**Meeting Type** Ordinary

**Date**  Juneth 2025

**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, Chris Bell

**Apologies**  Helen Sayers

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

**Members of the Public 2**

**28. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting and welcomed those present. He also welcomed Louis Adam, Tysoe’s Parish Champion from Stratford District Council.

Cllr Adams sent his apologies for tonight’s meeting.

**29. DECLARATION OF INTERESTS**

**Cllr Billing declared an interest in item 33b – NOXAID request for funding.**

**30. CONFIRMATION OF MINUTES**

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

Proposed : Cllr Billing Seconded: Cllr bell All in favour.

Cllr Roache signed off the minutes.

**31. PUBLIC FORUM – 15 MINS ONLY**

Cllr Roache introduced Louis Adams to all present once again and thanked him for coming this evening. He then requested that Louis give a briefing on what his role was.

Louis then said that Tysoe has a District Councillor, Cllr Malcolm Littlewood, and that his role was not to cover the same aspects as a district councillor but to take care of Parish Council needs. To address how Parish Councils are supported, to deal with whatever issues they can help with and also help with larger ones.

Cllr Roache then asked about a recent email which gave information on the Community Governance review. To which Louis answered that this does not necessarily affect Tysoe. The new legislation coming out may not affect the lower tiers but may possibly mean some devolution of responsibilities. This is where the Parish Champions can maybe help if they are aware. 12 months after the new regime takes place there will possibly be a Ward review which could redraw boundaries and if this causes issues, if Parish Champions are made aware, they can speak for the Parish Councils and help to iron out problems.

Cllr Roache asked if any other Councillors had and questions, which there were none, and once again thanked Louis Adam for attending. Mr Adam said he hoped he had clarified the situation and that he would try to attend other meetings also.

**32. WARD MEMBERS UPDATE**

1. CC Chris Mills Ref: Doc 32a (County Cllr Mills full report is available on the Tysoe Parish website which can be found at [www.tysoe.org.uk](http://www.tysoe.org.uk))

Cllr Mills gave a short precis of his report, detailing that 7 families with SEND needs had been contacted with a view to looking at offering extra help. This was Support for Carers week, looking at

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equality in the workplace, and also Domestic Abuse, which is not always physical abuse. There was

also further information on the Warwickshire Family Information Service and Finance. (Link included.) CCllr Mills also reported on the Household Support Fund, Consultation on The Parade in Leamington, and a Course run by Warwickshire Fire Service on Crash Training – how to deal with road traffic accidents.

Cllr Roache asked if Councillors had any questions said that she for CC Mills?

a(i) Cllr Sayers noted that she was aware that SEND children requiring an EHCP (Educational Health Care Plan) would wait a statutory 20 weeks. As a teacher, a child in her school has gone over the 20 week period and when asked the professionals said they could not give a definitive answer as to how long the EHCP would take. Cllr Sayers asked if all the portfolio holders had now been allocated so that this work could be completed?

CCllr Mills said that he thought they had but would look into this issue and get back to her.

a(ii) Cllr Bell said that he had 3 items which he would ask Cllr Mills to assist with.

1. The Dropped kerb at the GP Surgery in the village.
2. The verges in the village – to which he had not received any response.
3. The access roads to the village – to which he had not received any response to either.

a(iii) Cllr Billing asked about current road works in the district and enquired if there were two sorts of road tarmac. One being with loose chippings, and the second subsequent to chippings, a layer of tarmac being put over the top? To which CCllr Mills affirmed that was the case.

Cllr Billings said that the signage for the chippings close to the village was inadequate as she was aware of several accidents that had happened because drivers were not aware of the loose chippings.

CCllr Mills said he would look into this and report back to her.

1. DC Malcolm Littlewood

DCllr Littlewood gave a short report on District Council news, reporting the Community Grant Fund, he said that he would also chase up the funding for Tysoe’s Outdoor Gym, and that he needed to know who would receive the funding.

