NPG should submit their recommendations to the PC. Chris Butchart undertook to respond to the recommendations within a couple of days. | Cllr Locke  Cllrs Cressman/Locke/Allen  DC Dalla Mura  Cllr Howles  DC Dalla Mura  Clerk  Cllr Locke |
| 1. **Financial Administration**   The following payments were advised  Kompan for Playground equipment £5,851.05  Thomas Fox Mowing 03/08/15 & 17/08/15 £585.60  Stratford District Council Election charge £373.75  Thomas Fox mowing 28/08/15 & 02/14/09/15 £885.60  Paul Pitts Playing Field maintenance Sept £52.00  Rural Works £110.00  Countrywide £19.98  Red Horse £30.90  Playsmart for the safety matting £500.40  Gifford for Cushion fall £643.20  Proposed by Cllr Sinclair seconded by Cllr Howles.  The Clerk also reported that the second precept payment of £11,191.50 had been received. The bank account showed a balance of £22,644.71.  The Parish Clerk has received an email from SDC to advise that they wish to know the precept proposal by 28th January 2016. The clerk would therefore propose that the budget is first looked at during November’s meeting with a view to concluding this in December. |  |
| 1. **Correspondence**   Email received from WCC regarding a flood summit the details of which had already been circulated. Cllrs Allen and Collier would advise the Clerk if they were able to attend  An email from Mr & Mrs Gardner thanking the PC and in particular Cllr Risk for their support at the recent planning committee. | Cllrs Allen/Collier |
| 1. **Planning**   15/03476/TREE – Bretby, The Square, Tysoe – T1 Willow reduce crown by 30% - The Parish Council supported the application on the grounds that it needed some work as the branches could actually be a health & safety hazard. |  |
| 1. **Councillors’ reports and items for future agenda**   Cllr Littlewood had raised the issue of the hedge at Orchard House by the turn at the end of the straight mile. The resident had appreciated being approached in a personal way and will trim the hedge when it is next due to be done. However, Cllr Littlewood felt that the hedge was not an issue if you are a good driver. Cllr Littlewood added that the only other solution would be to install a bollard to force the corner to be taken properly, but that would not be acceptable on the grounds of ‘over urbanisation’.  Cllr Collier agreed to go and look at the issue raised regarding the flood risk that had been raised.  Cllr Sinclair wanted to compliment the playground committee on the work had been undertaken at the playground. |  |
| 1. **Closure of the meeting** – 21.22pm   Next ordinary meeting will be held on Monday 2nd November 2015. **Please send any agenda items to the Clerk by Friday23rd October 2015.** |  |