



MINUTES

Meeting of Tysoe Parish Council 11 May 2026

Meeting Type	Ordinary
Date	11 May 2026
Time	19.35 (After the AGM)
Venue	Tysoe Village Hall, Main Street, Tysoe
Councillors Present	Amanda Venables (Chair) David Roache, Rebecca Billing, John, Tongue, Adam Wyatt, Chris Bell, Helen Sayers, Steve Millward
Apologies	Cllr Chris Mills (to be late)
In Attendance	Cllr Malcolm Littlewood, Vanessa Plain (Parish Clerk & RFO)
Members of the Public	2

16. WELCOME and APOLOGIES

Cllr Venables introduced the meeting and welcomed those present. Cllr Mills' prior apologies for arriving late were accepted.

17. DECLARATION OF INTERESTS

A declaration was received from Cllr Wyatt regarding planning application 26/00926/FUL

Advice was received from Cllr Millward regarding Ashby Brook which was accepted as this is an item for information only.

18. CONFIRMATION OF MINUTES OF 13 APRIL 2026

Council confirmed the minutes of the ordinary meeting of 13 April 2026 as a true and accurate record of the meeting. Cllr Venables signed the minutes.

Proposed: Cllr Bell

Seconded: Cllr Sayers

All in Favour

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

20. 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.

- Deputy Chief Councillor Ben Smith has stated that the terrorism threat level has been raised to severe.
- Ask for Angela's Scheme is working well. People who may be suffering from abuse, they can go to a pub and ask for Angela. It gives people a simple, discreet way to ask staff for help should they need it.
- It is Mental Health Awareness Week and at Warwickshire County Council we offer mental health support including help for young people.
- Dementia Action Week is next week. Dementia can affect a lot of young people as well old. We need to make more people aware.
- The website also offers contact and support for those affected by the cost of living.
- Do you know who to contact in an emergency? The website has links for help in industrial accidents, cyber-attacks and emerging infectious diseases.

A member of the public corrected Cllr Mills by saying that Tysoe are very well aware of dementia. The local group has a King's Award for Voluntary Service and has done amazing work. Secondly, the member of the public congratulated Cllr Mills on his recent fund-raising wing walk and press attention. Cllr Mills has raised £4600 so far and more is expected. The councillors congratulated Cllr Mills on his success.

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

Cllr Littlewood informed the council that:

- A health screening has been arranged by the district council for prostate screening in men over 40 and diabetes and cholesterol screening for men and women aged 18 and over. The event was held on the 9th of May, but there will be more dates. Cllr Littlewood will inform the council when he knows.
- A paddle court is being built as part of the Everyone Active in the Stratford district. The court will be open at the end of this month.
- A free gym membership at the local leisure centres is being offered for people with Parkinson's in the district, and I think that's a great idea to keep people engaging and keeping fit.
- Clinical waste disposal, including needles and other clinical shots, are getting into the general waste. Unfortunately, the district does not know why.
- The by-election has now come and gone.

Cllr Littlewood was asked by Cllr Billing where the health screening dates are published. Cllr Littlewood said on the district website and Facebook page. Cllr Wyatt suggested that any new dates should be published in the Tysoe Record. Cllr Venables suggested that any future health screening dates should be forwarded to the clerk who can put onto the Tysoe website and Facebook page.

Cllr Billing also asked if villages can be used as health screening locations. The limiting issue is that the facility has to be suitable for the health screening. A member of public suggested the Ellen Badger in Shipston-on-Stour.

Cllr Roache asked Cllr Littlewood about three issues concerning the SDC:

- **Winchcombe Farm Judicial Review:** Before Cllr Roache could say much Cllr Littlewood interjected that he had a long meeting with Legal and now all conversations between Tysoe PC and Stratford on this matter will be between lawyers.
- **Sandpits Road application:** Cllr Roache stated the application is two years old. Cllr Roache said he had just spoken to the new planning officer who referred to a document. Cllr Littlewood said it is the supplementary planning document (SPD) section L concerning calculations of Public Open Space and Commuted Funds. Cllr Littlewood has a copy available.
- An **NDP update proposal** was sent to the SDC. Cllr Roache was told they would get back to him in two weeks but two have come and gone and they have not contacted Cllr Roache. Cllr Littlewood asked to have the email forwarded to him and he will contact them.

