**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOPS TACHBROOK PARISH COUNCIL HELD AT ST CHAD’S CENTRE ON 12TH MARCH 2020 AT 7.30PM**

**PRESENT**: Councillors: M. Greene (Chairman), R. Bullen, J. Connon, M. Drew, C. Herbert, K. Wellsted, District Councillors D. Norris (until 10.10pm) and G. Illingworth (until 10pm), County Councillor L. Caborn (until 10.10pm) and Mr. Ed Sutton (for item 5).

1 member of the public.

**1. Apologies for absence**

Cllrs. C. Brewster (business commitment), L. Carter (business commitment), S. Deely (business commitment) and District Cllr. A. Day (business commitment).

**2. Public Session**

A resident reported that parking near the St. Chad’s Centre is an issue with people parking on corners restricting visibility. The Chairman explained that the Parish Council is looking for land for a car park for the Centre. Once the Centre has a car park the parking issue should be resolved. The Police have advised that some parking does reduce the speed of traffic. We have produced a leaflet advising people where to park which has been given to the Centre and the Church. We will make sure that visitors to the Centre are being advised of where to park.

The resident asked for an update on the new lease for the Sports and Social Club. The Chairman said that the Parish Council has received a draft lease from their solicitor. The Chairman and Cllr. Herbert need to meet with the Sports and Social Club to discuss any amendments.

There are drainage issues with the football pitch at the bottom of the Meadow. The Chairman explained that we are in the process of asking the FA to inspect our pitches. They should highlight any drainage issues and solutions. Cllr. Bullen said that the pitch could be laid out at the top of the Meadow and this might resolve the issue.

There was an unusual smell from the SUDS on the Oakley Meadow development. Cllr. Wellsted explained that there was a drainage issue and it took 3 weeks for it to be looked at. 10 days ago there was a team working on it and the ground is now dry.

**3. Declarations of Interest**

Cllr. Wellsted declared a pecuniary interest in item 7(vii) as a family member is involved with Bishop’s Tachbrook Walking Netball and a family member is the treasurer on the PCC. He also declared a pecuniary interest in item 17(iii) as the applicant.

**4. Acceptance of the minutes of the previous meeting (February)**

The clerk had circulated the draft minutes prior to the meeting. Cllr. Herbert proposed that they be accepted, seconded Cllr. Wellsted and carried unanimously. The Chairman signed the minutes.

**5. Mr. Ed Sutton, LSP Developments Limited re. Proposed Local Centre at Lower Heathcote**

Mr. Sutton briefly explained that the aim was for a bespoke neighbourhood scheme. LSP Developments would work in partnership with local authorities, housebuilders or landowners to provide a scheme for the community of Lower Heathcote which would address the local needs. The site is just over 4 acres and it is adjacent to the primary school. They believe there is a need for retail to serve the local community, a convenience store, hair and beauty business or restaurant, veterinary, care home and a nursery. The layout will be an open scheme with no hidden corners for anti-social behaviour. A community space could be incorporated into the scheme. There could also be some office buildings for local employment. District Cllr. Norris suggested a medical facility be added. Mr. Sutton explained that the issue is funding. He confirmed that they have engaged with the District Council. There will be a public consultation. The Chairman thanked Mr. Sutton for attending the meeting and sharing this information with us.

8.26pm Mr. Sutton leaves the meeting. The member of the public leaves the meeting.

**6. Cllr. George Illingworth, Chairman of Warwick District Council**

Cllr. Illingworth introduced himself and briefly updated the meeting on his background and his role within the District Council. The Chairman thanked him for attending our meeting.

**7. Financial Administration**

(i) Bank balances

The following bank balances were reported:

Current Account - £201,111.30

Investment Account - £63,486.05

(ii) To appoint an internal auditor

Cllr. Wellsted proposed that Accounting Data Services Ltd be appointed as our internal auditor, seconded Cllr. Connon and carried unanimously.

(iii) To consider a proposal for the car park at the Sports and Social Club

Various options were discussed. It was agreed that Cllr. Bullen would circulate a draft sketch for a car park. The clerk explained that we would need to go out to tender as the cost will be greater than £25,000.

(iv) Projects for WDC grant

Councillors agreed that the car park and driveway at the Sports and Social Club is a project that would have taken place last year if the Parish Council had been able to fund it. Instead remedial work was carried out and lighting installed for public safety.

(v) Sports and Social Club lease update

See item 2.

(vi) Allotments update

The clerk reported that our solicitor is still waiting for Bloor’s solicitor to respond to her emails.

8.51pm Cllr. Wellsted leaves the meeting.

(vii) Passing of following accounts for payment:

**RESOLVED: that the following accounts be approved for payment (proposed Cllr. Bullen, seconded Cllr. Drew)**

Mrs. C. Hill - Clerk’s gross salary; March

Wright Hassall LLP – advice in relation to cycleway/footpath - £34.80

Post Office Ltd. – final rent for garage (16 St Chads) - £37.76

Ward and Ryder Ltd. – draft lease - £762.00

The FA – pitch inspection - £50.00

St. Chad’s PCC – maintenance of churchyard - £550.00

8.55pm Cllr. Wellsted returns to the meeting.

