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 Minutes of the Tysoe Parish Council Meeting
 Held on Monday 6th November 2017 at 7.15pm

Present: Cllrs Sinclair (Chair), Locke, Allen, Collier, Cressman, Haines, Littlewood & Tongue
 In attendance: CC Williams, DC Feilding, David Roache (Chair of the NPG) & the Clerk
 Public: 11

	Action/ Date
<p>1. Welcome to the meeting given by the Chair, Cllr Sinclair.</p> <p>The Chair opened the meeting and welcomed all Councillors and members of the public.</p>	
<p>2. Apologies – None.</p>	
<p>3. Declaration of Interests</p> <p>The Chair, reminded councillors of the need to declare interests in any of the agenda items. Cllr Sinclair declared a pecuniary interest in item 8 the payment to Frank Mann Farmers and an item 12 in correspondence.</p>	
<p>4. Acceptance of Minutes</p> <p>All Councillors agreed the minutes of the meeting held on the Monday 2nd October and these were duly signed.</p>	
<p>5. Informal Public Participation (Chair read out the statement about public participation)</p> <p>Member of the public said that they had attended to answer any questions the PC may have on a planning application that was on the agenda.</p> <p>Member of the public talked about potential development in Lower Tysoe by The Orchards. The proposal was to develop to the south of the garden. It was for 6 houses, although a planner and architect had suggested 7 houses would be more appropriate. They will be 2, 3 4 and 5 bed properties. Attractively built in natural stone and hope that what was being presented is sympathetic and what the village would want. Where there any changes that the PC thought might enhance the development? Very aware of traffic and parking and so want to avoid parking on the main road. The proposed development has a turning area. Cllr Sinclair said that she would not open it to the floor as this had not been allowed previously.</p> <p>Member of the public asked the PC for reassurance for himself and the residents that if they raise any item that this will be meaningfully and accurately recorded in the minutes. Cllr Sinclair stated that the draft minutes are circulated to all Councillors who advise the Clerk of any corrections and then confirm at a public meeting that they have read the minutes and they agree that they are accurate. The minutes then become a final record of the meeting and are duly signed.</p> <p>Member of the public asked that it be noted that a written statement of what he said had been provided in their view this was not accurately recorded in the meeting of the PC held on 2nd October 2017?</p> <p>Member of the public asked if the PC could give them and the residents reassurance that if they express comments on the NP, or the way that it is being prepared that this will be responded to promptly and respectfully. Cllr Littlewood said that this is a process that takes time as there were a lot of questions raised. Cllr Cressman said that the PC would endeavour to do that if for any reason they haven't this</p>	

needed to be admitted and corrected. Would hope that the PC would be transparent when things have not gone to plan.

Member of the public stated that as the PC were aware they had been sent a letter by the Chairman of the NPG and the letter was throughout personally insulting of their character.

Cllr Sinclair said that this will be addressed under item 7 – Neighbourhood Plan.

6. DC Darren Pemberton

Darren Pemberton (DP) introduced himself and said that he was the portfolio holder and responsible for planning within Stratford District Council (SDC). He had come to talk to the PC regarding the new development being undertaken by Kendrick Homes.

DP said that the local planning process had failed on a monumental scale and got this completely wrong. You have had a letter of apology and he would reiterate that. DP said that it fell below the standards they strive to deliver.

DP said that he wanted to answer any questions and give you reassurance that any future applications will deliver.

Cllr Allen asked how they can categorically say that this won't happen again when things regarding samples etc had previously been in place? DC said that the presenting officer had been loose with his language. The officer then left the authority and it was passed to someone else and whilst that officer acted in accordance with his role he was perhaps not as diligent as he might have been. Members of the team are looking closely at the details of all applications to ensure that what happens on the ground is in line with what the community and the planning committee want.

Cllr Sinclair said that it did not help that it is all presented to the committee on paper when on occasions a site visit would be in order. DP said that this can be requested through the District Councillor but that he thought the Planning Committee were aware of the sensitivity of the area.

Cllr Tongue said the most sensitive site is next to this development where it is proposed for 10 houses to be built. DC Feilding had asked for a site visit and was told it could not be organised. Cllr Tongue would also like to know what Conservation architect had looked at the design and layout. DP said where the Conservation Officer deems it necessary they will bring in a Conservation Architect.

