



Minutes

Annual Meeting of Tysoe Parish Council

Held on: Monday 13th May 2019 at 7.15pm

Place: Tysoe Village Hall

Present: Cllrs Jacqui Sinclair (Chair) David Roache (Vice Chair), Malcolm Littlewood, John Tongue, Jane Millward, Alison Cross, James Bardey and Jeremy Rivers-Fletcher

In attendance: District Cllr John Feilding

Members of the public: 6

79/19 ELECTION OF CHAIR

Jacqui Sinclair was duly elected.

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

It was also **noted** that all Cllrs had received a copy of the Code of Conduct to review.

80/19 WELCOME and APOLOGIES

Councillors **received** and **accepted** apologies from County Cllr Chris Williams who was unable to attend due to poor health and the Clerk, Kerry Finlayson who was ill.

Cllr Millward **agreed** to take the minutes.

81/19 DECLARATIONS OF INTEREST

Cllr Sinclair declared a non-pecuniary interest in Frank Mann Farmers

82/19 INFORMAL PUBLIC PARTICIPATION SESSION

Before the meeting was opened to the public The Chair read out a statement regarding public participation and the general behaviour expected by all parties during meetings.

- Member of the public (MOP) asked PC to approach the County Council to request that the Lower Tysoe signs are replaced as they were looking very shabby. The Clerk was asked to write to CC Williams to make this request.
- MOP queried that a statement given on 1st April by the previous Vice-Chair, in relation to a previous statement made on 4th March, had not been made public. The statement related to a statement made by the Vice Chair. The member of the public had requested a copy this latest statement which had been summarised in the minutes but had not been made available in verbatim form. The member of the public wanted a copy of the statement and stated that until such time as this was made available to them, they would not consider this matter to be concluded.
- MOP asked if VASA was on the agenda, which it wasn't. Services provided to the public were outlined so the PC **agreed** to put this onto the June agenda.

83/19 ACCEPTANCE OF OFFICE

Cllr Millward **confirmed** that all Councillors had:

- i. Completed their declaration of acceptance of Office
- ii. All Councillors had submitted their Register of Members' Interests forms
- iii. All Councillors had set up their new email addresses

84/19 APPROVAL OF MINUTES

This was deferred until the June 2019 meeting.

85/19 ELECTION OF VICE CHAIR

David Roache was duly elected.

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

86/19 AREAS OF RESPONSIBILITY

To agree Parish Councillors areas of responsibility:

- o Employment/HR - Cllrs Cross and Millward
- o Neighbourhood Plan - Cllrs Roache, Tongue, Rivers-Fletcher & Littlewood
- o Planning - Cllrs Tongue & Bardey
- o Trees - Cllrs Sinclair & Bardey
- o Street Lighting - Cllr Millward
- o Playground - Cllrs Cross & Millward
- o Flooding - Cllr Littlewood
- o Communications - Cllrs Rivers-Fletcher & Cross
- o Financial Management - Cllrs Sinclair & Millward
- o Road Safety - Cllrs Millward & Rivers-Fletcher
- o Village Infrastructure and Environment - Cllrs Cross, Littlewood & Tongue
- o Welfare for Vulnerable Residents - Cllr Roache
- o Social Housing - Cllrs Tongue & Littlewood

87/19 TO APPOINT REPRESENTATIVES TO SIT ON OUTSIDE BODIES

- o The Village Hall Committee - Cllr Sinclair
- o The Women's Institute - Cllr Cross
- o The Sports & Social Pavilion - Cllr Millward

88/19 CAPITAL ASSETS AND LIABILITIES VESTED IN THE COUNCIL

The Asset Register had been circulated to all Cllrs. This showed the Parish had assets totalling £41,815.92. It was **acknowledged** that a notional value of £1 had been used for the land held by the PC but that this did not in any way relate to the true market value of the land. Approved.

Proposed Cllr Littlewood Secoded Cllr Roache All in favour

89/19 GOVERNANCE

The following were **approved**:

- i. Standing Orders
- ii. Scheme of Delegation
- iii. Risk Assessment Register
- iv. Policy & Protocol on dealing with the press
- v. Publication Scheme

90/19 FINANCIAL MATTERS

- i. Payments & Receipts
 - WALC Annual Membership £421.00
 - NJ Foster Hedge cutting £144.00
 - Green Energy Lighting supply £174.57
 - Chris Locke Refreshments for annual assembly £17.85
 - Thomas Fox mowing the grass verges twice £597.60
 - Paul Pitts Playing field maintenance £54.00
 - Frank Mann Farmers Mowing the playing field 4 times £321.60
 - WALC Training £30.00
 - Green Energy Lighting supply £174.57
 - Kerry Finlayson Working from home allowance £17.33
- Proposed Cllr Tongue Secoded Cllr Bardey All in favour**

- ii. Bank reconciliation
 - Information had been circulated to all Cllrs and was accepted.
- Proposed Cllr Littlewood Secoded Cllr Roache All in favour**

- iii. Annual Insurance
 - The annual insurance renewal had been received from BHIB Insurance Brokers. The policy for 2019/20 was quoted at £650.92 an increase of £22.79 3.63% on 2018/19.
- Proposed Cllr Cross Secoded Cllr Littlewood All in favour**

