**DRAFT MINUTES OF A VIRTUAL ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 10TH SEPTEMBER 2020 AT 6.30PM**

**Present:** Councillors M. Greene (Chairman), R. Bullen (from 7.09pm), L. Carter (from 6.50pm), S. Deely (until 8.30pm), M. Drew, C. Herbert, District Cllrs. A. Day (until 7.16pm) and D. Norris (until 7.06pm) and County Cllr. L. Caborn (leaves at 7.06pm, rejoins at 7.16pm and leaves at 7.50pm)

**1. Apologies for absence**

Cllrs. Brewster (personal commitment) and Wellsted (personal commitment).

**2. Declarations of interest**

Cllr. Deely declared a pecuniary interest in item 12(ii) as a nearby landowner. Cllr. Drew declared a pecuniary in item 12(iii) as a nearby landowner.

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

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

**4. Financial administration**

(i) Bank balances

The following bank balances were reported:

Current account - £223,543.10

Investment account - £63,501.33

(ii) Bank reconciliation

The clerk had circulated prior to the meeting a bank reconciliation together with receipts and payments. It was noted that the rent from the Sports and Social Club had not been received; the Chairman said that this had been his expectation given conversations between members of the Parish Council and the Club at the outbreak of the Covid crisis. The clerk was asked to add this to the next agenda. The clerk reported that due to the current situation she has not yet billed the Sports and Social Club for grass cutting. Councillors agreed that this bill should be sent. The clerk’s salary was noted and the payments in respect of PAYE and pension contributions. It was further reported that we are overbudget on the storage building by £22.26 but that the cost of repairing the allotment fence is included in this total.

(iii) To review direct debit payments

It was noted that we have 2 direct debit payments. The payment for our google accounts was discussed and approved last month. The second payment is our legal contribution towards the clerk’s pension and her legal contribution. The payments are shown on the schedule. Councillors approved this monthly payment.

(iv) 20/21 clerk’s pay award

To be discussed at the October meeting.

(v) Training

If any councillor is interested in training they should contact the clerk. WALC is organising training via Zoom.

(vi) Passing of following accounts for payment:

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

Mrs. C. Hill – salary (September)

Mr. P. Ash – removing tree from Meadow and strimming BMX track - £75.00

Mr. A. Gandy – grass cutting - £465.00

Accounting Data Services Ltd. – internal audit fee - £291.60

**5. District Council matters**

District Cllr. Day reported that the District is working with Stratford District to form a partnership. They are currently interviewing candidates for ITC and will be appointing a joint head of Neighbourhood Services. The consultant’s report on local government reform should be received by the end of the week. The report is completely independent.

6.50pm Cllr. Carter joins the meeting.

Cllr. Day said that the District has reserve funds which will assist us in these uncertain times. The top floor of Riverside House will be rented out. 100% of business grants have been allocated.

District Cllr. Norris confirmed that he has raised concerns regarding the delay in the transfer of the country park. He has been assured that this is just paperwork backlog. He reported that litter bins will be installed on the new developments.

**6. Warwickshire County Council matters**

County Cllr. Caborn thanked Cllr. Deely for accepting the role on the board for the school.

He also thanked Cllr. Carter for his involvement in the Oakley Road scheme.

He further reported that at Cabinet a recovery plan had been passed. The County is in a good financial position and aware that they will not recover all of their Covid-19 funding. Art and mental health have been provided with more aid. There is a full council meeting on 22nd to discuss unitary. The council will be putting an expression of interest in. The report will be available from mid October. They believe they should be in the first tranche. Elections will run as normal next year.

7.06pm County Cllr. Caborn and District Cllr. Norris leave the meeting.

Cllr. Drew pointed out that the national Covid-19 track and trace is not working. It is a big problem.

7.09pm Cllr. Bullen joins the meeting.

**7. Chairman’s matters**

(i) To receive report

No new report.

(ii) Sports and Social Club lease update

The Chairman updated the meeting on the response from our solicitor. The key issue is the break clause. Councillors agreed that the lease needs to be reasonable and fair and that we need to engage with the Club. It was agreed that councillors would work together to try and resolve issues. The Chairman said he would update the Club.

7.16pm County Cllr. Caborn joins the meeting and District Cllr. Day leaves the meeting.

The Chairman asked County Cllr. Caborn if he had any further reports to add. County Cllr. Caborn asked if he could update the meeting on Covid-19. There were no objections.

**6. Warwickshire County Council matters**

County Cllr. Caborn confirmed that numbers of cases of Covid-19 are on the rise. The County is working with Coventry and Solihull District. The County has started recruiting staff for the health protection team. They have recruited 4 environmental health officers. The County is trying to get more control of test and trace but they need more funding. A trial is taking place on anti-body testing in a care home in Rugby. PPE should last until March. 91% of pupils are returning to school. The County is working with the universities.

7.50pm County Cllr. Caborn leaves the meeting.

