**Meeting Type:** Ordinary

**Date:** September 8th 2025

**Time:**  19.00

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

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

**Apologies :** John Tongue, Chris Bell, Cllr Littlewood arrived at 7.30pm

**In Attendance:** DC Malcolm Littlewood, Charmaine Swift (Parish Clerk & RFO)

**Members of the Public 3**

**58. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting and welcomed those present.

Apologies were received from Cllrs Tongue & Bell and Cllr Roache reported that Cllr Littlewood would be arriving later.

**59. DECLARATION OF INTERESTS**

Cllr Wyatt declared and interest in the planning application 25/01921/FUL

**60. CONFIRMATION OF MINUTES**

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

Proposed: Cllr Billing Seconded: Cllr Sayers All in favour

Cllr Roache Signed the minutes.

**61. PUBLIC FORUM – 15 MINS ONLY**

**a)** Cllr Wyatt wished to advise everyone present that his wife was travelling back from work on Friday. She works at The Horton Hospital and was close to The Stud when an oncoming car with it’s headlights full on, launched a large rock or brick at her car which smashed a window and covered her in shards of glass.

The Police were contacted. It has now been reported that there were 5 incidents of this type that night all in the same area, and there have been many more incidents of the same locally and closer to Banbury.

Cllrs all agreed that this was a very worrying situation. The Police are investigating, but at present have very little evidence to go on.

**b)** A resident wished to raise the fact that several residents feel that the Recreation Ground is now overused by the Football Club, to the point that no other people can make use of it. The resident said that on Tuesday of this week at 4.45pm more than 40 cars were parked on the field. and 3 training matches were taking place. This was the same on Wednesday, Thursday and Saturday. This is no longer a “community” field.

Cllr Roache noted the residents objection and said that he would speak with Steve Allen to get further information, and would report back to the Parish Council at the October meeting. He then requested that the resident give Councillors invitation to all other residents who felt the same, to attend the October meeting so that their voices could be heard. He said that the meeting would be at 7.00pm in The McNulty room of the Village Hall on October 14th.

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**62. WARD MEMBERS UPDATE**

1. CC Chris Mills. Cllrs acknowledged receipt of a report from Cllr Mills **Ref: Doc 62a**

The report had been circulated and all Councillors had read it, there were no questions asked.

CCllr Mills’ report has many items of interest and links to various bodies that could help those in need. Please see both CC Mills & DC Littlewoods full report on the Parish website, [www.tysoe.org.uk](http://www.tysoe.org.uk) for further information is available.

1. DC Malcolm Littlewood spoke to his report, previously circulated. Ref: Doc 62b.

Cllr Littlewood pointed out that there was a link in his report for residents to click on and comment on how they wanted to see the district become. He also advised those present about some issues over flags, for which there was lots of contention.

Councillor Venables asked a question over a report circulated about Affordable Housing and the neighbourhood Development Plan. Councillor Littlewood answered that all the criteria in the report was covered by Tysoe’s NDP.

**110. CORRESPONDENCE**

1. Emails – Pathways Oxhill to Windmillway & Centenary Way (Docs 63a and 63b)

Residents had emailed to complain about these two pathways being overgrown and in need of cutting back.

The Clerk had spoken with Pathways and Rights of Way regarding both areas, and they were looking into them.

1. NALC – Email, Domaine name and Website offer 7 (Doc b)

Councillors discussed the proposal from NALC and all agreed upon the proposal to wait until the new financial year and look at the idea once again.

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

**64. FINANCIAL REPORT July & August 2025 – Parish Clerk**

1. The Council received and approved the Finance Report for July & August 2025

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

1. The Council approved the following payments already paid by the authority for July & August 2025 and those of the Annual Payments List or awaiting payment for September 2025:

