**DRAFT MINUTES OF A VIRTUAL ORDINARY MEETING OF BISHOPS TACHBROOK PARISH COUNCIL ON 9TH JULY 2020 AT 6.30PM**

**Present**: Councillors: M. Greene (Chairman), C. Brewster, R. Bullen, S. Deely, M. Drew, C. Herbert, K. Wellsted, District Cllr. A. Day (until 7.40pm)

**1. Apologies for absence**

Cllr. Carter (business commitment), District Cllr. Norris (business commitment) and County Cllr. Caborn (business commitment).

**2. Declarations of Interest**

Cllr. Bullen declared a pecuniary interest in item 5(v) as a recipient. Cllr. Herbert declared a personal interest in item 10(iv) as she is helping to organize the event. Cllr. Deely declared a personal interest in item 10(iv) as a member of his family is helping to organize the event.

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

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

**4. COVID-19**

District Cllr. Day reported that the track and trace system is being put in place by the County Council. The District is working on a recovery plan. There is a charity grant fund which will help charities to reopen. The grant details are available on the District Council website. In town half of the retail shops are up and running. There is free parking until the end of July. The Government is meeting 75% of Covid costs but no funding has been received yet. We are looking at how to manage local lockdowns. The figures for Warwickshire are very stable. Cllr. Day agreed to forward the daily figures to councillors. The District is tracking unemployment and redundancy.

**5. Financial Administration**

(i) Bank balances

The following bank balances were reported:

Current Account - £240,256.64

Investment Account - £63,496.49

(ii) To consider approving additional expenditure for play area surfacing

The clerk explained that since the play area has been closed weeds have grown through the tarmac. The contractors provided 3 solutions to the problem. Cllr. Deely proposed that we accept the solution of digging out the pathway and removing the surfacing and then mulching over the area which will cost £734.00, seconded the Chairman and carried unanimously.

(iii) To consider risk assessment for the outdoor gym equipment

A risk assessment was circulated by the clerk. Cllr. Herbert proposed that we accept this assessment, seconded the Chairman and carried unanimously.

(iv) To agree title plans for Oakley Meadow allotments

The plans have been circulated to councillors. Concern was expressed about parking at the allotments. Cllr. Bullen said that the original plan was for allotment holders to use the adjacent car park. It was agreed that this could cause issues with Oakley Meadows residents as parking is limited in some places. It was further suggested that the allotments could be car free and this could be written into the rules. Cllr. Deely proposed that we approve these plans, seconded Cllr. Bullen and carried unanimously. The clerk was asked to respond to our solicitor and liaise with the newly appointed manager at Bloor Developments to find out when the work on the allotments will start.

7.04pm Cllr. Bullen leaves the meeting.

(v) Passing of following accounts for payment:

**RESOLVED: that the following accounts be approved for payment (proposed Cllr. Wellsted, seconded Cllr. Brewster) and carried unanimously**

Mrs. C. Hill – salary (July)

Mr. A. Gandy – grass cutting (June) - £465.00

J.G. Molloy – final invoice for storage building - £5,767.70

Mr. R. Bullen – expenses - £32.58

7.06pm Cllr. Bullen returns to the meeting.

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

Cllr. Day reported that the District has started the process of looking at forming an alliance with Stratford District and they have appointed Deloitte. WALC will be a consultee. The Government White Paper enabling this should be available in September. The Country Park consultation is finished. Cllr. Deely said that the on-line consultation was an interim measure and that some residents have found it hard to complete. There is a demand for a face to face consultation. Cllr. Day said that leisure centres will open on 25th July.

**7.**  **Chairman’s Matters**

(i) To receive report

The Chairman reported that we have satisfied our solicitors’ procedures which now allows them to engage with us on the work on the community package. The Chairman said that he would contact them to arrange a virtual meeting.

The Chairman said that he would also contact the Sports and Social Club to progress the draft lease.

**8. Technology and Digital Matters**

(i) Website update

Cllr. Brewster said that the website is looking good. There is an on-line survey. He has received comments from residents. He needs to arrange for the Sports and Social Club and schools pages to be linked to the website. He will be liaising with the PCC to try and incorporate their requirements. Cllr. Brewster said that he would arrange training for councillors to enable them to update their pages.

**9. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Oakley Wood Road 2 Scheme

The clerk reported that Cllr. Carter has asked County Cllr. Caborn if he could assist in getting this moving forward.

(iii) Bus shelter on Harbury Lane; work instructed

**10. Amenities Matters**

Cllr. Wellsted said that he is trying to identify who owns the little parcels of land. The clerk to assist. Cllr. Wellsted has carried out a risk assessment for the working party. The first working party will take place a week on Saturday.

(i) BMX strimming

Cllr. Wellsted reported that this work was started and then the strimmer broke. Once the strimmer has been mended work will resume.

(ii) Cllr. Bullen reported that the land adjacent to the storage building has been levelled and the Mares Tail treated. It is now suitable for planting trees for the community orchard. The clerk said that she would forward a copy of the allotment rules to Cllr. Bullen as this contains guidance on the planting of trees on the allotment plots.

(iii) Opening of adult gym equipment

The clerk has produced a notice advising residents to social distance when using the equipment and to use hand sanitiser. The notice is currently on the noticeboard. Cllr. Herbert agreed to laminate the notice and fix closer to the gym equipment.

Cllrs. Herbert and Deely did not take part in the following item.

(iv) Scarecrow Festival

The clerk reported that she has received a request for the winning scarecrow to be displayed on the village green on Sunday. The Chairman proposed this, seconded Cllr. Wellsted and carried unanimously.

7.40pm District Cllr. Day leaves the meeting.

**11. Planning Matters**

(i) Planning application 20/0878 – Lower Heathcote Local Centre

This application was discussed and councillors agreed to object for the following reasons: the day nursery is on a restricted tiny site very close to a road, issues with parents dropping children off, limited car parking and the road network. It was agreed that Cllr. Bullen would draft a response, circulate to councillors for comments and submit.

**12. Date of next meeting**

23rd July, 2020.

The Chairman closed the meeting at 7.50pm.