**7. Chairman’s matters**

(iii) Parish Masterplan update and MOU

The Chairman reported he met with the Chief Executive of the District Council and District Cllr. Day. They appeared more positive about the footpath to Oakley Wood. They suggested we ask their contractor to review the area of land required for this footpath. Councillors agreed that we should ask for a quotation for this work. Cllr. Deely agreed to contact the company. Cllr. Deely has been asked to join the project board for the Country Park but not the school. It was agreed that the Chairman would email County Cllr. Caborn. Cllr. Deely confirmed that he would accept the role on the project board for the Country Park. The Chairman reported that the District Council is going to recruit a project manager for the Country Park. We need to consider whether we would like to fund part of this person’s time out of our CIL funds for assistance with our projects. Cllr. Deely said that we need to consider what we would like this person to achieve. The District Council is allocating funding for designing the bridge. We need to decide whether we would like to progress ‘self builds’ in the parish. The District Council has provided details of a consultant who can assist with this. It was agreed that the Chairman would liaise with this consultant.

The village centre is a good idea. Do we need a design? Allocating housing land in the parish is part of the new planning legislation. The District Council is revisiting their local plan. There is a degree of time before we need to look at this. Do we commission someone to look at housing?

(iv) Community Package/Country Park land update

It was agreed that we need to liaise with the District Council regarding CIL payments. Our solicitors are actively pursuing the District Council for information on this package and the transfer.

**8. Technology and Digital matters**

(i) To receive report

The magazine is on the website.

**9. Traffic and Road Community Safety**

(i) To receive report

Cllr. Carter reported that Community Speedwatch is operating and they will be including Harbury Lane. The County Council’s delivery team were on-site looking at the Oakley Wood project location. There is an issue with a manhole which they are looking at.

AC Lloyd has erected signs but they are in the wrong places. Cllr. Carter has written to them to request a more appropriate location. Cllr. Deely said he has looked at the drawings and is concerned that the existing footway is going to be narrower and will it be suitable for wheelchairs and pushchairs. Cllr. Carter said that the drawings might change again.

(ii) Harbury Lane bus shelter; installation 14th September

Noted.

**10. Amenities matters**

(i) Play area feedback

The clerk reported that our grass contractor has the key to the play area and has cut the grass. We have received the maintenance package and this has been passed to Cllrs. Deely and Wellsted. The clerk is awaiting a response from RoSPA on maintenance training courses. We have received a request for no chewing gum to be added to the signage. The play area company have fitted a spring on the old gate free of charge but it needs adjusting. The working party is going to try and adjust this and also try to move an existing bin into the play area.

(ii) Working Party update

A note from Cllr. Wellsted had been circulated to councillors.

(iii) Oakley Meadow maintenance issues

The clerk has circulated notes. The Chairman agreed to liaise with Cllr. Wellsted on a way forward.

(iv) Telephone Box update

The clerk confirmed that she is liaising with the District Council to try and arrange for this box to be purchased by the Parish Council.

(v) Sports and Social Club landscape update

The Chairman or clerk to circulate designs to all councillors. Councillors to let the clerk know their preferred option. Cllr. Deely said a scope of the work will need to be produced. We could ask our design consultant for a quote to produce this. Cllrs. Deely and Herbert to liaise with the consultant once we have the design.

8.30pm Cllr. Deely leaves the meeting.

(vi) Village Green paving area

The clerk has forwarded an updated map. Cllr. Carter said he would liaise with the contractor.

(vii) Dedicated bench on the Meadow

Councillors agreed that this is a nice idea. The Chairman said that he would like the number of dedicated benches to be limited to 2 or 3. Councillors agreed that this is appropriate. It was further agreed that we would request no tributes on the benches. The clerk to respond to the request requesting information on design and location.

(viii) Overgrown footpath/cycleway (OWR)

This has been cut.

(ix) Seven Acre Close

The Chairman noted that work had commenced at the site and how local residents have set up a Whatsapp group to communicate any issues arising.

**11. Neighbourhood Plan**

(i) To receive report

Cllr. Wellsted has circulated a report to all councillors.

**12. Planning Matters**

(i) Government proposals for planning reform

Cllr. Bullen reported that there is a 12 week consultation period. It was agreed that Cllr. Bullen would circulate a summary of the proposals for councillors to review.

(ii) Planning application 20/1000 – Middle Farm, Oakley Wood Road; to consider response from Planning Officer

The clerk confirmed that responses from a neighbour and the applicant have been circulated to councillors. It was agreed that Cllr. Bullen would draft a response to the planning officer and circulate to councillors for comments before submitting.

(iii) Planning notice 20/1006 – 62 Kingsley Road; granted

(iv) Planning application 20/1215 – 30 Touchstone Road

Councillors agreed to raise no comments or objections.

**13. Date of next meeting**

8th October 2020 at 7pm.

The Chairman closed the meeting at 9.12pm.