July & August 2025

|  |  |  |  |
| --- | --- | --- | --- |
| Voucher No | Item | Payable to | Amount £ |
| July | Salary | Clerk | 589.60 |
|  | WFH Allowance | Clerk | 26.65 |
|  | Income Tax | HMRC | 147.70 |
|  | Employers NI  | HMRC | 48.00 |
|  | Streetlighting | Tomato Energy | 98.66 |
|  | Streetlighting | Tomato Energy | 31.44 |
|  | Bank Charges | Unity Trust | 6.00 |
|  | Admin Printer Ink | Charmaine Swift | 34.45 |
|  | Parking & Cycling Signs | Charmaine Swift | 150.53 |
|  | Hall Rental Jan-June ‘25 | Village Hall | 183.75 |
|  | Hall Rental Dem Café – Dec 2024 | Village Hall | 240.00 |
|  | Scribe Annual Subs | Scribe | 673.92 |
|  | Hall Rental Dem Café – June 2025 | Village Hall | 520.00 |
|  | Storage Containers for archiving TPC papers | Charmaine Swift | 19.98 |
|  | Printer for Office | Charmaine Swift | 59.99 |
|  | External Audit Fee | Moore | 378.00 |
| August |  |  |  |
|  | Salary | Clerk | 684.00 |
|  | WFH Allowance | Clerk | 26.65 |
|  | Income Tax | HMRC | 171.00 |
|  | Employers NI  | HMRC | 65.70 |
| Page | Streetlighting | Tomato Energy | 14.68 |
|  | Streetlighting | Tomato Energy | 42.23 |
|  | Streetlighting | Tomato Energy | 1.77 |
|  |  |  |  |
|  | Work on Sandpits Oak Tree | CTS Forestry | 1404.00 |
|  | Cricket Match Insurance (Donation) | Robert Startin | 75.53 |
|  | Payroll | DM Payroll | 72.00 |
|  | Village Mowing | Thomas Fox  | 1048.44 |
|  | Bank Charges | Unity Trust | 6.00 |
|  | Streetlighting | Tomato Energy | 4.97 |
|  | Streetlighting | Tomato Energy | 45.08 |
| Late payment rcvd in June | Annual Subs | ICO | 47.00 |

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

September 2025

|  |  |  |  |
| --- | --- | --- | --- |
| Voucher No | Item | Payable to | Amount £ |
|  | Salary | Clerk |  |
|  | WFH Allowance | Clerk | 26.65 |
|  | Income Tax | HMRC |  |
|  | Employers NI | HMRC |  |
|  | Streetlighting | Tomato Energy |  |
|  | Streetlighting | Tomato Energy |  |
|  | Streetlighting | Tomato Energy |  |
|  | Village Mowing | Thomas Fox inv 44091 | 1234.44 |
|  | Mobile Loos for NOXAID event (ANDYLOOS) | Rebecca Billing | 213.60 |
|  | Bank Charges | Unity Trust | 6.00 |
|  | THRG Donation | Carol Clark | 500.00 |
|  | Replacement Streetlight Oxhill Rd | WCC Inv 10421752 | 1654.37 |
|  | Hall Rental Parish Assembly | Village Hall Inv 2025-9 | 102.50 |
|  | Annual Playground Safety Check | ROSPA | 144.00 |

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

1. The Council received and approved all receipts for July and August & September 2025

Proposed: Cllr Venables Seconded: Cllr Sayers **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. (ref: Doc 3&4,a, b, &c)

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

1. Net Position Report (ref Doc FP6) Cllrs Received the Net Position report.
2. Cllrs received the Reserves report. (Ref: Doc FP7)
3. 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. The Finance team would meet to look at the Budget in October and bring it to the November meeting.
4. Cllr Roache asked those present to confirm their approval of the Clerk’s annual increase in salary.

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

**65. PARISH CLERKS UPDATE – Ash tree at the Doctor’s surgery**

The Clerk reported that she had made contact with the Surgery Manager who advised that the person responsible for the Ash tree, the previous owner of the Doctor’s House next door to the surgery, will deal with the tree.

**66. AREAS OF RESPONSIBILITY**

**i. Employment/HR – No update**

**ii.** **Infrastructure & Environment – no update**

**iii) Street Lighting – update – Cllr Venables**

Cllr Venables reported that there were 2 streetlights – both are on the stage 2 replacement schedule. The light close to the bus shelter now needs replacing.

The proposal to replace the bus shelter light was received.

Proposed: Cllr Venables Seconded: Cllr Billing All in favour Page 15

1. **Planning – Cllrs Tongue, Venables & Wyatt  *Ref: Doc 66iv***

**DC Littlewood and Cllr Wyatt left the table and recused themsleves.**

1. 25/01921/FUL – Greenside, Lower Tysoe, CV35 0BW

Recommendation – Object

Lengthy discussions took place as Councillors were minded to support the application, but in it’s current form could not. Cllr Venables explained this was due to several issues. Firstly that the a change of use would need to be applied for as currently the land is registered as residential and farmland. Secondly, there is an issue over noise from the log cutting machine and as Cllr Venables explained, the land is next to the ANOB and therefore the site would need to be landscaped so as not to be visible from the ANOB. Councillors then advised the applicant, who was present throughout the meeting, and had explained and talked through some of the difficulties. They wanted to support local businesses but suggested that the application was not good. The Council’s recommendation was to object, if this was done, the Planning Officer would look for conditions that would assist in the application being approved.