- iv. Payments authorisation
 Authorisation was sought for the regular monthly payments to be paid by standing order and direct debit from May 2019 to April 2020, as per the budget, to:
- o Clerk working from home allowance £17.33
 - o Paul Pitts - Playing Field Maintenance £55.00
 - o Green Energy Lighting Supply As direct debit
 - o Kerry Finlayson Monthly salary as advised by DM Payroll
- Proposed Cllr Littlewood Seconded Cllr Tongue All in favour**
- v. New bank mandate
 The completed forms were handed to the RFO who will now complete the new bank mandate and bring this back for signing at the June meeting

91/19 NEIGHBOURHOOD PLAN

Cllrs **received** and **noted** a report from Cllr Roache - Appendix A
 Cllr Millward asked about the reserved sites being outside the Built Up Area Boundary (BUAB). Cllr Roache confirmed that this was correct as these sites would only be called upon if SDC was no longer able to demonstrate a 5 year housing stock.

- i. Re-approval of submission plan

Proposed Cllr Roache Seconded Cllr Littlewood All in favour

Cllr Sinclair requested that a letter should be sent to Neil Pearce confirming one extra day to assist the NPG complete the NPD process.

Proposed Cllr Sinclair Seconded Cllr Littlewood All in favour

92/19 PLANNING APPEAL

- o APP/J3720/W/19/3223161 Lower Grounds, Main Street, Tysoe
 Cllrs **agreed** that the houses would be out of keeping with the prevailing architectural character of Middle Tysoe and were at odds with the NDP.

Proposed Cllr Millward Seconded Cllr Roache All in favour

93/19 TREE FELLING

- o The Street, Pool Gate
 Cllr Bardey reported that planning permission to remove the tree had been sought and that as soon as the planning permission was received this work would need to be undertaken as the tree was dangerous. A quote had been received from Thomas Fox to fell to the ground, chip and remove waste at a cost of £695 plus vat. Further, to grind the stump out would be £495.00 plus VAT. It was **agreed** that Cllr Sinclair should get two further quotes from local tree surgeons within the parish.
- o Cllr Bardey **agreed** to look at the Ash tree and the trees that may be encroaching on the road carriageway and report back at the next meeting

94/19 STREET LIGHTING

Cllr Millward gave an update and all Cllrs were asked to consider this matter for the next meeting, including the number of streetlights on some of the roads within the Parish. Cllr Rivers-Fletcher agreed to discuss the number of lights with the residents of Poolgate and report back to the next meeting.

95/19 APPOINTMENT OF RFO

Deferred to next meeting

96/19 DC FEILDING

DC Feilding **reported** that he had received an email regarding Meadow Lane from the officer Louise Kelman to try to agree the last matters remaining in order to finalise planning permission. DC Feilding read out the issues. Cllr Tongue said that the two storey garages in timber were very high and would look unsightly. Cllr Sinclair said that at the planning meeting the applicant said that all the sills etc. would be in Hornton stone. It was **agreed** that Cllr Tongue would send a response to SDC (copying in DC Feilding) outlining the PC's objections to the proposals put forward.

Proposed Cllr Cross Seconded Cllr Rivers Fletcher All in favour

Cllr Littlewood stated that he was appalled at the way that this was proceeding given what had happened with previous applications.

Cllr Roache asked about the six-foot high fence along the boundary of a residence next to Red Horse Close. It was confirmed by DC Feilding that SDC Planning had said that the resident could do this under permitted development.

Two residents from Red Horse Close introduced themselves and explained what had happened regarding the boundary fencing. The fence was erected one foot from their post and rail fence. The land caught between the two was becoming overgrown with weeds. SDC had agreed that the post and rail fence could be taken down so that the land could be properly maintained.

97/19 CC WILLIAMS

Councillors **received** and **noted** the report from CC Williams - Appendix B

98/19 DATES OF FUTURE MEETINGS

The following dates were **approved**:

- Ordinary: 3 June, 8 July, 2 September, 7 October, 4 November, 2 December, 3 February, 2 March
- Extra: 13 January (budget and planning only)
- Parish Assembly/Ordinary 6 April
- Annual 11 May

99/19 CLOSURE OF THE MEETING TO THE PUBLIC and PRESS

Before the meeting closed it was agreed to hear the following:

- Cllr Littlewood proposed a letter should be sent CC Williams wishing him a speedy recovery, to which all Cllrs agreed.
- Cllr Littlewood reported that the Apple Mac that was owned by the PC was currently housed at the tearoom which was no open on a regular basis. It was **agreed** that to enhance opportunities for use within the Parish that it be moved to the Old Fire Station where there was a separate entrance where this could be housed. Cllr Littlewood **agreed** to arrange this.
- Village Surgery would be held in the Tea Room on the first Tuesday of the month, until further notice, between 9am and 10am. DC Feilding and Cllr Tongue would attend.

The meeting closed at 8.45pm

Proposed Cllr Cross Seconded Cllr Rivers-Fletcher All in favour

100/19 PERSONNEL and CONFIDENTIAL MATTERS

Leave for the Clerk was **approved**.

DATED:

SIGNED: 3 JUNE 2019