Secondly regarding changes to WCC, the final report has been delayed by one week but decisions must be in by July 28th. SWLP – invitations had been issued to the next Parish Forum. There would be a briefing on housing land supply which Cllr Littlewood recommended TPC’s attendance. He noted that a 3rd call for sites went out this week – and asked Louis Adam for help with the Tysoe Gym.

**Action: Clerk to contact Cuddington Parish Clerk for further information on their outdoor Gym.**

**33. CORRESPONDENCE**

1. Email regarding Beechen House

Further to an email from the owners of Beechen House, Councillors discussed the request and Preapp advice regarding access onto Main Street through the stone wall, across the village green onto Main Street.

Cllr Roache then said that Councillors should discuss what could and should be done. The two options being if the Parish Council were minded to allow access to be granted, at the cost of the owners – which could be expensive. Or to withhold access.

To grant access would mean decommissioning part of the village green which as stated before would be costly and also take some time.

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The positive side to this is that it would also benefit the GP Surgery as well as the owners of Beechen House.

The negative side – the wall is in a conservation area; the GP surgery is only open from 9am until 12 mid day Mondays to Friday’s and therefore is the cost worth it for 5 mornings a week?

A proposal was made to advise the owners that the Parish Council are minded to grant deregulation of the grass verge and explain the costs that would be involved and stipulate that the Parish Council would want final say as to where the drive would cross the verge.

Proposed: Cllr Tongue Seconded: Cllr Billing **5 in Favour 1 not in favour 1 Abstention**

1. Cllr Billing has requested support for NOXAID’s Race Night to raise funds for another journey to The Ukraine. She has requested the sum of £178 + vat to pay for 2 Portaloos.

Proposed: Cllr Tongue Seconded: Cllr Bell **6 in Favour 1 abstention**

1. As requested by Steve Allen, ap payment of £217 for the appropriate paint for the car park.

Proposed; Cllr Littlewood Seconded: Cllr Billing All in favour

**34. FINANCIAL REPORT May 2025 – Parish Clerk**

1. The Council received and approved the Finance Report for May 31st 2025

Proposed Cllr Bell Seconded: Cllr Sayers **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 £ |
| P | Salary | Clerk | 589.60 |
| P | WFH Allowance | Clerk | 26.65 |
| P | Income Tax | HMRC | 147.40 |
| P | National Insurance | HMRC | 48.00 |
| DD | Electricity | Tomato Energy |  |
| DD | Electricity | Tomato Energy |  |
| DD | Electricity | Tomato Energy |  |
| P | Paint for car park | Steve Allen | 217.00 |
| P | Bank charges | Unity Trust | 6.00 |
| P | Bank Charges | HSBC | 5.00 |
| P | VE 80 Celebration food | Catering Angel | 312.00 |
|  |  |  |  |

Proposed: Cllr Littlewood Seconded: Cllr Billing **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 Venables Seconded: Cllr Sayers **All in Favour:**

1. As Cllr Littlewood had requested to stand down from being signatory due to the fact that he disagreed with some of the new Unity trust requirements. Cllr Billing has offered to stand as 3rd signatory.

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

1. The Milestones from the internal audit were accepted at the May meeting, and will be reviewed at the September meeting.

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f. 3 quotes requirement

Cllr Roache reported to everyone that the requirement to get 3 quotes for larger pieces of work to be carried out was in many cases a very length process, and it was not always possible to get 3 quotes as some companies refuse to attend a site meeting when they are not guaranteed the work.

In order to assist with this issue Cllr Roache suggested that maybe the policy should change so that firstly the wording says wherever possible 3 quotes should be sought, and secondly, we should look at the minimum amount over which 3 quotes need to be sought. This should be reviewed annually.

Cllr Roache also asked everyone to send any contractors details to the Clerk who will put together a spreadsheet for future use.

Cllr Roache will also check the Fiancé Policy working.

