**DRAFT MINUTES OF A VIRTUAL ORDINARY MEETING OF BISHOPS TACHBROOK PARISH COUNCIL ON 23RD JULY 2020 AT 6.30PM**

**Present**: Councillors: M. Greene (Chairman), C. Brewster, R. Bullen (until 6.42pm and then from 7.04pm), L. Carter, S. Deely, M. Drew, C. Herbert, K. Wellsted (until 8.15pm), County Cllr. Caborn (from 6.45pm until 8pm).

**1. Apologies for absence**

District Cllr. Day (business commitment).

**2. Declarations of Interest**

Cllr. Drew declared a pecuniary interest in item 11(i) as a nearby neighbour. Cllr. Deely declared a personal interest in item 9(iii) as a member of his family is helping to organize the festival. Cllr. Herbert declared a personal interest in item 9(iii) as she is involved in the festival.

6.42pm Cllr. Bullen left the meeting.

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

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

6.45pm County Cllr. Caborn joins the meeting.

**4. County and District Council Matters**

County Cllr. Caborn said that he attended a full council meeting today. Warwickshire will be receiving £4 million towards traffic schemes. The County has nearly finished the recovery plans. The lockdown rules for ‘Test and Trace’ are very complicated. He has asked for a simplified version. Test and Trace has a lifespan of 18 months before they decide whether to stop it. Cllr. Drew asked if GP’s were involved in Test and Trace. County Cllr. Caborn explained that you would need to call them.

**5. Chairman’s Matters**

(i) To receive report

No new report.

(ii) Sports and Social Club lease update

It was reported that the Chairman and Cllr. Herbert were trying to organize a ‘socially distanced meeting’ with the Club.

**6. Neighbourhood Plan**

(i) To receive report

Cllr. Wellsted reported that the level of response is low. The clerk said that the end of grant form needs completing. Cllr. Wellsted agreed to assist.

7.04pm Cllr. Bullen joins the meeting.

**7. Parish Masterplan**

This was briefly discussed. Councillors agreed to give this some thought and respond to the Chairman and clerk.

**8. Traffic and Road Community Safety**

(i) To receive report

The Seven Acre Close scheme is making progress. Cllr. Carter agreed to circulate details.

(ii) Oakley Wood Road 2 Scheme

Cllr. Carter reported that this scheme has gone through the safety audit.

**9. Amenities Matters**

(i) Play area update

The clerk reported that the play area will be finished by 7th August. The Chairman asked whether we should consider a plaque. Cllr. Wellsted agreed to look into this. Signage will be needed. The clerk to circulate a draft notice. The clerk to also circulate a risk assessment and draft notice in respect of Covid-19.

(ii) Working Party update

Cllr. Wellsted had circulated a risk assessment which was accepted. He said that he had been in contact with the team who were happy to start tidying the parish and had noted the rules regarding Covid-19.

(iii) Scarecrow Festival feedback

Councillors reported how successful this had been. There had been over 40 scarecrows. The atmosphere was lovely and 3 local charities benefited. A great idea. The Chairman said that he would write to the organisers.

(iv) Posts on the Meadow; work finished

(v) Open green spaces update

The clerk reported that we have deeds to several pieces of land in the parish. We now need to identify which pieces of land are owned by the County Council and District Council. Councillors agreed that land searches could be undertaken to identify ownership.

**10. Climate Change Action**

Cllr. Drew reported that 2 residents had contacted him expressing interest in joining a working party. He has spoken to several organisations who have experts who can help us. The next step is to arrange a virtual meeting with residents who are interested in assisting.

7.53pm Cllr. Drew leaves the meeting.

**11. Planning Matters**

(i) Planning application 20/1006 – 62 Kingsley Road

This application was discussed and councillors agreed to raise no comments or objections.

7.55pm Cllr. Drew returns to the meeting.

**12. Financial Administration**

(i) To consider the letter of engagement from Higgs & Sons re. Country Park land and community investment package

The letter of engagement had been circulated to all councillors prior to the meeting. The Chairman proposed we sign the letter, seconded Cllr. Bullen and carried unanimously.

8.15pm Cllr. Wellsted leaves the meeting.

(ii) Meadow playing field planning application fee discrepancy

The clerk explained that due to the insistence by the District Council that this fee was paid quickly and with no guidance she paid £117. Cllr. Bullen said that he believes the fee should be £58. The Planning Manager has now responded saying that he has reviewed the Planning Fees Regulations and the 50% concession for Parish Councils does not extend to applications for discharge of conditions. Cllr. Bullen said that he has looked into the regulations and doesn’t believe this is the case. It was agreed that Cllr. Bullen and the clerk should take this matter up with Gary Fisher in the Planning Department with copies to our district councillors.

(iii) To consider quotes for work on Village Green

We are still awaiting quotes.

(iv) Passing of following accounts for payment:

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

Mrs. C. Hill – reimbursement for planning fee for Meadow playing field application - £59.00

RBT Services – replacement posts on Meadow - £1,803.37

**13. Date of next meeting**

13th August, 2020.

The Chairman closed the meeting at 8.20pm.