**Meeting Type** Ordinary

**Date**  10th June 2024

**Time**  19.00

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

**Councillors Present** David Roache (Chairman), Amanda Venables, Malcolm Littlewood, John Tongue, Rebecca Billing, Adam Wyatt, Helen Sayers, Chris Bell

**Apologies**

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

**Members of the Public**  2

**29. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting and welcomed everyone present. He said that Cllr Sayers had advised she would be a little late to the meeting.

**30. DECLARATION OF INTERESTS**

 **None**

**31. CONFIRMATION OF MINUTES**

The Council confirmed the minutes of the Ordinary Meeting May 13th 2024 as a true and accurate record of the meeting. Cllr Roache signed the minutes.

Proposed: Cllr Tongue Seconded: Cllr Wyatt All in Favour

**32. PUBLIC FORUM – 15 MINS ONLY**

 **No comments.**

**33. WARD MEMBERS UPDATE**

1. CC Chris Mills. Cllrs acknowledged receipt of a report from Cllr Mills **Ref: Doc. 33a**

**CC Mills gave a short precis of his report detailing:**

WCC County Council Councillor’s Grant.

The improved outlook for Warwickshire.

Mental Health problems seem to be gaining in numbers.

World NO TOBACCO DAY.

The increase in SEND Support.

80th DD Celebrations.

Kineton Music Festival on June 22nd.

The full report is available on the Tysoe Parish website [www.tysoe.org.uk](http://www.tysoe.org.uk)

Cllr Roache asked what had happened to the 3 County Councillors who had caused an issue recently? Cllr Mills answered that they had been removed from the Committee concerned.

Cllr Bell asked if there was any further news on the Highways problems at Church Farm Court? Cllr Mills said he had heard nothing as yet.

b) DC Littlewood reported that due to Purdah being place there was very little activity to report on at SDC until after the General Election.

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**34. CORRESPONDENCE**

a) Overgrown hedging needs cutting back at The Elms on Sandpits Lane.

A resident requested that the owners of the house be asked to cut back the hedge.

Action: Clerk to write to the owners to ask them to cut back the hedge.

b) Request for payment of Tysoe Supports the Ukraine banner. £96.95

Action; Clerk to invite Fred Price to next Parish Council meeting to give an update. Actioned.

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

c) Grant application from Tysoe Children’s Group for £180 to cover cost of advertising banners for the groups 20th Anniversary celebrations.

Action: Clerk to invite chair to July meeting to give an update on their fundraising.

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

d) Footpath SS24 – an email was received from a resident regarding the above footpath being very dangerous in an area close to the main road. This is due to the closure of an unofficial footpath that was made, which was not safe. The official footpath is extremely dangerous. Cllrs discussed this issue further and it was decided that Highways should be involved – Richard Bernard is the Footpath person at WCC. Cllr Roache said that Nick Hull should also be involved and also the Estate Manager of Upton Estates.

Action: Clerk to contact WCC Footpaths, Nick Hulland Upton Estates manager to organise a meeting between them and TPC. Actioned.

**35. FINANCIAL REPORT June 2024 – Parish Clerk**

1. The Council received and approved the Finance Report for 30.06.2024

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

1. The Council approved the following payments already paid by the authority of the Annual Payments List or awaiting payment for July and August 2024:

|  |  |  |  |
| --- | --- | --- | --- |
| Voucher No | Item | Payable to | Amount £ |
|  | Salary | Clerk | 561.60 |
|  | WFH Allowance | Clerk | 26.00 |
|  | Income Tax | HMRC | 140.40 |
|  | Street lighting electricity | Green Energy | 193.17 |
|  | Village mowing | Thomas Fox | 1576.44 |
|  | Printer paper | Clerk | 5.50 |
|  | Printer ink | Clerk | 35.66 |
|  | Hall Rental | Village Hall | 60.00 |
|  | Internal Auditors fee | Bill Woolliscroft | 420.00 |
|  | Bank Charges | HSBC | 5.00 |
|  | Ukraine Banner | Fred Price | 96.95 |
|  | Playground & tree work | Gareth Atwell | 840.00 |
|  |  Tree Audit | Joe Bridson | 540.00 |
|  | THRG SSL Certification | C Clark | 47.99 |
|  | Donation | Tysoe Children’s Group | 180.00 |

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

 **d) Net position report**

 **e) Reserves Report**

 **f) Agar Documentation**

 **i) Annual Governance Statement was completed (Section 1) by Cllr Roache**

Motion to approve this statement was received:

 Proposed: Cllr Tongue Seconded: Cllr Sayers All in favour

 Cllr Roache signed the document which had previously been signed by the Clerk/RFO

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**ii) Accounting Statement was presented (already circulated)**

Motion to approve this statement was received:

 Proposed: Cllr Tongue Seconded: Cllr Sayers All in favour

 Cllr Roache signed the document which had previously been signed by the Clerk/RFO

 **iii) Accountability Return was presented and completed by Cllr Roache**

Motion to approve this return was received:

 Proposed: Cllr Tongue Seconded: Cllr Sayers All in favour

 Cllr Roache signed the document which had previously been signed by the Clerk/RFO

g) Rolling Budget 2023-26

Cllr Roache stated that the Finance group would meet to discuss the budget for 2025-26 shortly and also put together a 3-year rolling budget.

