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 Minutes of the Tysoe Parish Council Meeting
 Held on Monday 3rd October 2016 at 7.15pm

Present: Cllrs Sinclair, Locke, Collier, Haines, Cressman
 In attendance:
 Public: 3

	Action/ Date
<p>1. Welcome to the meeting given by the Chair, Cllr Sinclair.</p> <p>Cllr Sinclair welcomed all members of the public.</p>	
<p>2. Apologies – CC Seccombe, DC Dalla Mura & Cllr Allen Non Attendance – Cllr Littlewood</p>	
<p>3. Declaration of interest</p> <p>The Chair reminded councillors of the need to declare any interest in any of the agenda items.</p>	
<p>4. Acceptance of previous Minutes</p> <p>Acceptance of the minutes from the meetings held on 12th September were agreed as a true and accurate record and were signed.</p>	
<p>5. Public Participation – Member of the public raised a concern regarding car parking on pavements and on the grass verges on Main Street and Oxhill Road. In some instances, this is resulting in the pavement being partly blocked. Cllr Locke had called to see the owner of the property on Main Street where this had been a particular problem. The owner of the property was horrified when she saw the photograph of the parking. The property is presently being rented out as a holiday let. Cllr Locke to advise the owner that the guests must park in the centre of the village. The Clerk was asked to write a letter to the resident of and suggest that something goes into the holiday welcome pack. Cllr Haines's to put a notice in the Tysoe Record regarding parking on pavements. The Clerk was also asked to clarify whether Orchard Close going to be adopted by Stratford District Council and check on whether holiday lets need planning permission.</p>	<p>Cllr Haines The Clerk</p>
<p>6. Neighbourhood Plan Update</p> <p>Update – Apologies from Shirley Cherry and David Roache.</p> <p>Consultation - the first consultation was the call for sites which concludes at the end of October 2016. All sites that are put forward will be involved in the process and a prioritised list will be produced and the NPG will consult on all the sites. Quite how this will be done has not yet been decided. This will be debated at the NPG meeting on the 10th October.</p> <p>Second part of consultation is the housing needs survey. The forms are being delivered from today using Warwickshire's format but adding some basic questions of our own regarding the vision of Tysoe going forward. Warwickshire will provide the analysis of the results</p> <p>The third area of consultation is whether Lower Tysoe in the Local service village and the NPG have a meeting on Friday 7th October regarding this.</p>	

<p>Review process – The NPG with the agreement of the PC have engaged the consultant Neal Pearce. Anything Neil does before today cannot be funded from the Locality grant but we have received a second Locality grant for £4,400. The NPG were still waiting the terms and conditions as to how this can be spent.</p> <p>A timetable of an outline plan had to be submitted as part of getting the grant. The NPG had stated that they hoped to have a version 3 draft out by the end of December 2016 with an aim to have it ready to be submitted in March 2017. The Parish Council will of course always be able to say that they are happy with the feedback and consultation as it goes along.</p> <p>Cllr Locke said that he had a couple of concerns regarding the email from Matthew Neale and the “call for sites” exercise. The Clerk advised that there had been an error made regarding how any forms that are received should be dealt with but that those concerned had been advised how these should be handled going forward. Cllr Sinclair also said that if anyone was uncertain as to the procedures they should get advice from either the Clerk or her.</p> <p>An amendment had also been made on the “call for sites form”. The Clerk confirmed that this had been amended to read sites capable to delivering one or more houses and this had been updated on the Parish website.</p> <p>Cllr Collier queried whether the timescales were sufficient to get through all the consultation. Mike Sanderson on behalf of the NPG said that yes he did. Cllr Sinclair said that this is just a guide and this will be adjusted if it needs to be but it is a date to aim for.</p> <p>Cllr Cressman asked if at the next meeting would the NPG be considering how we will consult on sites as they come back. Cllr Sinclair suggested that Neal Pearce may be able to give some advice on this. Cllr Cressman said that one of the issues people have raised is that meetings held in the village hall are intimidating. Could we do something in the Tea Rooms and advertise this on the notice board, the Tysoe Record and on the Parish Website?</p> <p>Cllr Cressman said the NPG have a meeting arranged on the 7th October regarding consulting the residents of Lower Tysoe and its inclusion in the local service village. Cllr Cressman asked if an outline for that meeting had been decided. Mike Sanderson advised that there was a meeting the following afternoon to decide how this event was going to run.</p>	
<p>7. Planning</p> <p>15/04415/VARY – Oaklands Stables – Permission refused 16/01219/FUL – Construction of 2 semi-detached houses – Permission granted 16/01370/FUL – Land to the North of Lower Ground – Permission refused 16/02557/LDP – Hillview, Main Street – Certificate of Lawful proposed development 16/02308/VARY – Barns at Oxhill – Application withdrawn 16/02272/FUL – The Orchards, Lower Tysoe – single storey outbuilding – make no representation 16/02843/FUL – 34 Main Street, Tysoe – Erection of single storey rear extension – make no representation 16/03060/TREE – The Old Bake House, Shipston Road, Tysoe – Walnut Tree – agreed that the Tree Committee would go and have a look and report back their views to the PC and Clerk.</p>	<p>Clerk Cllrs Sinclair Collier</p>
<p>8. Actions from Previous Minutes</p> <p>Oak Tree by Orbit Garages – Cllr Sinclair reported that a resident had reported a problem with an oak tree by the garages. Warwickshire County Council will look at this but it is a low priority and so will get dealt with when they have a team available.</p> <p>Electric Lighting – Cllr Allen not present and so it was agreed that this would be carried forward.</p>	<p>Cllr Allen</p>

