**DRAFT MINUTES OF A VIRTUAL ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON 8TH OCTOBER 2020 AT 7PM**

**Present:** Councillors M. Greene (Chairman), L. Carter, S. Deely, M. Drew, K. Wellsted, District Cllrs. A. Day (until 7.56pm) and D. Norris (until 7.56pm)

**1. Apologises for absence**

Cllrs. Brewster (personal commitment) and Bullen (personal commitment). County Cllr. Caborn would be joining at 8pm.

**2. Declarations of interest**

No interests were declared.

**3. Acceptance of the minutes of the previous meetings (August and September)**

The clerk had circulated the minutes prior to the meeting. The Chairman proposed we accept these minutes, seconded Cllr. Drew and carried unanimously. The Chairman signed the minutes.

**4. Financial administration**

(i) Bank balances

The following bank balances were reported:

Current account - £98,877.26

Investment account - £63,501.85

(ii) CIL payment update and to consider the agreement from WDC

The CIL payment schedule had been circulated by the clerk. The clerk reported that she had not received the agreement yet.

(iii) 20/21 clerk’s pay award

The Chairman said that he has the details and will circulate to councillors.

(iv) To consider quotes for Village Green paving

Cllr. Wellsted and the clerk met with the second contractor. He has provided quotes for tarmac or block paving and seed or turf options. His advice was to consider block paviours instead of tarmac as when root intrusion occurs paving is a more flexible alternative to tarmac. The quotes received from both contractors were comparable. Cllr. Wellsted said that he believed the second contractor was more specialised in surfacing and groundwork whereas the first contractor was more specialised in building. Cllr. Wellsted proposed we appoint the second contractor, seconded Cllr. Drew and carried unanimously. It was further agreed that we would request block paving and Cllr. Wellsted would liaise with the contractor to determine whether seed or turf would be best suited and the best time for carrying out this work.

(v) To consider Sports and Social Club rent due 1st July 2020

The Chairman proposed that, due to the current situation with Covid-19, we do not seek payment from the Sports and Social Club for this half years rent, seconded Cllr. Deely and carried unanimously.

(vi) To consider applying for a grant for play equipment

The Chairman proposed that we apply for a grant for £2000 towards play equipment, seconded Cllr. Deely and carried unanimously.

(vii) To consider applying for a grant towards the Village Green paving

Cllr. Deely proposed that we apply for a grant for £2000 towards the costs of work on the Village Green, seconded Cllr. Carter and carried unanimously.

(viii) To consider quotes for land use for Oakley Wood footpath

Cllr. Deely said that he had started discussions with the designer recommended by the District Council but hasn’t yet received a quote. The Chairman proposed a maximum cost of £5,000, seconded Cllr. Carter and carried unanimously.

(ix) To consider purchasing 2 litter bins for the Meadow at a cost of £695.00

Cllr. Wellsted explained that the round bins on the Meadow are rotting and are not secured to the ground. He proposed that we purchase 2 replacement bins and place one of the bins in the play area, seconded the Chairman and carried unanimously.

(x) To consider approving the agreement for the adoption of the telephone kiosk to house a defibrillator

The agreement had been circulated to all councillors prior to the meeting. The Chairman proposed we approve this agreement, seconded Cllr. Deely and carried unanimously. The clerk was asked to sign the agreement.

(xi) To consider appointing an advisor regarding self-build opportunity

The Chairman explained the reasoning behind appointing an adviser. The District Council has recommended an adviser and they have quoted £3000. Cllr. Deely proposed we appoint this advisor, seconded Cllr. Carter and carried unanimously.

(xii) Passing of following accounts for payment:

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

 Mrs. C. Hill – salary (October)

 Mr. A. Gandy – grass cutting - £530.00

 Higgs and Sons Solicitors – legal fees - £1,194.00

 GW Shelter Solutions Ltd. – bus shelter - £5,364.00

 Mr. M. Diles – repairs to equipment - £12.95

**5. District Council Matters**

District Cllr. Norris reported that he has looked at the District owned garages and noted that they need repairs. The District Council is not investing in the garages. This could be an opportunity for the Parish Council. He confirmed that bins will be installed on the new developments.

District Cllr. Day reported that the District Council is entering the budget season. The District is expecting to see a 30% drop in the general fund. £3 million saving is required. A merger with Stratford District Council would see savings. There will be significant changes in the waste management plan. The planning reform is being digested. Housing demands are very stringent. Cases of Covid-19 are significantly increasing. The District is working with the universities. They are funding extra street marshals. Christmas lights will be turned on but it will be done digitally. MOP has been cancelled. The green tax is on hold but the District will still be trying to move forward. They will not be able to do as much as they would like to because of the cancelled referendum.

7.56pm District Cllrs. Day and Norris leave the meeting.

**6. Warwickshire County Council Matters**

No new report.

**7. Chairman’s Matters**

(i) To receive report

No new update.

(ii) Sports and Social Club lease update

The Chairman said that he would contact the Club.

(iii) Parish Masterplan update and MOU

The Chairman reported that the District Council would like a meeting. Any councillor wishing to join should contact the Chairman or clerk.

(iv) Community package/country land update

Our solicitors are engaging with the District Council.

(v) Update from briefing on Unitary Authority proposals

The Chairman and clerk attended. The Chairman reported that parish councils were expressing concern about responsibility and extra workload. Town councils were more enthusiastic. The Chairman suggested councillors read the reports that have been circulated by the County and District Councils. There is a virtual call with the County Council in the next couple of weeks. If any councillor wishes to attend please register.

