**DRAFT MINUTES OF A VIRTUAL ORDINARY MEETING OF BISHOPS TACHBROOK PARISH COUNCIL ON 12TH AUGUST 2020 AT 6.30PM**

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

1 resident.

**1. Apologies for absence**

County Cllr. L. Caborn and District Cllr. A. Day.

**2. Declarations of interest**

Cllr. Wellsted declared a pecuniary interest in item 4(v) as a recipient. Cllr. Deely declared a pecuniary interest in item 13(i) as a nearby landowner.

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

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

The Chairman asked if the agenda could be rearranged to accommodate the resident. No objections. Cllr. Deely left the meeting.

**13. Planning matters**

(i) Planning application 20/1000 – Middle Farm, Oakley Wood Road

The Chairman asked the resident if he would like to address the meeting. The resident briefly outlined his concerns. Cllr. Bullen said he had circulated a paper on this application earlier today. He was asked to resend as some councillors hadn’t seen the paper. It was agreed that this application would be discussed at the next parish council meeting.

6.50pm The resident leaves the meeting and Cllr. Deely returns to the meeting.

**4. Financial administration**

(i) Bank balances

The following bank balances were reported:

Current Account - £227,817.94

Investment Account - £63,496.49

(ii) To consider the recommendations in the internal auditor’s report

The clerk had circulated, prior to the meeting, the detailed report from the internal auditor. It was agreed that training, update on the NP and the review of regular payments would be added to September’s agenda. The clerk confirmed that the payment to M. Diles was made in March 2019 and the room hire payment related to 2 invoices which have been banked. Other comments were noted. The internal audit report which forms part of the annual return had been approved with no comments and a copy would be displayed on the website.

(iii) To agree required searches for the Oakley Meadows allotments

The list of searches available had been circulated to all councillors. Councillors agreed that the Index Regulated Local Authority Search, Extent of Highways Search and the Drainage and Water searches should be requested. The clerk to respond to our solicitor.

(iv) To consider the monthly fee for the Google accounts

The clerk reported that we currently have 12 accounts. It was agreed that all councillors and the clerk should have an account. The clerk said that she doesn’t believe District Cllr. Day or County Cllr. Caborn use their accounts. Cllr. Brewster said that he would liaise with the councillors and delete these 2 accounts if they are no longer required. District Cllr. Norris asked if he could be added to the Parish Council list for circulation purposes.

Cllr. Wellsted leaves the meeting.

(v) Passing of following accounts for payment:

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

 Mrs. C. Hill – salary (August)

 Hags-Smp Ltd. – repairs to play area surfacing - £880.80

 Mr. K. Wellsted – reimbursement for working party sundries - £42.09

 Mr. A. Gandy – grass cutting - £465.00

Cllr. Wellsted returns to the meeting.

**5. To consider the annual governance statement**

The clerk had circulated, prior to the meeting, the completed Annual Return for 2019/20. The questions on the statement were discussed and answered by councillors. Cllr. Brewster proposed that the statement be approved, seconded Cllr. Bullen and carried unanimously.

**6. To consider approving the accounting statements**

The clerk had provided detailed accounts to councillors prior to the meeting supporting the figures in the statement. Cllr. Brewster proposed that the accounting statements be approved, seconded Cllr. Herbert and carried unanimously. The clerk confirmed that once the Chairman has signed both documents they will be forwarded to the external auditor and displayed on our website.

**7. District Council Matters**

District Cllr. Norris updated councillors on waste and recycling, green homes grant and grants for self-employed people. We are in the last week of the Country Park consultation. The Council will be moving forward on the Park with the school following. Ownership of the Country Park has not been transferred to the District Council yet. The Chairman said he has concerns regarding this as the agreement on the transfer of the country park was 30 days after signing of the S106 which was 1st June. District Cllr. Norris explained that everything in the council offices has slowed down. He agreed to take this concern forward.

**8. Chairman’s Matters**

(i) To receive report

No new report.

