



# MINUTES

## Meeting of Tysoe Parish Council

### 13 April 2026

<b>Meeting Type</b>	Ordinary
<b>Date</b>	April 13 <sup>th</sup> 2026
<b>Time</b>	19.00
<b>Venue</b>	Tysoe Village Hall, Main Street, Tysoe
<b>Councillors Present</b>	David Roache (Chairman), Amanda Venables, Rebecca Billing, John, Tongue, Adam Wyatt, Chris Bell, Helen Sayers
<b>Apologies</b>	N /A
<b>In Attendance</b>	Cllr Chris Mills, Cllr Malcolm Littlewood, Vanessa Plain (Parish Clerk & RFO), Charmaine Swift (outgoing Parish Clerk & RFO)
<b>Members of the Public</b>	3

#### 1. WELCOME and APOLOGIES

Cllr Roache introduced the meeting and welcomed those present.

Cllr Littlewood stepped down as Parish councillor, but will remain as District councillor. Cllr Littlewood was thanked for his two stints as parish councillor and presented with a gift.

Parish Clerk Charmaine Swift steps down as parish clerk on 30 April 2026. She was thanked for 4.5 years of service and presented with flowers.

#### 2. DECLARATION OF INTERESTS

A declaration was received from Cllr Wyatt regarding planning application 26/00684/FUL

#### 3. CONFIRMATION OF MINUTES OF 11 MARCH 2026

Council confirmed the minutes of the ordinary meeting of 11 March 2026 as a true and accurate record of the meeting. Cllr Roache signed the minutes.

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

#### 4. PUBLIC FORUM – 15 MINS ONLY – No public comments or questions

#### 5. WARD MEMBERS UPDATE

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

Cllr Mills gave a short precis of his 3-page report.

- An outbreak of meningitis in Kent may have migrated to Warwickshire. For anyone wanting information or support a link is provided in his report.
- The county is doing a crime victim survey. The public to share their views on the criminal justice system and if they have been a victim of crime. A link to the survey is in his report.
- The county also provides support for people struggling with food poverty, energy and water bills and mental health issues. More information and links are in his report.
- 'Changing lives through the home for Ukraine' scheme has successfully helped Ukraine families in the county.

b) DC Malcolm Littlewood. Cllrs acknowledged receipt of a report from Cllr Littlewood Ref: Doc b

Cllr Littlewood informed the councillors that the core strategy and local plan have to be reviewed at least every five years to maintain it in place. He stated that the new head of the service, Greg Nelson, has reviewed all of the policies to determine whether they're in date or not and the vast majority are in date. More information can be found on the District Councillors report.

Cllr Littlewood recognised that there are people suffering with the cost of living. He said that residents should know that there are safety nets at either district or at county level. Those in need should contact either the community service, their parish, district or county council.

Cllr Littlewood was asked about the Sandpits application and he responded that there is a large backlog of applications, resources are stretched and they are trying their best to process the applications.

Both CC and DC reports are available on the Parish Council website: [www.tysoe-pc.gov.uk](http://www.tysoe-pc.gov.uk)

## 6. CORRESPONDENCE

- a) Cllr Roache requested a donation for a history group crowdfunding for a survey of the Red Horse on the Hill. A £200 donation was approved.

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

## 7. FINANCIAL REPORT 2025 – Parish Clerk

- a) The Council received and approved the Finance Report for March 2026 ap  
Proposed Cllr Roache      Seconded Cllr Billings      **All in favour**

- b) The Council approved the following payments already paid by the authority of the Annual Payments List or awaiting payment:

Voucher No	Item	Paid to	Amount £
P	Salary	Clerk (incoming)	
P	WFH Allowance	Clerk (Incoming)	26.65
P	TAX	HMRC Income tax (Clerk incoming)	
P	National Insurance	HMRC NI (Clerk incoming)	
P	Employers NI	HMRC NI	
P	WFH Allowance	Clerk (incoming)	
P	Salary	Outgoing Clerk	
P	WFH Allowance	Outgoing Clerk	26.65
P	TAX	Outgoing Clerk	
P	Employers National Insurance	HMRC NI	
P DD	Street lighting	Valda Energy	
P	Mobile phone, Sim and £10 pay as you go	Charmaine Swift	60.00
P	Village Mowing	Thomas Fox Inv 45851	1048.44
P	Annual Subs	WALC & NALC	524.00
P	Domain Cost tysoe.org.uk	Stratford District Council invoice 2033065	12.00
P	Groundworks and landscaping at the recreation ground play equipment, gates and fencing	M B Wigram Groundworks & Landscaping Invoice 259b	1089.36
P	Streetlighting Main St PB4	WCC Invoice 10441408	3296.84
P	Streetlighting Saddleton St PB1	WCC Invoice 10441409	3032.74
P	Streetlighting Main Street PB11	WCC Invoice 10441463	1654.37
P	Streetlighting Middleton Close LC3	WCC Invoice 10441464	971.12
P	Streetlighting Annual Maintenance Recharge	WCC Invoice 10441714	117.28
<b>March late payments</b>			
P 167	Paint for car park	Steve Allen	299.