Cllr Tongue said how can the approach be so different on two sites that are situated opposite each other. One site was given no consideration and in the other SDC officers were worrying about dirt inside a barn. How can a planning department be so dysfunctional? DP said that where a development is in a conservation area the rules are different.

Cllr Littlewood said he was grateful that DP have taken the time to attend but like my colleague do not think you have answered the question. We have received a letter of apology, but the letter is contradictory in that it mentions Fortcrete. Do you know where the officer involved is now working? Do not have any confidence that this could not happen again. The letters from Mr Weeks and the moderating officer are insulting.

DP said that he saw this as a poor decision he did not subscribe to the view that anything inappropriate had taken place.

DP said that the two officers have left the authority. DP said the PC's experience around this whole application has been appalling. A reconstituted stone should not have been agreed on that development as it is not at all in keeping with the area

Cllr Cressman said that the whole department failed on this and it is on the lines of being criminal. Very poor performance. You are admitting to this mistake but what are you going to do about it.

DP said that they had tried to engage with the developer to look at solutions, such as treatment to the Fortecrete and tried to enter a dialogue but their approaches had gone unanswered. DP said that Tysoe PC had taken legal advice on the matter and there was a technical solution available to us that would undoubtedly result in the developer taking legal action and SDC would be open to a legal claim. There is an absolute trade-off between the figure that this would cost which would be into seven figures and the harm to the environment that this has caused. DP said it is not palatable to hear but once that planning permission was given they had the right to do it with the materials agreed.

Cllr Collier said that the PC had been prepared to compromise if the front house could be built from natural stone and the developer stated that it would take 16 weeks to get the stone nobody from SDC checked that in fact that the stone was available in 6 weeks.

DP said he could not say that we have not performed badly on this. On my time as a portfolio this is the first time I have found the need to come out and have a discussion with a PC.

This is your mistake you have still not said what you are going to do about it? DP said that if the developer will not engage with us there is little, we can do but if you do have some ideas as what we can do we would be prepared to look at it.

Cllr Cressman said how does this village get compensated for your mistake. DP said that he did not think there was a legal obligation, but Cllr Cressman said but surely you have a moral obligation.

Cllr Tongue said that he was still not satisfied; you are the portfolio holder and you have a head of Planning who is incompetent. The Conservation Architect has gone, we had a materials library showing the stones for the different villages, that is not there anymore. DP said that they had been far too reliant on agency staff versus permanent staff. That had been changed and now less than 5% of the establishment is agency staff. DP taken onboard what has been said.

Cllr Tongue asked why had Mr Weeks not addressed this issue sooner? DP said that once the decision notice has gone out and you are told you can use those materials it really does not leave SDC anywhere to go.

DP said that he did not have a set of satisfactory answers. Various officers got it wrong and I can say that we have made changes.

DP summarised the changes that had taken place and that lessons have been learnt because of this incident. The only reassurance you will get is how future applications will be handled going forward. DP said that he would also take up the issue of why the PC was told a site visit could not happen.

Cllr Sinclair opened it up to members of the public.

There is no compliance regime in place that ensures that any development complies with the Core Strategy. Cotswold AONB, the conservation area etc. all go against the policies of the Core Strategy. You have a core strategy, but you have a compliance regime that simply does not work. It seems wrong to reassure us until you have a compliance regime in place.

DP said when a planning application is received a decision will be made by an officer and these are assessed against planning policy. The application was determined against Policy CS9 and the Planning Committees do challenge planning officers in terms of their recommendations.

Cllr Collier said that you have inferred that SDC would help with the mitigation of the damage that this site has caused. DP said to be clear here and now I do not have the authority to give an open cheque, but would be interested to have the ideas of what you would like to be done.

Cllr Sinclair said that her initial thoughts would be to try and hide/screen it with hedges and trees.