35. Clerk’s update:

a) The owners of Honeysuckle Cottage have agreed to advise their guests not to park in the Recreation Ground car park, but on the street.

b) Beechen Preapp – already dealt with.

**36. AREAS OF RESPONSIBILITY**

**i. Employment/HR – N update**

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

Cllr Venables noted that despite trying to make contact with Lee Ragg she still had not received an answer to her emails.

1. **Planning – Cllrs Tongue, Venables & Wyatt  *Ref: Doc36iii***

Cllr Littlewood recused himself from the proceedings and left the table.

1. **25/01243/TREE –** Touchstone, Shipston Rd, Uppoer Tysoe

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

**Recommendation was No objection.**

Proposed: Cllr Venables Seconded: Cllr Tongue **6 in Favour 1 abstention**

1. Sandpits Rd Development

anted to put on the open space at the proposed development on Sandpits Rd.

Cllr Roache reported that he had received an email from Henry Jervis, having spoken with SDC enquiring what the Parish Council wanted to put on the open space at the proposed development on Sandpits Rd?

This is approximately 1acre of land with a suds area.

Cllr discussed this topic and all agreed that the proposal of trees, landscaping and a wildlife area was a good idea. A Biodiversity Plan would be needed and the suds area would need fencing. Also, the area should be wheelchair friendly.

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

Cllr Tongue pointed out that one of the houses on the development was partly in the BUAP which could be a problem.

Action:

Cllr Roache, along with other Councillors looked at the drawings that Cllr Tongue had provided and said that he would make contact with Henry Jervis and discuss our proposal and also this issue with him.

Action:

Cllr Littlewood to speak with Alison Withers to find out who the new Planning Officer is and arrange a meeting between Cllr Roache, himself and the new Planning officer.

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1. Dropped Kerb at the GP Surgery

It has already been agreed that TPC will pay the £500 for drawings for this work. Cllr Bell said that a small, raised island would also be placed in front of the pump by the wall on the opposite side of the dropped kerb. Cllr Littlewood, Cllr Tongue and Cllr Bell would meet to work on a drawing.

1. **a) Playground & Playing Field**
2. The Leylandii Trees have been thinned down width-wise, and councillors will discuss taking the height down in the Autumn.
3. **Road Safety – Cllr Bell**

Cllr Bell spoke of the Car Park extension and Cllrs agreed that he should get 3 quotes for this. Also, Cllr bell will speak with Yvonne Dillon and Sarah to invite them to meet with himself and Cllr Roache to discuss the situation.

1. **Trees & Green Space**

Cllr Billing will send the 3 quotes for the 3 trees on the recreation ground for the Clerk to circulate.

**viii. Welfare – No update**

**37. Annual Review of Policies**

a) Media Policy

Proposal to accept the reviewed Medial Policy

Proposed; Cllr Venables Seconded: Cllr Tongue All in favour

b)Allowances and expenses

Proposal to accept the reviewed Allowances and expenses Policy

Proposed; Cllr Venables Seconded: Cllr Tongue All in favour

**38. RISK MANAGEMENT PLAN – No update**

**39. Review of Parish Assembly**

Cllr Roache said that the Parish Assembly had shown improvement on previous years, but it was necessary to sell the gathering differently, although the format worked. It would be better to advertise the event as a cake and coffee one and also advertise it more extensively.

**40. DATE OF NEXT MEETINGS**

1. July 14th Ordinary Meeting
2. September 8th Ordinary Meeting
3. October 13th Ordinary Meeting
4. November 10th Ordinary Meeting
5. December 8th Ordinary Meeting
6. January 12th 2026 Ordinary Meeting
7. February 9th 2026 Ordinary Meeting
8. March 9th 2026 Ordinary Meeting.
9. April 13th 2026 Ordinary Meeting

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

a) Tree planting plan, The Cherry Tree in Middleton Close, verge by The Manor.

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

Cllr Roache closed the meeting

**42. PRIVATE AND CONFIDENTIAL**

a) Clerk.

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