Cllr Roache also pointed out that Councillors needed to be assured that if the site were to be sold at a later date, it would remain the same as is. If TPC lodges and objection the Planning Officer will look to put in conditions.

The proposal was to Object to the application and give conditions.

Proposed: Cllr Venables Seconded: Cllr Sayers **4 in Favour:2 Abstention**

1. 25/01451/FUL – Beechen tree House, Main St, Tysoe CV 35 0SE
2. Cllr Wyatt took his place at the table.

Recommendation – Object

Councillors discussed this application looking at various issue concerning the conservation area, and that the residents do not own all of the land. It was then proposed that TPC object to planning permission being given for reasons stated in the NDP.

Proposed: Cllr Sayers Seconded: Cllr Billing **5 in Favour 1 abstention.**

**Cllr Littlewood returned to the table.**

1. **Road Safety – Update Cllr Roache – for discussion in Cllr Bell’s absence**

**Highways –**

1. Peacock Lane project (Ref: Doc 66v (a))
2. Grass verge opposite Church Farm Court (Ref: Doc 66v(b))
3. Highway signage (Ref: Doc 55v (c))
4. Recreation Ground Parking Project
5. Outdoor Gym project (Ref: Doc 66v (d))

Cllr Roache advised everyone that as all paperwork for the items above had been circulated and everyone had read them, in order to expedite discussions this evening, he would ask the question -

“Do we wish to continue with this project to the next stage or not?”

The Clerk recorded the following answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project | Yes | Comments |  |  |
| Peacock Lane | All in Favour | Continue and build into 2026/7 budget. Get costings agree specification |  |  |
| Grass verge opp Church Farm Ct | All in favour | Reinstate grass verge with bollards sited to stop parking. |  | Proposed: Cllr Littlewood Seconded Cllr Wyatt |
| Highway signage & Road markings | All in favour | Include moving speed signs closer to the village. |  | Proposed: Cllr Billing Seconded: Cllr Sayers |
| Recreation Ground Parking | All in favour | Get firm quotes and decide once these are received. Deadline end of November 2025.Also check the Covenant. |  | Proposed: Cllr Roache Seconded: Cllr Littlewood |
| Outdoor Gymnasium | All in favour | Look at other providers for funding and suppliers. |  | Proposed; Cllr Venables Seconded: Cllr Littlewood |

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1. **Trees & Green Space – update Cllr Billing**

Tree Audit – Action: Cllr Billing to speak with Chris Wyatt regarding the next tree audit – due this winter. Cllr Billing will send through quotes for the work needed on trees on the Recreation Ground.

1. **Recreation Ground – update Cllr Venables**

There are still some items outstanding to be fixed on the playground, hopefully before the ROSPA inspection takes place. Gareth Atwell has been advised.

**67. Review of Policies and Procedures**

 **a) Biodiversity**

 **b) Disciplinary**

Councillors reviewed and approved both policies and procedures.

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

**68. Emergency Plan – Update Cllr Sayers**

Sand bags and First Aid Kits need to be put in place and a notice put onto the website confirming that there is an Emergency Plan in place. With contact details of those persons assisting in times of an emergency. This should also be advertised in the Tysoe Record.

Action: Cllr Sayers & Clerk

**69. Biodiversity Funding – Cllr Venables**

Rosemary Collier would like to apply for funding to purchase Bat Boxes, Bat detectors and possibly have some hedge laying done opposite the previous site that was worked on. The application would need to be made in the Parish Council’s name.

A proposal was received to agree the application in TPC’s name.

Proposed: Cllr Venables Seconded: Cllr Wyatt All in favour

**70. DATE OF NEXT MEETINGS**

a) October 13th Ordinary Meeting

a) November 10th Ordinary Meeting

b) December 8th Ordinary Meeting

c) January 12th 2026 Ordinary meeting

d) February 9th 2026 Ordinary meeting

e) March 9th 2026 Ordinary meeting

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

**72. PRIVATE AND CONFIDENTIAL**

Cllr Roache - Council – Councillor Roache spoke of the incident involving Chris Mills in Kineton. He asked if all present would agree to him sending a letter of support. All agreed.

Discussion took place considering what should be done if any flags were placed in public areas in Tysoe, and all agreed that Councillors should do nothing.

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