DP

<p>DP suggested that the PC meet and discuss what they thought might be appropriate and meet at SDC to see what we might be able to do to mitigate this, but that he cannot make any promises.</p> <p>Cllr Allen said that he would like to see something in the local press saying that you have made mistakes and you are apologising for this and that it will not happen again. DP said that he would take this back to the Head of the Council. An unreserved apology that we did not get this right.</p> <p>Cllr Allen said that one thing that we tried to deal with was the amount of traffic problems that the development had caused and asked if a Construction Plan could be put in place for the next development? DP said that he did not think there was a construction plan in place but that did not mean that there were things that we could not do. DP said that he would pick this up with enforcement and have a conversation with the developer about how they are managing the site.</p> <p>Member of the public said I would urge you to make people aware of what they sign within the Council. When we talk about this decision regarding this development all 5 bedrooms Also I have asked for a planning reason for using Fortecrete and they have not given me one, so I can only think corruption again. How much is it going to cost to clad the front house in local stone? DP, it was once said was it cock up or conspiracy and I firmly believe that it is cock up. We fouled it up, people make mistakes. DP said if anybody has any suspicion about the probity of the officers involved then please bring it to him and he would have no issue with getting this investigated. An officer signed off what was put in front of her and there is not any reason to discipline anybody. We have tried to engage with the developer regarding a dressing to the Fortecrete or cladding but the developer will not negotiate.</p> <p>DP said that SDC are one the best performing Councils in the country for turning applications around. SDC are one of the busiest planning authorities outside of cities in the country.</p> <p>Cllr Sinclair thanked DP for coming. Clerk to get in touch regarding meeting with some of the Councillors and some members of the planning team to get a better understanding of the department.</p> <p>DP repeated the apology, saying we messed it up.</p>	<p>All Councillors</p> <p>DP</p> <p>The Clerk</p>
<p>7. Neighbourhood Plan</p> <p>David Roache (RD) reported that progress on compiling the responses continues and hope to be able to publish these in the next few weeks. We are progressing with the re-drafting of the plan and all of sites are being reassessed.</p> <p>Arranged a date to meet with SDC to redo the maps as one of their criticisms was that the maps did not show all the detail.</p> <p>Meeting Warwickshire Rural Housing Association regarding affordable homes.</p> <p>Next public meeting will be the 28th November in the village hall.</p> <p>Cllr Sinclair asked if Councillors had seen the revised Terms of Reference. All Councillors confirmed that they had and that they were happy to sign these.</p> <p>Cllr Sinclair said that the PC needed to confirm election of David Roache as the Chair of the NPG. Proposed by Cllr Tongue, seconded by Cllr Littlewood, all Councillors voted in favour.</p> <p>A draft letter needed to be sent in relation to the points raised by a member of the public regarding the NP at the last meeting. Cllr Cressman suggested that the PC should admit to any mistakes that were made and move on from that. Be clear that we need to admit. Cllr Locke endorsed that without making excuses we have all been very busy and we have not followed protocol as much as we should have done. I am not saying that the outcome would have been any different.</p>	

Cllr Cressman said that she regretted the way that this had escalated, and it had clearly got personal, and the Parish Council has not and should not get involved in this type of thing.

Cllr Sinclair asked the Clerk to draft a letter about this

Cllr Allen asked for confirmation on the members of the NPG. David Roache who is the Chair, Isobel Watson is the secretary, Wayne Cressman, John Hunter, Alison Edwards, Jeremy Rivers Fletcher, Cllrs John tongue, Graham Collier and Beverley Cressman and Cllr Littlewood as substitute.

The Clerk

8. Financial Matters

The following payments were proposed by Cllr Locke and seconded by Cllr Allen. All Councillors agreed payments:

04/10/2017	Npower	Electricity supply from 01/07/17 - 30/09/17	544.30
12/09/2017	Signomatic	Car Park opening times	114.37
30/09/2017	Frank Mann Farmers	4 playing field mows in September	312.00
05/10/2017	Oxford Safety	No parking sign for village green	50.70
23/10/2017	ROSPA Play Safety	Annual Playground inspection	117.60
25/10/2017	Thomas Fox Landscaping & Maintenance	Mowing verges 02/10/17 and 16/10/17	585.60
30/10/2017	Tysoe Village Hall	PC Usage of Village hall for meetings second quarter	74.00
30/10/2017	Paul Pitts	Playing field October 2017	52.00
30/10/2017	Tysoe Village Hall	Donation to the village hall refurbishment project	1000.00

The Clerk

Bank Reconciliation for October was agreed by all Councillors and signed off by Cllr Locke and seconded by Cllr Allen.

A budget meeting was to be held on Monday 13th November all Councillors were asked to advise the Clerk of any items in this year's budget which they no longer felt needed to be budgeted for and to advise the Clerk of any items that they want to add to the budget for 2018/19. Both these pieces of information should be brought to the meeting on the 13th November.

