**Meeting Type** Ordinary

**Date**  May 12th 2025

**Time**  19.00

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

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

**Apologies**  John Tongue

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

**Members of the Public 3**

**Minute Reference: 05/2025-26/**

**13. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting and welcomed those present.

Apologies were received from Cllr Tongue.

CC Mills messaged to advise he would join the meeting later as he was attending another Parish Council meeting.

**14. DECLARATION OF INTERESTS**

None

**15. CONFIRMATION OF MINUTES**

The Council confirmed the minutes of the Ordinary Meeting of April 14th 2025 as a true and accurate record of the meeting.

Motion to accept the minutes of April 15th 2025:

Proposed: Cllr Bell Seconded: Cllr Wyatt All in favour

**16. PUBLIC FORUM – 15 MINS ONLY**

a) A resident noticed that she had seen someone mowing a 0.5 metre strip at the edge of some verges on the outskirts of the village, and asked if Thomas Fox could do this with verges at some junctions?

Cllr Venables said that apparently WCC has changed it’s mowing policy and now only mow approximately half a metre of verge. In order for this to be done in the village it would be necessary for TPC to carry out a review of the mowing map and amend it.

ACTION: Councillors discussed these points and the Biodiversity team together with Rosemary Collier will carry out a review of the mowing map.

Rosemary Collier reported that the more permanent No Mow May areas were doing well and were encouraging wildlife and insects.

Motion to ask Thomas Fox to carry out a longer first cut of the 4 more permanent No Mow May areas (Badgers Lane, School Lane, Sandpits Triangle and the edges of the playing field) when mowing restarts for them in late Augusta and also a longer first cut on the verges after No Mow May. .

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

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**b)** Rosemary Collier asked if it might not be possible for TPC to consider making Swift Boxes and boxes for House Sparrows as part of a design statement in planning applications? Cllr Roache said that these were not part of the design statement in the Neighbourhood Plan, which had been an oversight and this was something that would be looked at amending when the NDP is reviewed.

To do this in planning application, Cllr Venables said that it could be looked at as a gesture of good will by the developer, as well as adding into the NDP.

DC Littlewood recommended that it be made part of the South Warwickshire Local Plan, and also that TPC do need to redraft and revisit TPC’s neighbourhood Development Plan. Following the meeting DC Littlewood investigated the proposal with SDC Planning. The new Bio Diversity Policy does not recognise Swift Boxes as a contribution to bio-diversity and is not taken into account when calculating the bio-diversity minimum increase of 10% when designing a particular development scheme. See SDP L.

c) A member of the public also raised the issue of cyclists using the pedestrian pathway along the centre of the village down Main Street. Cllr Billing said that both Tysoe and Kineton Schools need to be contacted regarding this and also the fact that young people are riding their bikes with no lights on.

Action: Clerk to note this in the next Report for the Tysoe Record.

Action: Clerk to investigate the cost of NO Parking and No Cycling signs for Main Street.

**17. WARD MEMBERS UPDATE**

1. County Councillor Chris Mills thanked the chair for his introduction. He then gave a short precis of his report. He noted that his report had many items of interest and links to various bodies that could help those in need. He spoke of No Mow May – not liked by everyone, Foster Care fortnight, Mental Health and support for young peoples’ mental health, Bird Flu, Air Fryers, a new High Sherriff and the County Council elections in which the Conservatives lost control of WCC and now no party is in overall control. Please see CCllr Mills full report on the Parish website, [www.tysoe.org.uk](http://www.tysoe.org.uk) where further information is available.

1. District Councillor Malcolm Littlewood reported that 2 by-elections had been held in the district and therefore not a lot of business had been carried out due to Purdah.

Discussions are taking place at looking to have a unitary authority which includes WCC and the District Authority and the effect it might have on the South Warwickshire Local Plan.

One Authority combining WCC with Wesst Midlands Authority would mean the loss of our Police Commissioner and DC Littlewood said he was not sure if the Police, Fire and Education would be combined with West Midlands.

