**DRAFT MINUTES OF A VIRTUAL ORDINARY MEETING OF BISHOPS TACHBROOK PARISH COUNCIL ON 21st MAY 2020 AT 6.30PM**

**Present**: Councillors: M. Greene (Chairman), C. Brewster, R. Bullen, L. Carter, S. Deely, M. Drew, C. Herbert, K. Wellsted, County Cllr. L. Caborn, District Cllrs. A. Day and D. Norris.

**1. Apologies for absence**

No apologies were received.

**2. Declarations of Interest**

Cllr. Deely declared a pecuniary interest in item 11(i) as a nearby landowner.

**3. Acceptance of the minutes of the previous meeting (May)**

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

**4. Financial Administration**

(i) Bank balances

The following bank balances were reported:

Current Account - £249,223.62

Investment Account - £63,493.97

(ii) CIL payment update

The clerk reported that we should receive our first instalment by 28th October which will be calculated as 15% of £50,000. The second instalment will only be paid on 30th September if the District Council receive the payment from the developer by 1st August. The calculation will be 15% of £590,043.33. Instalment 3 will be paid on 28th April 2021 if it is received by the District Council by 31st March 2021; 15% of £590,043.33. The final instalment is due on 28th October 2021 if it is received by the District Council by 30th September 2021; 15% of £590,043.33. The Chairman said that he hoped, given the way the payments are scheduled to be received and the number of dwellings now confirmed to be within the parish, that there would be no restriction to the CIL funds received in respect of this project.

(iii) Sports and Social Club lease update

The Chairman agreed to contact the Sports and Social Club for an update.

**5. Covid-19**

(i) Response to situation to date

County Cllr. Caborn reported that the County Council is supplying care homes with PPE. The County is awaiting a response as to whether they will be piloting the Test and Trace System. Cllr. Herbert asked if guidance is available for private care homes. Cllr. Caborn said that it is on the County website. The County is working with schools for safe opening. Recycling centres are open but you must book on-line before attending.

District Cllr. Norris reported on the business grant scheme. £2.9 million to local businesses.

District Cllr. Day said that the District Council is one of the top councils for providing funding to businesses/community groups. There isn’t much money left but they are trying to organise another scheme.

(ii) Plan for the coming fortnight

Councillors agreed to continue with the existing plan.

**6. Reports from County and District Councillors**

District Cllr. Day reported that the S106 for the school has been agreed by all parties. An agreement for a £3.6 million transport hub at Leamington station has been signed. 90% of staff are working from home. Public toilets will be open next weekend. The Chairman asked about homelessness. Cllr. Day said that all but one homeless person has been accommodated.

County Cllr. Caborn said that the County is aiming to accommodate all homeless people. A new centre for homeless people will be opened in Stratford District. The County is trying to open country parks.

**7. Chairman’s Matters**

(i) To receive report

The Chairman said that we need to secure quotes for the Sports and Social Club driveway and car park. Cllr. Herbert agreed to liaise with the Sports and Social Club regarding the work. The clerk to look at the tender process and report to the next meeting. It was agreed that Cllr. Deely should ask the design company, who are working on the country park, for options to consider for this area.

(ii) Meadow play equipment update

This has been approved with a pre-condition relating to net biodiversity impact. The condition was requested by the Ecology Department at WCC. The clerk has made contact with an officer at WCC.

(iii) Community Investment Package update

No new update.

**8. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Extreme speeding in our parish

Cllr. Carter said that he is trying to get support from the Police to address this problem. This was identified as a policing priority. The Police have been sent short videos which highlight the issue. The Police have said that there is a speeding campaign for the whole county and we should use operation snap for uploading videos and photos.

**9. Country Park**

(i) To receive report

Cllr. Bullen has circulated his thoughts. Cllr. Deely thanked him. It was agreed that Cllr. Deely would draft a response to this consultation and circulate to councillors for comments.

**10. Neighbourhood Plan**

(i) To receive report

Cllr. Wellsted reported that he has circulated 2 amendments. He will be sending out reminders to residents to respond to the consultation every couple of weeks. The clerk said that we do need to complete an end of grant report. We will also have to pay the grant that hasn’t been spend back to Groundwork; £1000.

7.30pm Cllr. Deely leaves the meeting.

**11. Amenities Matters**

Cllr. Wellsted said that he has received a concern regarding the kissing gate at the top of the new path and the gate into Holt Avenue from the Meadow. These gates are difficult for wheelchair users and cyclists. County Cllr. Caborn said that the Holt Avenue entrance does not have a drop kerb because the access is not compliant with County Highways.

(i) Land adjacent to the allotments

Cllr. Drew reported that there appear to be building works taking place on this land. No planning application has been received. The clerk to raise with the enforcement department.

7.35pm Cllr Deely returns to the meeting and District Cllr. Day leaves.

(ii) Vegetation issues on Oakley Wood Road

This work has been reported.

(iii) Vegetation issues on footpath between Kingsley Road and the Meadow

Cllr. Wellsted said that a resident has kindly sorted this.

(iv) Meadow pitch inspection

This is on-hold until lockdown restrictions ease.

(v) Grass areas on Mallory Road

District Cllr. Norris agreed to follow up on this with the District Council portfolio holder.

(vi) Dog waste bin on Oakley Meadow

County Cllr. Caborn confirmed that the roads on this development have not been adopted yet by the County Council so they are unable to install bins. District Cllr. Norris agreed to look into this. Councillors felt that it may be necessary to make contact with the residents association on Oakley Meadow to discuss matters such as this in the future.

**12. Planning Matters**

(i) Planning notice 19/0846 – The Meadow, Kingsley Road; granted.

**13. Technology and Digital Matters**

(i) Website update

Cllr. Brewster said that he would contact Melt to finalise the new website. The old website has seen a surge in traffic accessing public footpaths page. Magazine is also seeing lots of traffic. Our Facebook site is continuing to see lots of traffic during the lockdown period.

**14. Date of next meeting**

11th June 2020

The Chairman closed the meeting at 7.56pm.