<p>Speeding update – Cllr Cressman advised that a training date had not yet been given but this is matter is still in hand. Cllr Cressman asked if the PC would like her to set up a petition in the shop? Cllr Collier queried what the petition would be asking, and whether there was something specific that you want to ask? Agreed Cllr Cressman would ask the Police and then put something around on an email to agree wording for a petition.</p>	Cllr Cressman		
<p>Bus Shelter – Cllr Sinclair agreed to speak to Cllr Littlewood as to where he was up to with this and see if another Councillor should take this over. Cllr Collier confirmed that he would be happy to take this over</p>	Cllr Sinclair		
<p>Boundary between Middle and Lower Tysoe – DC Dalla Mura was not present. The Clerk read from an email received from DC Dalla Mura – “Not much progress to date as those I have spoken to this far have pointed me in different but ultimately unfruitful directions, and am now on to the planning and conservation team to find out what they use, I had hoped to get a response before today but the officer was on holiday last week and when I chased today it looks as though she has not returned (her out of office reply is still on), If I get an answer before the next meeting I will pass it on.”</p>	DC Dalla Mura		
<p>Village Litter bins – Cllr Locke had consulted a few people and done a survey around the village. The Clerk was asked to speak to StreetScene regarding the results of Cllr Locke’s findings and report back to the next meeting</p>	Clerk		
<p>Footpath on Avon Way – The Clerk had heard back from WCC and the pathway has been marked for pathway patching.</p>			
<p>Hedges around playing field – Cllr Sinclair nothing has really changed but that she did not want the tractor going onto the playfield as it had been so wet. Cllr Locke said that the hedge between the houses is done by Paul. The other bit of the hedge in the play area needs someone to undertake some work. The hedges in question belong to the Upton Estate and the Watson’s. The Clerk was asked to send a letter to the Upton Estate and the Watson’s regarding the hedges. The Clerk asked Cllr Locke to clarify exactly which hedge is owned by who.</p>	Cllr Locke/ Clerk		
<p>Playground Inspection – A quote had been received for £225 plus VAT to undertake the playground inspection. This is more than normal but that is because the inspection is being undertaken as a one off due to the alterations that took place earlier in the year. It was agreed by all Councillors that the inspection should be undertaken. Cllr Cressman suggested that a check should be made as to when Oxfordshire inspections were undertaken in case this could result in cost savings.</p>	Clerk		
<p>Policies – Financial Regulations and Decisions delegated to an Officer – Cllr Haines advised that she needed to liaise with the Clerk but would circulate the draft prior to the next meeting.</p>	Cllr Haines		
<p>9. Financial Administration</p>			
<p>The following payments were proposed by Cllr Collier and seconded by Cllr Locke. All Councillors in favour.</p>			
30/09/2016	Paul Pitts	Playing Field Maintenance September 2016	52.00
20/09/2016	Grant Thornton	Annual Return 2016	240.00
28/09/2016	Thomas Fox Landscaping & Maintenance	Mowing verges 05/09 & 19/09/16	585.60
30/09/2016	MFM Services	5 Playing field mows Sept 2016	320.00
29/09/2016	Tysoe Children’s Group	NP Plan notices	27.50
<p>Budget 2017/18 – The Feedback from Councillors. The Clerk was asked to carry this forward to next month.</p>			
All Councillors			

<p>The draft Accounts for the year 2015/16 which were agreed at the Parish Council Meeting held on 9th May 2016 were formally signed following the completion of the external audit.</p>	
<p>10. New Matters</p> <p>Playing Field Equipment for Older Children – Cllr Cressman and a working party were going to commence a project on this.</p> <p>Overgrown Hedge by Pathway on Main Street – Cllr Locke advised that he had spoken to the owner who lives in the village but rents the property. The owner had advised that the tenant was supposed to keep the hedge under control. The owner was going to speak to the letting agent.</p> <p>Footpath on Old Tree Lane – The Clerk had asked Thomas Fox to quote and they had agreed to do so but this had not yet been received.</p>	<p>Cllr Cressman</p> <p>Clerk</p>
<p>11. Correspondence – There were two pieces of correspondence. Email from the Clerk to Jeff Morris at WCC regarding an accident that had occurred on the pathway that runs from the Oxhill Road through to either Windmill Way or Old Tree Lane.</p> <p>An email had been received from Matthew Neale regarding the NP and how responses should be made in relation to any sites that come forward as a result of the “Call for Sites” exercise.</p>	
<p>12. Councillors Report and items for future agenda</p> <p>Cllr Haines showed a photograph of the Churchyard which showed grass cuttings all over the gravestones. Cllr Locke said that he would speak to Thomas Fox.</p> <p>Cllr Cressman wanted to say thank you to whoever had removed the deadly nightshade from by the school.</p>	<p>Cllr Locke</p>
<p>13. Closure of the meeting – 8.30 pm</p>	
<p>14. Personnel matters – The Clerk’s contracted hours were discussed.</p>	