Another suggestion is to have 2 authorities, North and South. This he questioned if it would be practical as in this scenario there would be 2 Fire, 2 Police and 2 Education (including SEN) departments and the idea was to have universal services to save money. Having a North and South Authority would suit the South Warwickshire Local Plan.

DC Littlewood reported that Reform took 23 district council seats, now 22 – and to watch this space.

The final draft of the SWLP is due for submission on November 28th 2025.

Cllr Roache has 2 questions - the first was on the projects that the District Council were spending money on, which he has spoken about previously. He asked if there had been any reaction to DC Littlewoods’ comments? To which DC Littlewood replied that 1 project, the Hydro Electric Scheme, had now been changed. The District Council had requested a feasibility report, but this was now being carried out by the company who were looking to carry out the project.

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The second question was regarding a new post of a Parish and Town Council Liaison Officer. Cllr Roache pointed out that we currently have liaison through our District Councillor, and also have Parish Champions. This now means we have Our Ward Member, Parish Champion and now the Parish and Town Council Liaison Officer. To date we have not met with our Parish Champion, despite an invitation being sent to attend the Parish Council meeting.

Action: Clerk to email Sue Greenhall at SDC to invite the Parish Champion to our next meeting in June.

**18. CORRESPONDENCE**

1. Email regarding The Old Fire Station car park extension

A resident has emailed asking for the car park to be extended as there is no space for all users of the facilities provided by the recreation ground and the businesses in the building.

Cllr Roache clarified the situation at present:

The Parish Council have been looking at a project to expand the car park, which TPC owns. The car park was a field. When the fire Station was no longer in use, the County Council moved to demolish the building, buy the land and build on it. The Parish Council moved to buy the land and apply for change of use.

It may be possible to get some S106 money or Community Funding to assist with the cost of expansion. The question is how do we design it and how do we fund it?

It was noted that a house owner who lives opposite the car park has advertised their Airbnb with parking across the road in the car park. Cllr bell will speak with Cllr Tongue regarding a definitive design for the car park.

Action: Clerk to write to the owner and advise that the car park is not for 24 hour parking.

**19. FINANCIAL REPORT April 2025**

1. The Council received and approved the Finance Report for April 2025

Proposed Cllr Littlewood Seconded: Cllr Wyatt **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 | 589.60 |
|  | WFH Allowance | Clerk | 26.65 |
|  | Income Tax | HMRC | 147.40 |
|  | Employers NI | HMRC | 48.00 |
|  | Electricity | Tomato Energy |  |
|  | Electricity | Tomato Energy |  |
|  | Village Mowing | Thomas Fox Inv 42874 | 1390.44 |
|  | Visi Jackets | Clerk (For Tysoe Wombles) | 172.37 |
|  | TPC Insurance | Clear Councils | 885.44 |
|  | Playground fixings | Kompan | 458.67 |
|  | Replacement parts for playground equipment | Kompan | 180.00 |
|  | Bank charges | HSBC | 5.00 |
|  | Bank charges | Unity Trust | 6.00 |
|  | Internal Audit fee | Bill Wooliscroft | 432.00 |
| ON HOLD Due to error in placement | Street lighting replacement | WCC | 3173.74 |

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

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

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

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1. Internal Audit

Cllr Roache told everyone that the Parish Council’s Internal Audit went well, with only a few minor points to be acted upon. he said that the audit milestones would be presented at the June meeting.

1. The Clerk noted that the Parish Council’s insurance was detailed on the May Payments list. It was originally almost £1,000 but as last year, she had contacted the company to complain about the high cost, especially as we have not made any claims for several years. This resulted in the lower premium. This price included a 3 year sign up.
2. Motion to accept the TPC Insurance premium of £885.44 and make payment.

Proposed: Cllr Littlewood Seconded: Cllr Wyatt All in favour

1. Net Position report was received.
2. Reserves report was received.
3. AGAR Documentation

Councillors received the following documentation which is to be sent to the external auditors.