Cllr Venables noted that the SDC were advertising for a rural housing enabler. If someone has been hired, the council would want the new officer to handle the Tysoe housing needs survey straight away, Cllr Littlewood did not know if the position was filled. Cllr Littlewood suggested that the PC could carry out the survey themselves. Cllr Venables noted it was important that any survey and analysis was seen as unbiased.

Both CC and DC reports are available on the Parish Council website: www.tysoe-pc.gov.uk

21. CORRESPONDENCE

Two items of correspondence:

- a) **From the present owners of Ashby Brook.** When looking through their S106 documentation they discovered their house is a Local Needs House, meaning that for 12 weeks, they must advertise the sale for local people and inform Tysoe PC of the local marketing. If after the 12 weeks it hasn't sold to anyone local, then the owners are free to advertise it to anybody. As they did not do this, they have now had to go through the process again and remarket their home, first to local people. A house remains a Local Needs House through successive ownerships. Stratford District Council is dealing with it, Tysoe Parish Council is only being informed.
- b) **Colin Locke** emailed to say he has fitted the tree sign to the Queen's Jubilee tree in the park. He has offered to donate it for free. The council has accepted his kind offer. The clerk has thanked him via email and we thank him in this meeting.

22. FINANCIAL REPORT

Cllr Venables noted that it has been a difficult time for both the outgoing and incoming clerks because of troubles with bank accounts, making payments and moving direct debits. On the day the outgoing clerk moved house, she was still setting up bank payments.

Payments are up to date, except for two payments approved today.

- a) The Council received and approved the Finance Report for April 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:
Proposed: Cllr Billing Seconded: Cllr Roache **All in favour**
- c) The Council approved payments for Parish Clerk to progress.
Proposed: Cllr Billing Seconded: Cllr Wyatt **All in favour**

Cllr Bell put forward an extra invoice of £500 for the WCC Highways which is the commissioning fee to determine quotations. Cllr Venables noted that the payment has been approved months earlier and had finally come through.

- d) The Council received and approved the bank statement and bank reconciliation for the period. Cllr Venables checked and signed the bank statements and the bank reconciliation.
Proposed: Cllr Roache Seconded: Cllr Bell **All in favour**

Cllr Venables stated that the council has £50,511 across our three bank accounts. Cllr Venables explained that the council used to bank only with Unity Trust, then moved across to HSBC for a savings and current account. However, HSBC does not comply with the council procedures so a decision was made to shut down the current account and move back to Unity Trust.

- e) Net Position Report – previously circulated
- f) Reserves Report – previously circulated
- g) Actions from Internal Audit – the finance group will work on all actions with the clerk and the groups: THRG and TWG
- h) Vanessa Cowell-Plain is accepted as Parish Clerk and Responsible Finance Officer.
Proposed: Cllr Sayers Seconded: Cllr Billing **All in favour**
- i) Renewal of insurance in June/July with the new valuations on the asset register.
The insurance payments are likely to increase.

23. PARISH CLERKS UPDATE

To change the Valda Energy direct debit bank details required a change of name and address from the outgoing clerk to the incoming clerk. The new clerk prefers if her name and address is not linked to the Valda account. Cllr Venables said that matter will be addressed later in the meeting.

The clerk received an email stating that the CIL, the Community Infrastructure Levy form needs to be completed by the 31st of July.

24. AREAS OF RESPONSIBILITY

i. Employment/HR

a. **Parish Council Postal Address:** Cllr Roache informed the council that the Parish Council's address would normally be the Clerk's address. But the council will break with the default position and use the Village Hall as the Parish Council's address. This has the advantage that it will be permanently here, not moved from Clerk to Clerk as employees change. The Village Hall Committee have kindly agreed and there will to be a secure mailbox on the front of the Village Hall here so that our mail will be secure. The clerk and one councillor will be able to access it on behalf of the Parish Council.

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

b. **A secure postbox** has been found that fits the restricted space for £97 plus postage and packing. Proposal to purchase

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

ii. Infrastructure & Environment –

a. Street lighting : Cllr Venables - Four streetlight issues are outstanding which she will continue to chase.

b. Well cover on village green: Cllr Tongue has not been able to look into it but says he will next week. It will be carried forward to next month.

iii. Planning – Cllrs Tongue & Venables. Cllr Wyatt recused with declared interest and left the table *Ref: Doc 24 iii*

Cllr Venables: Two applications which were already approved by email, because the date was due before this meeting. Need to be ratified.

a) 26/00910/TREE Dinsdale House, Baldwins Lane, Upper Tysoe, CV35 0TX
The council supported most of the works, but objected to the felling of a large horse chestnut in the conservation area.