All Councillors

9. Planning

17/02091/FUL – Orchard Farm Nursery – Permission granted

17/02009/FUL – Fountain Farm, Lane End – Permission granted.

17/03159/TREE – Dinsdale House, Baldwins Lane, Upper Tysoe – Cllr Sinclair said that she and Cllr Collier had looked at the trees and could see no issues. All Councillors agreed to make no representation.

Name for new development off Oxhill Road – The name suggested by the developer was Weatherill Fields. Cllr Sinclair said that she said she felt a bit sad about that name because of what happened

All Councillors

<p>there. Cllr Locke said that he did not want to make a snap decision. All Councillors agreed that they would think about this and report back on the 13th November 2017.</p> <p>17/03111/VARY – Land adjacent to cemetery, Oxhill Road – Cllr Tongue had been to look at the application. Straight forward oak extension, rear of the property, flat roof, support but remove permitted further development rights. All Councillors unanimously agreed to support and suggested that permitted development rights should be withdrawn.</p> <p>17/03072/FUL – Winchcombe Farm, Shenington Road, change of use to holiday lets – Councillors looked at the plans. Cllr Tongue reported that they were existing buildings. Holiday lets consisting of 1 bed, 2 beds and a 3 bed. Blend in, little bit of impact of the AONB, will help with employment. Cllr Cressman queried whether this was to be run alongside the nursery? Cllr Locke asked where the children have gone? The response was that they had gone to nurseries that offer government funded child care places. The holiday let scheme will cross fund the nursery. Cllr Littlewood asked if there was separate access to the holiday lets and the nursery? The response was that yes, there were separate entrances. Cllr Littlewood was making sure that the vehicular access does not go anywhere near the children.</p> <p>Cllr Tongue proposed supporting the application, seconded by Cllr Littlewood, all Councillors unanimously agreed subject to the following: planning permission be limited to 5 years due to the temporary nature of the building structure. Occupancy should be for 11 months of the year. Individual lettings should be limited to no more than 6/8 weeks continuously. Parking should be provided for at least 6 cars.</p> <p>Potential Development Proposals at PC Meetings – Cllr Sinclair asked whether Councillors wanted to allow developers to attend PC meetings to discuss and get feedback on any potential development. Following a debate, it was agreed that there would be no change and developers would only be allowed to speak for 3 minutes when the meeting is open to the public.</p>	
<p>10. Actions from Previous Minutes</p> <p>Parking on village greens & grass verges – Cllr Collier had visited a plot in Radway. The concern is the state of the grass on Parke Row. Grass is not going to come back and therefore is there something the PC can do. The plot in Radway was 66 sq. metre plot, mesh with grass sown on top and looked like something the PC could consider and cost approximately £4,500. The difficulty is that you need to stop parking on it whilst the grass is allowed to grow. Cllr Cressman said that she was confused as she thought the PC had agreed that they did not want people to park on the village green and think that this will set a precedent. Cllr Littlewood said that he thought that Councillors should take the time to look at this. Cllr Sinclair said that if people could go and have a look at this and come back to the next meeting.</p> <p>Cllr Locke said that he had received a series of emails from a resident regarding further thoughts on access to their cottage and parking on the green. Cllr Locke was trying to arrange a visit and he would like another Councillor to go with him. Cllr Littlewood agreed he would attend the site visit with Cllr Locke.</p> <p>Speeding – Cllr Cressman advised that further speed monitoring checks had been undertaken. It had been hard to get enough cover this time even though there were more volunteers. Undertaking the checks at peak times of day. What has been really revealing is the number of cars is staggering. Cllr Tongue reported that some of the operators were allegedly hiding.</p> <p>The Clerk advised that she had written to the Police Crime Commissioner regarding speeding in the 40mph areas of the village. The letter had been acknowledged but no response had been received in terms of the content.</p> <p>Hedge on Sandpits Lane – Cllr Locke had taken another look at the hedge and agreed that it did need trimming. He had called on the resident on two occasions, but they were not home, but he would continue to pursue this.</p>	<p>All Councillors</p> <p>Cllrs Locke/ Littlewood</p> <p>Cllr Locke</p>