Proposed: Cllr Roache

Seconded:

Cllr Billings

**All in Favour**

- c) The Council approved payments for Parish Clerk to progress.  
Proposed: Cllr Roache    Seconded:    Cllr Billings    **All in Favour**
- d) 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 Roache    Seconded:    Cllr Billings    **All in Favour**
- e) Net Position Report – previously circulated
- f) Reserves Report – previously circulated

8. **PARISH CLERKS UPDATE** – Parish clerk mobile phone on a pay-as-you-go plan. Phone plan will change to monthly contract if it proves more economical.  
Proposed:    Cllr Roache    Seconded:    Cllr Billings    **All in Favour**

9. **AREAS OF RESPONSIBILITY**

i. **Employment/HR - No Update**

ii. **Infrastructure & Environment –**

Street lighting : Cllr Venables – 27 out of 29 street lights are working. Two lights outstanding to be repaired.

- First street light at Middleton Place on private property. Permission to fix street light has been granted by home owner.
- Second street light on Baldwins Lane, on wall bracket on private home. Council is waiting for WCC permission to fix light.

iii. **Planning – Cllrs Tongue & Venables. Cllr Wyatt recused with declared interest and left the table Ref: Doc 36 iii**

- a) 26/00684/FUL and 26/00685/LBC Hardwick House, Tysoe Road, CV35 0DY  
A single-story extension at rear of property, replacement of windows, addition of small window, changes in parking & hardstanding layout and freestanding 8m flagpole.  
Recommendation: **No Objection**  
Proposed: Cllr Venables    Seconded: Cllr Tongue    **6 in Favour (1 recused)**
- b) 26/00811/TREE Quo Vadis Main Street, Tysoe CV35 0SE  
New application, now including trees four and five. 5 trees in total. 2 trees will be reduced in height and width. No objection on previous application.  
Recommendation: **No Objection**  
Proposed: Cllr Venables    Seconded: Cllr Tongue    **6 in Favour (1 recused)**
- c) 26/00131/FUL Stoneythorpe Lower Tysoe Warwick CV35 0BN  
External staircase. No objection, as long as it is not overlooking neighbour's window.  
Recommendation: **No Objection**  
Proposed: Cllr Venables    Seconded: Cllr Tongue    **6 in Favour (1 recused)**
- d) 26/00544/LDP Brown Cottage Shipston Road Upper Tysoe CV35 0TR  
Mobile home 5.5m long, by 3.52m deep by 2.5m (max) internal height, at bottom of garden  
Loophole in planning application procedure for caravans, in that if the caravan is installed in a way that it can be moved with a crane, then planning permission does not apply. Cllr Littlewood stated it may be the wrong application as there is no road access to the caravan.  
Recommendation: **Comment**  
Proposed: Cllr Venables    Seconded: Cllr Tongue    **6 in Favour (1 recused)**
- e) Application 25/02171/FUL Manor Farm Shipston Road Upper Tysoe CV35 0TR  
Replace existing garage and hardstanding with field shelter and machinery store.  
Design amended to a more traditional field shelter design, timber with slate coloured roof.  
Recommendation: **No Objection**  
Proposed: Cllr Venables    Seconded: Cllr Tongue    **6 in Favour (1 recused)**

- f) 26/00283/TEL56 Telecommunications Installation Orchard Farm Nursery, Lower Tysoe  
Installation of a 19-metre-high lattice tower supporting 3 no. antennas and 2 no. 300mm transmission dishes, the installation of 3 no. equipment cabinets and a meter cabinet at ground level and ancillary works.  
Mast has gone up. Not yet online. The mast is for mobile phone (EE & Vodafone) and smart metres.
- g) Tree work at Dinsdale House  
Application received late, after planning report completed  
One tree to be felled but tree is difficult to identify on map. Cllr Venable suggested that they go to see the tree, find out why it needs to be felled. Then communicate over email and ratify decision next month.
- h) 26/00290/FUL Winchcombe Farm Shenington Road Upper Tysoe CV35 0TH  
Cllr Roache confirmed judicial review. The court decision was that the permission decision should be quashed and that the district council should pay all reasonable costs. Cllr Roache reminded the councillors that the claim for judicial review cited three grounds. Stratford District conceded the ground that the application had the wrong ownership details on it, but didn't concede the others. The court caution document said that conceding on one ground was more than enough or sufficient, and that the other two grounds are redundant and not reviewed by the court.

Cllr Roache continued that we are now waiting for Stratford District to come back with their offer of costs.