**8. Country Park**

(i) To receive report

Cllr. Deely reported that the Project Board met on 30th September. The Board consists of 5 members. A project manager is being recruited. The next meeting will be in 2 to 3 weeks time. The timeline for the planning application for the country park and school is spring 2021. Architects haven’t been appointed yet. District Council must sign off on the design for the country park by 11th February.

**9. Traffic and Road Community Safety**

(i) To receive report

Cllr. Carter reported that we seem to be seeing a number of accidents on Oakley Wood Road every month. He believes they are driving too fast because the speed limit is wrong. The chevrons end on the bend and this is something that County Highways can fix quite quickly and cheaply. The cars are crossing the footway and ending up in the hedge. This is a route that is part of the ‘cycle to school initiative’. Councillors agreed that a reduction in the speed limit is required and more chevrons need to be placed on the bend. They asked Cllr. Carter to write to County Cllr. Caborn and copy Mr. P. Seccombe.

(ii) Mallory Road scheme update

No new report.

(iii) Oakley Wood Road scheme update

This scheme will happen before the Mallory Road scheme. They are working on changes to the design. The existing width of the footways will be retained but the refuge might be smaller. They need to work around the manhole cover.

(iv) Community Speedwatch

Cllr. Carter made councillors aware of the recent incident with members of speedwatch. He asked for support from the Police and an officer was available for the next session on Mallory Road. A speedwatch has taken place on Harbury Lane. Majority of people were driving at the speed limit.

**10. Amenities Matters**

(i) To receive report

The clerk reported that our contractor would like to store some of his equipment in our storage building. Details have been received regarding the dedicated bench, plaque and suggested locations.

(ii) Working Party update

Cllr. Wellsted said the working party had tidied the areas around the trees on the Village Green. They will install the new bins when they arrive and cut back the paths on the Village Green.

(iii) Allotment fires and to consider revising the rules for allotment holders

This matter was discussed and it was noted that Whitnash only permit fires on bonfire week. Councillors agreed that there is a need for fires to burn diseased vegetation but this could happen once or twice a year. Composting should be encouraged. It was agreed that the allotment holder rules on fires are rather vague and if the wind changes direction they are then in breach of the rules. It was agreed that the wording on bonfires should be changed to permit fires on the week of bonfire night (from the Sunday before until the Saturday after) and the last Monday in March. The clerk was asked to rewrite this rule and circulate to councillors for comment.

(iv) Play area update

The Play Area Working Party has asked if we could purchase a locker with a radar key to house the harness. The clerk was asked to investigate. The clerk said that she was still looking for a company that could provide basic training to allow the parish council to carry out basic maintenance inspections of the equipment. A new bin has been ordered for the play area and will be installed on the grass by the working party.

(v) To consider play area signage

Councillors to forward photos of any play area signage they believe suitable.

(vi) Request for flower troughs opposite Vicarage Rise

The clerk had circulated an email from a resident to all councillors. This land is maintained by the District Council and we believe owned by them. The clerk to respond to the resident.

(vii) Sports and Social Club landscape update

Cllr. Herbert has pointed out that vehicle access is required at all times. She has asked the designer to build this into the designs. Cllr. Drew reported that he is investigating electric charging points.

(viii) Christmas tree

Councillors agreed that we should purchase a reasonable size tree that can be planted and also purchase a new Happy Christmas sign. Cllr. Wellsted to follow up on this.

(ix) Overgrown bushes and vegetation on the Meadow

Cllr. Wellsted said that that the working party will be working with the resident to cut back the vegetation.

(x) Volunteer clean up

The District Council are dealing with this request.

(xi) New allotment update

The clerk had circulated, prior to the meeting, the drainage and water reports. Cllr. Wellsted said there is a French drain in the allotments which takes the water down to Holt Avenue. Water is also connected.

(xii) Oakley Meadows maintenance issues

A resident is liaising with the management company.

**11. Neighbourhood Plan**

(i) To receive report

The clerk was asked to contact the District Council again regarding the appointment of the inspector.

**12. Technology and Digital Matters**

(i) To receive report

The clerk reported that the cost of technical support per month would be £75. This would provide 1 hour for our website or marketing needs, website security and speed optimisation, all website updates and back ups taken care of and unused time would roll over every month. The cost of active campaign for newsletter would be £11 per month. We currently have 52 subscribers to date. This would be used for monthly emails about parish magazine and could help with the magazine if we encourage more subscribers. These costs have been budgeted. Cllr. Drew proposed that we request technical support and the campaign for newsletter, seconded Cllr. Carter and carried unanimously. Councillors also agreed that paper copies of the magazine should still be available in the shop, St. Chad’s Centre and pub for residents who do not have on-line access.

(ii) Training update

Cllr. Webster provided website and google drive training for the clerk, Cllr. Herbert and a St. Chad’s Centre trustee. It was very worthwhile.

**13. Planning Matters**

(i) Planning notice 20/1000 – Middle Farm, Oakley Wood Road; granted.

(ii) Planning application 20/1233 – 17 Othello Avenue

Councillors agreed to raise no objections or comments.

(iii) Planning application 20/1305 – land south of Gallows Hill

No objections or comments.

**14. Date of next meeting**

12th November 2020 at 7pm.

The Chairman closed the meeting at 9.24pm.