(ii) Sports and Social Club lease update

The Chairman and Cllr. Herbert will be meeting the Club shortly and will provide an update at the next meeting.

(iii) Parish Masterplan update

The Chairman thanked Cllrs. Brewster and Drew for their comments. The Chairman asked for ideas on how to divide this project and take forward.

(iv) Community Package/Country Park land update

The Chairman reported that he had met with our solicitors. They have been made aware of the points we have agreed with the District Council but which have not been incorporated into the planning permission. They will be following up on this with the District Council.

(v) Securing green spaces update

The County Council has told us which areas they maintain. We are still waiting for the District Council to respond.

(vi) Path to Oakley Wood Road

It was reported that the owner is not willing to sell any land for this path. There is highways land on the other side of the road which could be investigated.

(vii) Self build developments – outline

It was agreed that this requires a separate meeting to discuss advantages and disadvantages before bringing to a parish council meeting.

(viii) Condemning anti-social social media

The Chairman made councillors aware of the level of anger being expressed on social media. All councillors agreed that this is totally unacceptable. If residents have an issue with Parish Council projects they should contact the clerk.

**9. Amenities Matters**

(i) Play Area update

The clerk reported that she was hoping to meet with an inspector and a representative from the Play Area Working Party to view the completed play area tomorrow. She agreed to circulate a risk assessment and draft wording for temporary signage regarding Covid-19. She has requested a quote from our insurance company for additional cover for the new equipment. Hags require 48 hours notice for removal of the fencing.

(ii) To agree signage for the play area

The clerk had circulated, prior to the meeting, draft signage. Councillors agreed that no dogs, no smoking and no glass bottles should be permitted in the play area, It was further agreed a temporary notice would be erected until councillors have decided on wording for the permanent notice.

(iii) Working Party update

Cllr. Wellsted reported that the working party has cleared the paths behind the allotments of Ragwort.

(iv) Oakley Meadows maintenance issues

The District Council has contacted the developer regarding the amount of Ragwort growing on this development. The clerk to circulate the notes from the meeting with the management company to councillors.

(v) Oakley Meadows allotments

Cllr. Wellsted said that work has taken place on these allotments. They are still full of rubbish and stone. There are no paths.

(vi) Telephone box

Cllr. Brewster reported that he spoke to the planning officer who explained that BT are considering whether to remove this box. The clerk to try and find out more about ownership of the box.

(vii) Sports and Social Club landscape update

Cllr. Deely to circulate drawings on the 3 options. The options are for 9, 18 or 22 car parking spaces. It was agreed that the Chairman and Cllr. Herbert would show these drawings to the Club when they meet.

(viii) Warwick Gates bike bus

Councillors agreed that this was a good idea.

(ix) Dog control proposals

Councillors agreed that the play area should be listed.

**10. Country Park**

(i) Board meeting update

Cllr. Deely circulated notes.

(ii) Environmental issues

Residents have reported to the District Council rubble being buried on the land which will be the Country Park. We understand that the District Council is taking this matter forward with the developer.

**11. Neighbourhood Plan**

(i) To consider appointing an inspector

Details for 3 inspectors have been circulated. Cllr. Wellsted proposed that we appoint Rosemary Kidd, seconded Cllr. Bullen and carried unanimously.

**12. Traffic and Road Community Safety**

(i) Mallory Road scheme

Cllr. Carter has circulated the scheme. Cllr. Bullen proposed that we accept this scheme, seconded Cllr. Wellsted and carried unanimously.

**13. Planning Matters**

(ii) Planning application 16/0279 – land off Seven Acre Close

Cllr. Carter reported that he has looked through the construction plan and has the following concerns: jet washing of wheels will be the responsibility of the truck driver, lack of road signs to stop driving through the village and delivery times starting at 8.30am when children are walking to school. Councillors agreed that Cllr. Carter should respond with the above concerns to the planning department and liaise with the developer.

(iii) Government proposals for planning reform

Next agenda.

**14. Date of next meeting**

20th August 2020.