**Meeting Type** Ordinary

**Date**  June 12th 2023

**Time**  19.30

**Venue**  Tysoe Village Hall, Main Street, Tysoe

**Councillors Present** David Roache (Chairman), Malcolm Littlewood, John Tongue, James Bardey, Amanda Venables, Adam Wyatt

**Apologies**  Rebecca Billing

**In Attendance** Cllr Chris Mills, Cllr Malcolm Littlewood, Charmaine Swift (Parish Clerk & RFO)

**Members of the Public**  1

**25. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting and welcomed everyone present.

Apologies were received from Rebecca Billing

**26. DECLARATION OF INTERESTS**

 **None**

**27. CONFIRMATION OF MINUTES**

The Council confirmed the minutes of the Ordinary Meeting of May 15th 2023 as a true and accurate record of the meeting. Cllr Roache signed the minutes.

Proposed: Cllr Wyatt Seconded: Cllr Bardey 6 in Favour 1 abstention

**28. PUBLIC FORUM – 15 MINS ONLY**

A member of the public who is part of the Traffic working group reported that volunteers are attending Speed Camera training in Shipston on June 15th and that shortly after team will be working in specific areas in the village with them.

**29. WARD MEMBERS UPDATE**

1. CC Chris Mills. Cllrs acknowledged receipt of a report from Cllr Mills **Ref: Doc. 28a**

Cllr Mills wished to point out once again that which anyone experiencing hardship should contact WCC who may be able to help. He mentioned the Inclusive Careers Day organised by WCC, which was very successful and also the Grant Fund.

A question was raised regarding the closure of Kineston Rd to which Cllr Mills expressed his apologies as it was still closed and hope that it would be open again soon.

1. DC Malcolm Littlewood *.* Cllrs acknowledged receipt of a report from Cllr Littlewood Ref: Doc.28b Cllr Littlewood said that there was now money available for small business start ups. When asked about the anaerobic Digester Planning Application he had spoken with SDC Planning Department and been told that an extension had been requested but a decision would be made by the end of this.

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**30. CORRESPONDENCE**

1. Grass verges.

Cllr Roache noted that temporary posts had been placed on the verge close to the proposed Cameron Homes Development. Discussions took place regarding what measures culd be taken and it was agreed by Councillors that rather than spend money now it would be better to wait until the development is done as no one was sure what restrictions would be placed on the road or what plans Cameron Homes had for the entrance to the development.

Cllr Roache suggested that he draft an email for the Clerk to send to the member of the public to advise of Cllrs discussions and would defer any decisions regarding this grass verge until Cameron Homes have completed their work.

**Action: Email to be sent to resident. Action Completed 14/06/2023**

1. Annual Cricket Match – request to use the Recreation Ground

The Annual Cricket Match is proposed for August 20th. Cllrs agreed that the Recreation Ground could be used, having checked with Tysoe FC that there were no fixtures on that date.

Proposed: Cllr Bardey Seconded: Cllr Tongue **All in Favour**

**Action: Clerk to advise organiser to go ahead. Actioned 13.6.23**

1. Windmill Run – request for a donation towards costs.

Cllrs agreed to support the Windmill Run and agreed the sum of £100 to be donated.

Proposed: Cllr Tongue Seconded: Cllr Venables **All in Favour**

**Action: Clerk to advise organsier and make payment. Actioned 13.6.23**

1. Tysoe Heritage research Group – a request for a donation towards set up costs for the new THRG website to be launched on June 17th. (Application form submitted prior to meeting for £1024.00)

This application was discussed and the proposal was submitted.

Proposed: Cllr Tongue Seconded: Cllr Littlewood **All in Favour**

**Action: Clerk to Advise John Hunter and make payment. Actioned 13.6.23**

1. Road Closures

A member of the public has emailed to ask for TPC to assist in bring the number of road closures around the parish to a reasonable amount. It appears that in many cases, notifications are not sent and roads are being closed when it might be possible to only close one carriage way.

1. Boot Camp

A member of the village has requested the use of an area of the Recreation Ground for a “Boot Camp” over the summer. After discussions – Cllrs agreed to allow this with the proviso that proof of insurance and any required Safeguarding Certificates be provided along with the dates of planned lessons. It was agreed that the camp be held the Village Hall side of the Tennis Courts away from the football pitches and beyond the Jubilee Tree.

Proposed: Cllr Venables Seconded: Cllr Bardey **All in favour**

**Action: Clerk to advise organiser of decision, siting of camp and request sight of both insurance and Safeguarding Certificates along with planned dates. Actioned 13.6.23**

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1. CPRE – Request for TPC to join and support

Cllr Roache declared a non-pecuniary interest in this item, as he had been contacted previously by the CPRE and was invited to attend a meeting on July 7th.