**8. Warwickshire County Council Matters**

County Cllr. Caborn briefly updated the meeting. Council tax is increasing by 1.99% plus 2% for social care.

(i) Drop kerb on Farm Walk and The Lees update

County Cllr. Caborn said that an officer is looking into this.

(ii) Crossings on Warwick Gates

This is being looked at by an officer.

(iii) Oakley Wood Road bank

County Cllr. Caborn said that he can’t justify a path on the bank as there is a way around the bank.

(iv) Banbury Road/Mallory Road junction

Officers are looking into this. The Chairman said that visibility could be improved by pruning a tree.

(v) Traffic calming on Harbury Lane

County Cllr. Caborn confirmed that there are 3 sets of S106 money that can be directed to this issue so it will be addressed.

(vi) Church Hill drop kerb

An officer is looking into this.

(vii) Damage to bus shelters

The shelters have been fixed but rubble has been left behind them. Cllr. Caborn said that he would report this.

(viii) Road improvements near Heathcote Primary School

The road hasn’t been adopted yet. Cllr. Caborn said that he would ask an officer to look at the plans to see if there should be a roundabout.

(ix) Warwick Rural West Community Forum update

Cllrs. Herbert and Wellsted attended. We have been successful in our grant application for £2000 towards a bus shelter on Harbury Lane.

(x) Consultation day; attendees

Councillors are unable to attend.

**9. Warwick District Council Matters**

District Cllr. Norris reported that the rubbish on the Banbury Road to M40 has been collected. New developments are unable to connect to superfast Broadband. Cllr. Norris is investigating.

(i) Community Investment Package

No new update.

(ii) Update in respect of the secondary school project board

District Cllr. Norris said that the project board is up and running. There will be public consultation events on the country park. The master plan should be ready in the summer. The Council will then be able to go out to tender.

(iii) Mallory Road; fencing of WDC land

Cllr. Norris said that he would follow up on this.

(iv) CAN referendum – community engagement event

There was a unanimous decision within the District Council to support a referendum. Cllr. Norris explained that this increase would be ‘ring fenced’ for climate change projects. They will be trying to get some projects done quickly. They will be looking at electric bin vehicles.

**10. Chairman’s Matters**

(i) To receive report

No new report.

(ii) Meadow play equipment planning application update

The Chairman reported that this application is on the 31st March Planning Committee agenda. The officer is recommending approval.

(iii) On-line parish meeting update

Will be arranged for April.

**11. Neighbourhood Plan**

(i) To receive report

Cllr. Wellsted updated the meeting. Plan is ready for regulation 16 next week. There are 2 outstanding issues about the country park and highways. County Cllr. Caborn said that he would take this forward. It was agreed that the climate change policy would be strengthened.

(ii) To agree projects for CIL

April agenda.

**12. Country Park**

(i) To receive report

Cllr. Deely had circulated a report prior to the meeting.

**13. Amenities Matters**

(i) Storage building update

Cllr. Bullen reported that this is now complete and is ready for storage. There is an issue with a half plot on the allotment land. It was suggested that this could be a community orchard. Cllr. Bullen asked if filing cabinets could be stored in the building for Parish Council papers. The clerk said that the minutes and council property deeds are stored at County Council archives and the accounting records can be stored in the St. Chad’s Centre. Any other paperwork could be scanned and kept on google drive for all councillors to view. Cllr. Bullen said he had paper documents that he would like stored in the building. Councillors agreed that these could be scanned by a company and stored on google drive.

10pm District Cllr. Illingworth left the meeting.

(ii) Working parties

Cllr. Wellsted reported that the churchyard would be tidied on 21st March.

(iii) Noticeboards; to agree funding for a new case for the BMX board

The clerk had circulated prior to the meeting a quote for a new case for the BMX board and new locks on the village noticeboard. It was agreed that Cllr. Deely could decide whether this expenditure is acceptable.

(iv) Climate action plan

Cllrs. Drew and Wellsted requested that a Climate Working Party be set up to include residents. This was agreed unanimously. A notice would be placed in the magazine and on-line asking for residents to join. Meetings would take place in the St. Chads Centre.

**14. Events and Community Groups**

(i) 2020 community engagement events

Country park consultations and Lower Heathcote local centre consultation.

(ii) Coronavirus

It was acknowledged that events were fast moving and, at this stage, it is not clear how matters will develop. A note should be placed in the magazine asking people to check on their neighbours.

**15. Technology and Digital Matters**

(i) Website update

No new update,

(ii) Training; to agree date

23rd March at 7pm.

**16. Traffic and Road Community Safety**

(i) To receive report

No new update.

10.10pm Cllrs. Caborn and Norris leave the meeting.

**17. Planning Matters**

(i) Planning application 20/0338 – 46 Waterton Way

Councillors agreed to raise no comments.

(ii) Planning application 19/2080 – Barnwell Farm, Harbury Lane

Councillors agreed to raise no comments.

(iii) Appeal decision – 8 Savages Close; dismissed

Noted.

(iv) Planning application – land at the triangle Lower Heathcote Farm

This application was discussed and councillors agreed to object. Cllr. Bullen to draft a response and circulate to councillors for comments.

**18. Date of next meeting**

16th April 2020

The Chairman closed the meeting at 10.15pm.