Action: meeting of Finance Group to be called.

**36. Internal Audit 14th May 2024**

Cllrs had already received the Internal Auditors report which Cllr Roache read out, and also the Milestones for 2024/25, some of which the Clerk had already completed. He asked if there were any questions regarding the paperwork, to which there were none.

The Clerk pointed out that the Certificate of Compliance from the External Auditors, Moore, for the previous year had not been received, only an interim statement. The Internal Auditor had flagged this in his report and suggested that WALC should be contacted as he had experienced several other Parish Councils in the same position. The Clerk had sent 2 emails to Moore requesting further information but had heard nothing. WALC had advised that Moore were still clearing the backlog.

DC Littlewood requested that the Clerk send her copies of her emails regarding this subject.

Action: Clerk to forward all emails re: Certificate of Competency to DC Littlewood.

37. Outstanding issues

Cllr Roache spoke to the previously circulated spreadsheet and said that this would become a regular item on the agenda at each meeting to enable Cllrs to keep up with various issues that arise, and to ensure that items are dealt with.

**38. AREAS OF RESPONSIBILITY**

**i. Employment/HR – No update**

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

 **a) Street Lighting**

Councillors received the quotes for several replacement lights which were circulated prior to the meeting. Discussion took place, looking at the urgency to replace lights and the type of lights required, bearing in mind that TPC have put £9,000 in reserve to pay for the replacement lights.

It was agreed that 3 Streetlights should be replaced at present :

Middleton Close – with an Aspect mini light

Avon Avenue – With an Aspect minilight

Smarts Lane with a Heritage Light

A proposal was made to authorise replacement and make payment to WCC for the above 3 lights.

Proposed : Cllr Littlewood Seconded : Cllr Venables All in favour

Cllr Billing requested that the Clerk enquire with WWC Street Lighting, the possibility of using Solar Powered Street lights.

Action ; Clerk to contact Lee Ragg regarding the possiblity of using solar powered street lights.

Actioned : 13/06/2024

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 b) LoRaWan Pole – Cllr Roache

Cllr Roache propsed sending a letter of complaint to Severn Trent regarding the LoRaWan Pole place on Main Street some weeks ago. (Draft letter circulated previously.)

The proposal was received to send a letter of complaint to Severn Trent regading their Sub Contractors Connexin.

Proposed ; Cllr Littlewood Seconded : Cllr Venables All in favour

1. **Planning – Cllrs Tongue, Venables and Wyatt  *Ref: Doc 38iii***

District Councillor Littlewood recused himself from the discussion and left the table.

**a) Anaerobic Digester update**

DC Littlewood reported there was no further news on the Anaerobic Digester application.

b) 24/01219/AGNOT Mill Farm, Tysoe Road

Cllr Tongue gave a report on the findings of the Planning Group on these applications and said that the Planning Group recommended that TPC made no objection to the application.

Proposed: Cllr Tongue Seconded: Cllr Venables 7 voted in favour 1 abstention

c) 24/01060/TREE St Mary’s Church, Tysoe

Cllr Venables spoke of this application and gave reasons for the Planning Group’s recommendation to make no objection to this application.

Proposed: Cllr Venables Seconded: Cllr Tongue 7 voted in favour 1 abstention.

d) 24/01205/FUL & 24/01205/LBC, Tysoe Primary School

Cllr Tongue reported on these applications for work to be carried out at Tysoe Primary School, which is a listed building. Councillors discussed the applications at length, and it was agreed to hold off on a decision until Cllr Venables and Cllr Roache could meet with the Primary School Headteacher to discuss certain aspects of the work to be done. In essence the Parish Council wished to support the school in this work, but there were certain details that were of concern which needed clarification.

It was agreed that the Clerk would hold off from submitting any comments on behalf of the PC until such time that discussion with the HT of the Primary School could had been had and then a clearer decision could be made either to Support or make no objection.

Action: Cllrs Roache & Venables to meet with Tysoe Primary School Headteacher.

Proposed: Cllr Sayers Seconded: Cllr Billing 7 votes in favour 1 abstention

e) 24/00009/FUL Applecross Fields.

Cllr Venables reported on the application and gave a full explanation of the reasons why the Planning Group had recommended TPC to object to this application.

Proposed: Cllr Venables Seconded: Cllr Tongue 7 voted in favour 1 abstention

PLEASE NOTE THAT THE FULL PLANNING REPORT ALONG WITH THE RECOMMENDATIONS FROM THE PLANNING GROUP IS AVAILABLE ON THE [WWW.tysoe.or.uk](http://WWW.tysoe.or.uk) Parish Website.