<p>11. New Matters</p> <p>Royal British Legion donation and wreath laying – Cllr Sinclair stated that a donation of £75.00 had been previously agreed. All Councillors agreed to the payment. Cllr Sinclair asked who would like to lay the wreath this year? Cllr Sinclair said that she would be honoured to lay wreath. All Councillors agreed that Cllr Sinclair should lay the wreath on behalf of the Parish.</p> <p>Adoption of Tysoe Housing Needs Survey – The Clerk advised that this had been circulated to the Councillors some time ago but needed to be formally adopted. Cllr Sinclair called for a proposer Cllr Collier, proposed the adoption of the survey and this was seconded Cressman all Councillors voted in favour.</p> <p>Parish Council Finance IT Package – The Clerk wanted to put forward a suggestion that the PC should have a proper IT finance package to manage the Council’s finances. The Clerk had been to see the Clerk from Ettington who uses this package. The system would be easier and more efficient in terms of budgeting, VAT and audit but would also element some of the risk issues that are there with Excel. The cost of rialtas system would be £639 plus single user licence of £119 per annum and you must sign up to a 3-year agreement, £1195.20 plus 45p per mile for set up/training.</p> <p>Cllr Littlewood stated that there were some Finance IT packages that were free, and that he used one called Xero. The Clerk was asked to do further research.</p> <p>20MPH is Plenty – Cllr Cressman following on from speeding campaign she wanted to propose that we try and get the whole village engaged in this scheme. Think it would be a good thing for us to do. Cllr Allen said that this does not have any legal implication. Cllr Sinclair said that she thought it was a good idea to investigate. Cllr Cressman agreed to do this.</p>	<p>Cllr Sinclair</p> <p>The Clerk</p> <p>The Clerk</p> <p>Cllr Cressman</p>
<p>12. Correspondence</p> <p>There were seven pieces of correspondence during the month. One from Dale Partridge at WCC regarding Herberts Farm, two from Oliver Hughes about planning application 16/03572/FUL and the S106 agreement relating to 16/02684/FUL. A response letter to Cllr Saint had been drafted in response to the S106 proposals and this had been circulated to all Councillors. Cllr Sinclair asked if all Councillors were content for the letter to be sent. Agreed unanimously for the letter to go.</p> <p>An email from Sarah Brooke-Taylor giving an update to the housing needs survey, a letter from Tysoe Record from a resident thanking the PC for all the things that they have done within the village and an email from a resident addressed to Cllr Collier addressing several issues. It was agreed that Cllr Collier would respond to the email.</p> <p>A letter had also been received from Percy Sewell, Chair of Tysoe Village Hall Trust asking the Parish Council for a loan to assist with the repairs to the car park. Cllr Allen felt that it would be better if all parties got together. Cllr Locke asked if legally the PC could do this? The Clerk confirmed that this was possible. Put on the December agenda. The Clerk was asked to go back to the ask if they had asked the Methodist Church if they were going to join them?</p> <p>In the letter to the resident regarding the recent correspondence from the Chair of the NPG it needs to be made clear that the PC was not involved in the letter sent from the Chair of the NPG.</p>	<p>The Clerk</p>
<p>13. DC Feilding (5 Minutes) – Gave an update on the meeting that he and Cllr Sinclair had organised with SDC. DC Feilding summarised what had been asked for in that meeting. In addition to this he gave an update on South Warwickshire Foundation Trust and the Citizens Advice Bureau update on homelessness and repossessions in the district.</p> <p>Cllr Sinclair thanked DC Feilding for all that he had done for the Parish Council regarding recent planning matters.</p>	

<p>14. CC Williams – Footpath between middle and Lower Tysoe will be done before the end of the financial year. Gave an update on Children’s Centres, Boundary reviews, community forums and Warwickshire Unauthorised Encampments protocol.</p>	
<p>15. Councillors Reports and items for future agenda</p> <p>Cllr Allen reported that he had chased regarding the lighting and been advised that this should be done in the next couple of weeks.</p> <p>The Clerk had been contacted by the Tysoe Christmas Tree Committee to ask if a banner could be displayed advising people about the Christmas tree lighting event and that this was a free event. All Councillors agreed.</p> <p>Cllr Cressman request from Bovingdon regarding how you go about a NP. All Councillors agreed that a couple of Councillors could meet to discuss this.</p>	<p>The Clerk</p> <p>Cllr Cressman</p>
<p>16. Closure of the meeting to the public and press – 22.00pm</p>	