Propose: **Objection**

Proposed: Cllr Roache Seconded: Cllr Bell **All in favour (1 recused)**

The SDC has been out and agreed with us. The owner ~~who~~ is now going to do a crown raise instead of felling the tree.

- b) 26/00954/TREE Home Farm, Epwell Road, Upper Tysoe, CV350TN
The Willow. The council planning group recommended no objection because one limb was quite badly damaged and the pollarding will just balance the tree and make it manageable.

Propose: **No objection (ratified)**

Proposed: Cllr Billing Seconded: Cllr Tongue **All in favour (1 recused)**

Two applications that have not yet been decided upon:

- c) 26/0070/TREE Stone House, Baldwins Lane, Upper Tysoe, CV35 0DY
Work to thin crowns on two apple trees and fell one poplar.

Propose: **No objection**

Proposed: Cllr Sayers Seconded: Cllr Billing **All in favour (1 recused)**

- d) 26/00926/FUL Hardwick House, Tysoe Road, Kineton, CV35 0DY
Change of use of agricultural land for a standalone solar array.

Propose: **No objections**, subject to existing northern and eastern hedgerows being retained and maintained at a height of 2 metres, together with the planting of new hedgerows, native species along the western and southern boundaries.

Proposed: Cllr Tongue Seconded: Cllr Bell **All in favour (1 recused)**

Cllr Wyatt returned to the table.

The full planning report is available on the Parish Council website:

www.tysoe-pc.gov.uk

- e) **Update on the Winchcombe Farm Judicial Review.** Cllr Roache first gave a recap of the case. The Parish Council launched a judicial review of the District Council's decision to grant permission to convert two timber buildings for change the use into domestic houses. The Parish Council claim was cited on three grounds including, the ownership details on the application were incorrect; misinterpretation of our policy and the remainders of the site.

The District Council conceded that the ownership details were incorrect. The court quashed the decision stating that only one conceded ground is needed. The losing side, the District Council, would normally pay the reasonable costs of the winning side, the Tysoe Parish Council. However, the District Council did not pay.

Tysoe Parish Council instructed solicitors to go back to court. In early March the court told the District Council they need to pay us reasonable costs. They have three months to settle, with accruing interest, yet they have not made an acceptable offer.

The next step, which will incur more costs, is to hire a legal costs specialist to assess costs for reasonableness which is then served on the District Council as a bill.

Cllr Roache asked the Parish Council solicitors what would happen if the Parish did not incur most costs and 'just left the process roll'? The solicitors advised that the process will take longer, there is no guarantee the District Council will give a reasonable costs offer and the Parish Council may end up in court again.

Cllr Roache referred to a case in 2022 where the District Council launched a judicial review of a decision at appeal. They won and were awarded costs that are equated to the costs that we are seeking from the District Council, that they are saying are unreasonable.

Cllr Bell believes the District Council is appointing a legal costs specialist.

Cllr Tongue questioned if the District Council will accept the finding of the Parish Council's legal cost specialist.

Cllr Bell asked if the Parish Council solicitors should inform the District Council of their intention to hire a legal cost specialist unless the Parish Council receives a reasonable offer within a set time, thereby saving the £3000 cost of hire a legal cost specialist. Cllr Roache said the Parish Council solicitors can be instructed to inform the District Council.

Cllr Venables said that she feels strongly that the District Council are leaving the Parish Council no option because they are not communicating with the Parish Council.

Propose: Hire a legal cost specialist

Proposed: Cllr Roached Second: Cllr Tongue **All in favour**

Cllr Sayers asked what is total spend so far? Cllr Venables replied approx. £16,000 at the moment. Cllr Bell noted that the figure includes VAT, which would not be payable. Cllr Venables said that if it is not done, Stratford may come back with a low offer which the Parish Council may be tempted to take. It is better to get the amount assessed by the court.

Cllr Venables informed the council that the decision date on the second application at Winchcombe Farm, which was an exact repeat but correcting the mistake in the ownership details, is now on June 4th. There is a planning committee meeting on the 3rd of June. Cllr Venables suggested that the council should prepare in case it comes to committee then.