The full planning report is available on the Parish Council website : [www.tysoe-pc.gov.uk](http://www.tysoe-pc.gov.uk)

- i) Neighbourhood Development Plan (NDP) Update

Cllr Roache explained that NDP will be five years old in February 2027, at which point it starts to lose its efficacy, though it doesn't 'fall off a cliff edge'. Some of those policies could become out of date.

Cllr Roache proposed that rather than wait until the South Warwickshire Local Plan and the new NPPF is adopted, the parish should go for a light update, if not by February, then very shortly thereafter.

There are three levels of updates:

- The 1<sup>st</sup> is a minor update that doesn't need an examination or a referendum. It is for clarifying or correcting a minor error.
- The 2<sup>nd</sup> level is for clarifying and updating policies only sufficient to require an examination, i.e. a review by an examiner.
- The 3<sup>rd</sup> level is a major update of putting in new policies, thereby changing the nature and intent of the plan. The 3<sup>rd</sup> level requires referendum consultations and an examination.

Cllr Roache suggests to go for the 2<sup>nd</sup> level, if the Stratford District can be persuaded that the changes only require an examination. A question for the Stratford District is does the 2<sup>nd</sup> level of update start the clock ticking on a new five-year period? If not, then it's not worth doing.

Cllr Roache suggested that the council needs to act because the parish will become in danger of attack from developers who will see that the NDP protection is currently weakened.

**Cllr Wyatt returned to the table.**

**iv. Road Safety**

Cllr Bell informed the councillors that Zoe Masterman-Smith, who is reviewing the Highways Community Action Fund for the modifications, visited the village. Cllr Bell showed her all the problems. The budget would go primarily to traffic regulation orders, but Masterman-Smith stated that they could actually combine into one, which could leave money for other road signage.

Cllr Bell also stated that there will be an article in the Tysoe Record about the actions of the Community Speedwatch team who found that 3% of the drivers' speed.

**vii. Trees & Green Space**

**a) Playground & Playing Field**

Cllr Venables informed the council that the jobs on the list from the park safety inspection have all been done by Wigrams. The gate has been changed.

Cllr Venables will ask someone to put edging along the foot of the new fence behind the preschool.

**b) Tree Audit**

Cllr Billings stated that a tree audit is needed in which the parish council trees are numbered and their position marked on Cllr Roache's map. Cllr Billings thinks only half the parish council trees are presently counted and marked on the map.

Cllr Billings will circulate some dates to see who is available to walk around the village to tag and number the parish council trees.

**c) No Mow May**

Cllr Venables suggested that some green areas of the village are turned into wildflower areas while other green areas are mowed. Areas for wildflowers will be marked out with chalk and Cllr Venables will speak to Thomas Fox to inform them of what and what not to mow.

A villager mentioned that Thomas Fox mowers are not mowing the green properly.

Cllr Tongue was asked to investigate the condition of the wood top covering a well beside a path on the green. Cllr Tongue agreed.

**10. ANNUAL REVIEW OF POLICIES**

**a) Councillors Code of Conduct**

Cllr Roache stated that councillors adopt the latest local government Code of Conduct by default, therefore the Tysoe Parish Code of Conduct is the same as Stratford District's and the same as Warwickshire County Council. It is the local government Code of Conduct.

Cllr Roache requested that the Code of Conduct be uploaded on the village website, as well as a link to the Stratford District Council and a statement saying that the Tysoe Parish adheres to the same policy as the Stratford District Council.

Cllr Roache has asked Ben Viollet to update website accordingly.

**11. VILLAGE OPEN DAY 16 MAY 2026**

Cllr Roache requested the Parish Clerk send a reminder to all organisations involved in the Parish to prepare a 300-word report on their organisation and send it to Ben Viollet which he will consolidate into a booklet. The organisations are also requested to book a table on the day to show their wares and talk about their organisation.

**12. DATE OF NEXT MEETINGS**

All meetings are held in Tysoe Village Hall, Main Street, at 7.00pm in the McNulty Room.

a) May, AGM & Ordinary meeting – May 11th

- b) June 8<sup>th</sup> Ordinary meeting
- c) July 13<sup>th</sup> Ordinary meeting
- d) September 14<sup>th</sup> Ordinary meeting
- e) October 12<sup>th</sup> Ordinary meeting
- f) November 9<sup>th</sup> Ordinary meeting
- g) December 14<sup>th</sup> Ordinary meeting

Parish Open Day 16<sup>th</sup> May in the Village Hall

**13. ANY OTHER BUSINESS**

- a) Cllr Roache informed the council that he is now the Parish Council representative on the Village Hall Committee.
- b) A resident is parking his vehicles on the verge near his home. He has been told not to park on the verge. A request was made to send him another notification. Action Parish Clerk to send another letter.

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

Cllr Roache closed the meeting at 8:30pm.

**15. PRIVATE AND CONFIDENTIAL**

- a) a potential new councillor was present at the meeting.
- b) areas of council responsibilities were allocated to different council members to be ratified at the AGM.

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