Cllr Littlewood returned to the table.

1. **Road Safety** – Cllr Bell
Cllr Bell reported that the Traffic Survey had been commissioned and he was just waiting for it to happen. This will be in term time and in 6 locations – all road leading to and from the village of Tysoe.

Cllr Bell also reported that regarding some road markings, WCC had been notified of them requiring repainting but said this will take time.

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**v. Trees & Green Space**

**a) Tree Audit –** this has now been received. Cllrs agreed that the 5 high priority items noted on the report should be put out to tender for work to be done this year.

Proposed: Cllr Billing Seconded: Cllr Littlewood All in favour

Action: Cllr Billing to contact Pete Lewis and Chris to get quotes.

b) Pete Lewis submitted the report to WCC regarding the work required at Poolgate on 27.5.2024. Cllr Littlewood will chase up Ruth, the person responsible for coming out to look at the trees. Cllr Roache pointed out that the work at Poolgate is to be apportioned.

c) Playground

Cllr Venables reported that she carries out weekly check of the Recreation Ground and children’s Play equipment. A copy was given to the clerk. She also reported that the work required as per the Playground Survey in November, was all complete with the exception of 2 items. The largest was the edging of the area which is beginning to rot. The quote received to replace this was high and Cllr Venables suggested looking at a different type of edging that might be less costly. Cllrs agreed that this should be investigated, and Cllr Venables should get another quote.

d)Leylandii hedge on the football ground

These trees have been reported previously, but do not seem to have been cut back. The Clerk stated that she had written to the owners twice and spoken with them, but nothing had been done.

Cllr Venables said that they belonged to two different residents and that she would speak with them.

Action: Cllr Venables to speak with the two residents owning the Leylandii tress and request that they cut them back.

e) Overgrown hedge at the north corner of Church Farm Court and Main Street behind the waste bin.

Action: Clerk to enquire with Gareth Atwell as to the cost of this work. Actioned 13.06.2024

f) Hedge Laying – Cllr Roache

Discussion took place over the two options for this work. Welchmans Place and behind the Pavilion. Cllr Billing proposed that she speak with the residents of Welchmans Close.

A proposal was made to go ahead with laying the hedges on both sites.

Proposed: Cllr Littlewood Seconded: Cllr Sayers All in favour

**vi. Welfare** – this item was deferred until the July meeting but Cllr Roache requested that councillors think about where any extra defibrillators might be sited in the village.

**vii. a)** The clerk noted that if funding should be received for defibrillators she would place the

 funds into the reserves.

b) Any Defibrillator training to be carried out in Tysoe would be discussed in the October PC meeting.

 c) Vandalism – Cllr Roache

It has been noted by Councillors that there have been continuing cases of vandalism in the village. Cllr Roache has spoken with several groups and he and Cllr Venables met with Ben Viollet, the new Chairman of the Village Hall Committee which will be discussed at another meeting as it is late Cllr Tongue said that in order to look at activities to involve young people in the village it might be worthwhile speaking to people with knowledge in this area to get advice, for example people in either WCC or SDC.

CC Mills said he would look into who could advise TPC.

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**39. Website upgrade – deferred until July meeting.**

**40. Car Park – Cllr Tongue**

Cllr Tongue reported that there were 15 car parking spaces in the current playground car park. To extend the area to accommodate another 10 spaces having crushed stone as the base, would cost approximately £4,800 and to move that gates another £3,000 to £4,000. Planning permission would also be required.

Cllr Roache requested that Cllrs Tongue, Bell and himself should form a sub-group to look further at parking and report back to the September meeting.

**41. Policy reviews**

 **a) Social Media**

 **b) Equality & Diversity**

 **The proposal to accept both policies was made.**

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

**42. Emergency Plan – Deferred to July meeting**

**43. DATE OF NEXT MEETINGS – all at 7.00pm in the McNulty Room at the Village Hall, Main Street, Tysoe.**

 a)July 8th Ordinary meeting

 b) September 9th Ordinary meeting

 c) October 14th Ordinary meeting

 d) November 11th Ordinary Meeting

 e) December 9th Ordinary meeting

f) 15th January 2025 Ordinary meeting

g) February 10th 2025 Ordinary meeting

h) March 10th 2025 ordinary meeting

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

a) Emergency Plan

b) Car Park extension (Oct 2024)

c) Welfare – Defibs

d)

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

Cllr Roache closed the meeting at 9.55pm

**46. PRIVATE AND CONFIDENTIAL**

**THIS ITEM WILL BE REDACTED BEFORE THE MINUTES ARE PUBLISHED ON THE PARISH WEBSITE AND PARISH COUNCIL NOTICEBOARD**

a) Cllr Billing requested that the box to be purchased for the Football Clubs Defib and bleed kit be paid for out of TPC Funds. This would be approximately £500.

Proposed: Cllr Roache Seconded: Cllr Littlewood All in favour