Cllr Roache asked how much notice they would receive. Cllr Littlewood replied a week, but said a complaint and a request for delay can be submitted if a reasonable time to prepare has not been given. Cllr Venables replied that it is best to be prepared.

f) Neighbourhood Development Plan (NDP) Update

Cllr Roache noted that there should be a minimal gap between the NDP reaching its fifth anniversary and the update being adopted. Any gap will start to erode the efficacy of the NDP.

The proposal was sent two weeks ago to the District Council and they have not yet replied.

Cllr Bell asked if the de minimis covers the Winchcombe Farm update?

Cllr Roache replied that the housing policy will be clarified to mimic policy AS10 in the core strategy to avoid what Stratford regard as an ambiguity.

g) Road Safety

Cllr Bell gave an update on the two parts from the traffic review that the council put together last year

First, an application was put in with the Highways Community Action Fund, which is matched funding. Highways have agreed that the speed limit under a traffic regulation order will be moved inwards on the Oxhill Road. The Highways Community Action Fund did not concede the extension from the church further up past Lower Ground on the basis that it would be ineffective unless there was another traffic calming measure to make it effective. The signage will be updated.

The second part of that traffic review included improvement at the dangerous junction at the corner of the Radway Road. Two verges for re-grassing and bollard prevention. There is also a proposal for a drop curve of the doctor's surgery. There are no funds for currently budgeted for the second part of the traffic review.

Highways are giving us a quotation for the second part, which is the purpose of the £500 invoice. With a quotation the Parish Council will decide if and where funds will be drawn from.

Cllr Billings asked about traffic coming from other approaches to the village. Cllr Bell said the approach from Brailes has 90 degree turn into the village with parked cars, both instances naturally slow traffic. Installing traffic calming measures are expensive and would require lighting.

Cllr Venables said the Wildlife Group were looking into the possibility of hedgehog (small animal) signs as traffic calming measure. Cllr Billing suggested welcoming signs as traffic calming measure and proposed a community breakfast to raise funds for welcoming signs.

Cllr Bell advised that there are strict rules on signage.

vii. Trees & Green Space

a) Playground & Playing Field – No Update

b) Tree Audit

Cllr Billing said that members of the parish council went around the village and recorded the number and location of trees. She noted that people are planting trees on the village's verges, but don't realise that the council takes responsibility for them. Cllr Roache said some of the trees could be highways' responsibility.

Cllr Billing will be meeting with the tree auditor for tree survey quote. Cllr Venables expressed concern about the cost of the tree audit. Surveying 30 trees cost approx. £1,000 and now there are a lot more

trees included. Not every tree needs to be fully surveyed. Just an indication of the ones that may need work.

Cllr Sayers volunteered to make a photocopy of the village map with the trees marked.

c) Hedges

Cllr Venables: Update on the hedge that the Wildlife Group planted behind the tennis courts. It has had a difficult time, being damaged twice. Cllr Venables will write to the mowing team.

d) No Mow May

Cllr Venables given the mowing people a temporary mowing map, showing the new wildflower areas

e) Swift Boxes & Call Equipment

Cllr Venables: Tysoe Wildlife Group are to receive the grant from STC for swift boxes and hedgehog equipment. The group want the swift equipment as soon as possible, because the swifts have already in Tysoe.

Propose: Payment for the timers to come out of the wildlife budget that the Parish Council already has.

Proposed: Cllr Roache Second: Cllr Sayers **6 in favour (2 abstain)**

Propose: To approve the payment in principle for the swift boxes, installation and call equipment when the grant money comes in.

Proposed: Cllr Roache Second: Cllr Bell **6 in favour (2 abstain)**

25. DATE OF NEXT MEETINGS

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

- a) June 8th Ordinary meeting
- b) July 13th Ordinary meeting
- c) September 14th Ordinary meeting
- d) October 12th Ordinary meeting
- e) November 9th Ordinary meeting
- f) December 14th Ordinary meeting

With the Annual Parish Assembly at 6pm on Thursday 28th May in the McNulty Room

26. CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

Cllr Venables closed the meeting at 9:00m.

27. PRIVATE AND CONFIDENTIAL

- a) Traffic signage and regulations.
- b) Social event for farming community.