1. Page 2 of Form 3 – Annual Governance and Accountability Return (AGAR) – check list
2. Annual Internal Audit Report – page 3 of form 3 (AGAR)
3. Annual Governance Statement – Page 4 of form 3 (AGAR)
4. Accounting Statements 2024/25 – Page 5 of form 3 (AGAR)
5. Annual Return – approved Minute 7a at AGM
6. Explanation of variances

Cllr Roache went through each item and completed the forms with all Councillors where necessary and signed and dated where required.

Motion to approve acceptance of all AGAR documentation (Docs 1 to 6)

Proposed: Cllr Littlewood Seconded: Cllr Wyatt All in favour

**20. PARISH CLERKS UPDATE**

Tomato energy has not contacted me, but I am now aware of the financial situation regarding the credit to one of the MPAN accounts. This was an over charge from them, which has now been rectified and we will not pay for energy used on that MPAN until the credit reaches zero. It ha had no detrimental effect on our bills, which are still as expected, and lower than green Energy.

**21. AREAS OF RESPONSIBILITY**

**i. Employment/HR – No update**

**ii.** **Infrastructure & Environment – Cllr Venables**

Work still outstanding, awaiting parts.

1. **Planning – Cllrs Tongue, Venables & Wyatt  *Ref: Doc. 21iii***

**PLEASE NOTE – The full version of the planning report is available to read on the Parish website at www.tysoe.org.uk**

1. Cllr Venables was pleased to report that the school’s windows planning application had been approved.
2. Land off Sandpits Road – 25/00737/FUL

Cllr Venables noted that this application is almost the same as the previous planning application which was approved and the Planning Group recommended to support the application with conditions.

It was also pointed out that this application would be beneficial to existing properties as it will stop them from flooding when the weather is adverse.

Motion to support the application with conditions:

Proposed: Cllr Venables Seconded: Cllr Bell 6 in favour 1 abstention

Cllr Roache also pointed out that appropriate Health & Safety measures for the Suds pond must also be adopted by Highways.

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1. **Playground & Playing Field – Cllr Venables**

Cllr Venables reported more vandalism to the wooden fixtures around the play area, and also that the back gate needs fixing. These will all be looked at by Gareth Atwell.

Cllr Bell asked if he should continue with his work on the 2 proposals for an outdoor gym.

Motion for Cllr Bell to continue:

Proposed: Cllr Bell Seconded: Cllr Billing All in favour

1. **Road Safety – Cllr Bell**

Having spoken with Highways – Cllr Bell will speak to Cllr Tongue regarding a definitive plan for the car park.

Motion to pay £500 charge.

Proposed: Cllr Bell Seconded: Cllr Littlewood All in favour

Cllr Bell reported that he was waiting for a response on the grass verge project.

1. **Trees & Green Space**
2. Cllr Billing reported that the Oak Tree had been cut back considerably, and the work on the other 3 urgent items on the tree audit would be quoted for shortly.
3. Verges – Cllr Venables said that TPC could be paying for some verges to be mowed that were not their responsibility. Cllr Billing suggested that another parish Walk Around would be good later in the year. Cllr |Roach said that TPC should contact WALC.

**vii) Affordable Homes**

Cllr Roache said that he was awaiting contact from Compton’s Estate Manager and awaiting the outcome of the Brailles application

**22. Review of Policies – deferred to June meeting**

**23. Parish Assembly**

Ben Viollet handed out floor plans for Saturday’s Parish Assembly. All to arrive at 10.30 to help set up and the event will end at 1.30pm.

**24. DATE OF NEXT MEETINGS**

a)

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

a) Surgery parking

b) Speeding in the Recreation Car Park

c) paint for the car park

d) Policy reviews

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

Cllr Roache closed the meeting at 9.10pm

**27. PRIVATE AND CONFIDENTIAL**

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Singed………………………………………………………………. Date………………………………………

(Chairperson)

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