Cllr Roache suggested that he attend the meeting and report back to Cllrs before any decision was made regarding the request, which Cllrs all agreed.

**Action: Clerk to notify CPRE of decision. Actioned 13.6.23**

**31. FINANCIAL REPORT 2022 – Parish Clerk**

1. The Council received and approved the Finance Report for May 2023

Proposed: Cllr Wyatt Seconded: Cllr Vardy **All in favour**

1. The Council approved the following payments already paid by the authority of the Annual Payments List or awaiting payment:

|  |  |  |  |
| --- | --- | --- | --- |
| Voucher No | Item | Payable to | Amount £ |
|  | Salary | Clerk |  |
|  | WFH Allowance | Clerk |  |
|  | Income Tax | HMRC |  |
|  | Electricity  | Green Energy |  |
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Proposed: Cllr Venables Seconded: Cllr Tongue **All in Favour**

1. The Council received and approved the bank statement and bank reconciliation for the period. Cllr Roache checked and signed the bank statements and the bank reconciliation.

Proposed: Cllr Venables Seconded: Cllr Tongue **All in Favour:**

1. New HSBC Bank Account

This account is now open and ready for use. Cllr Roache advised everyone that this account was needed in order to place surplus funds from the Unity Trust Bank so that the maxim amount held was £85,000 covered by the FCS insurance. He therefore requested that Cllrs considered moving £30,000 into this account, which is one year’s running costs for TPC and is advised by SDC that we hold/ All agreed this would be a good idea.

The proposal to transfer £30,000 into the HSBC Account and the possibility of opening a Deposit Account to transfer this into was received. Cllr Littlewood asked if it would be prudent to look at placing this money into a Deposit Account in order to gain some interest.

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

Cllr Roache asked Councillors to forward suggestions for the next 3-year rolling budget to the Parish Clerk in advance of the next meeting. This may include new projects or revisions to projects/running costs.

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**32. Internal Audit**

Cllr Roache noted that the Internal Audit went well and the following milestones were recorded in the Auditor’s Report:

* Amend Suppliers Name on Scribe Ledger so that it matches that on the Bank Statement **(Completed 26.5.23)**
* Ensure that Clerks expenses have supporting invoices. **(All other expenses have supporting invoices)**
* Adopt Equality & Diversity Policy. (**June 2023 meeting**)
* Review Transparency Code. (In progress for July meeting.)
* Ensure regular Playground Inspections are performed and minuted. (To be organised)
* Write an Emergency/Disaster Plan for the Parish of Tysoe. (In progress.)
* Ensure all items under Private & Confidential are minuted if proposals are made and accepted**. (Noted for future reference.)**
* Ensure that records of the inspection of all the Parish Council’s assets is minuted. (To be organised.) Action: **Clerk to find previous checklist give to Cllrs.**

**33. AREAS OF RESPONSIBILITY**

**i. Employment/HR**

To be discussed under P&C heading.

**ii.** **Infrastructure & Environment –**

Cllr Roache pointed out that one of the Audit points was for the Clerk to record the regular checks carried out on the Playground equipment.

 Action : Cllr bardey to speak with Jane Millward (previous TPC Cllr responsible for these checks)

 In order to carry them out himself.

1. **Planning – Cllrs Tongue,  *Ref: Doc:*** 33iii

**23/1034/VARY – *Humber Barn, Shipston Rd, Upper Tysoe – variation regarding roof materials***

Cllr Tongue went through this application and recommended that TPC make no objection.

Proposed Cllr Tongue Seconded: Cllr Venables **All in favour**

***23/1291*/FUL – *Corners Farm, Badgers Lane, Lower Tysoe. CV35 0BY***

Cllr Tongue went through the application noting that the Planning Group had visited the site and recommended that TPC Support the application.

Proposed: Cllr Tongue Seconded: Cllr Wyatt **All in favour**

Proposed: Seconded: **All in Favour**

1. **Playground & Playing Field**

**vi. Road Safety**

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**vii. Trees & Green Space**

**viii. Welfare –**

**ix. Affordable Homes Committee –**

**x. Making Space for Nature**

**000. RISK MANAGEMENT PLAN**

**000. DATE OF NEXT MEETINGS**

 a)

**000. FUTURE AGENDA ITEMS & MATTERS ARISING**

a)

**000. CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

Cllr Roache closed the meeting

**000. PRIVATE AND CONFIDENTIAL**

a)