**DRAFT MINUTES OF A VIRTUAL ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON 12TH NOVEMBER 2020 AT 7PM**

**Present:** Councillors M. Greene (Chairman), C. Brewster, L. Carter, S. Deely, C. Herbert, M. Drew, K. Wellsted, District Cllrs. A. Day (until 7.16pm, re-joins the meeting at 7.50pm until 8.25pm) and County Cllr. L. Caborn (until 8pm).

**1. Apologises for absence**

Cllr. Bullen (illness) and District Cllr. Norris (business commitment).

**2. Declarations of interest**

The Chairman declared personal interests in items 5(vii) as the company involved is a client of his employer and 15(iii) as a near neighbour.

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

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

**4. Councillor Vacancy**

The Chairman thanked Cllr. Connon for his contribution. His departure leaves a vacancy on the Parish Council and the official notice from the District Council has been displayed on the noticeboards. It was agreed that this vacancy should be advertised in our magazine, website and on the noticeboards once the District Council gives us authority to do so.

**5. Financial administration**

(i) Bank balances

The following bank balances were reported:

Current account - £89,649.53

Investment account - £63,502.37

(ii) CIL payment; to consider the agreement from WDC

The clerk had circulated, prior to the meeting, the agreement from the District Council. Cllr. Wellsted proposed that we sign this agreement, seconded Cllr. Drew and carried unanimously. The clerk confirmed that she would ask the Chairman and Cllr. Deely to sign.

The clerk leaves the meeting.

(iii) 20/21 clerk’s pay award

The Chairman had written to councillors in advance of the meeting to provide them with context and useful data to aid their discussion. Councillors discussed the clerk’s pay award and considered the size of the Parish Council against the benchmarks provided by NALC. The Chairman explained that this matter should have been addressed a long time ago, but had not been included on an agenda, as such he believed that the Clerk’s present salary banding was not in line with her experience or the size of the Parish (which has grown considerably over the last few years). The Chairman proposed that the Clerk’s salary band be brought in line with councillors’ expectations and that from now on that this matter should automatically be included on an agenda for either the March or April meeting, seconded Cllr. Brewster and carried unanimously. The Chairman agreed to write to the Clerk with the details of what had been agreed.

7.16pm The clerk returns to the meeting and District Cllr. Day leaves.

(iv) Telephone kiosk ownership update

The clerk reported that British Telecom have decided that they no longer wish to sell our telephone kiosk. They have confirmed that it will not be removed.

(v) To approve the terms and conditions for the adviser appointed regarding self-build opportunity

The terms and conditions had been circulated prior to the meeting. The Chairman proposed that we sign these terms, seconded Cllr. Deely and carried unanimously.

(vi) To consider street name Mallory Green

This was discussed and councillors agreed that Mallory has been used significantly in our street names. Cllr. Drew proposed that we request Anchitel Crescent.  Anchitel is the forename of the original Mallory, Earl and Constable of Leicester who owned the land at Tachbrook Mallory. Green is also used a lot but Crescent not so. This suggestion was seconded by Cllr. Wellsted and carried unanimously.

The Chairman leaves the meeting and Cllr. Carter takes the chair.

(vii) Oakley Meadows allotments transfer update

Cllr. Wellsted reported that work has taken place on these allotments but there still appears to be lots of large stones and the ground needs compost. Weeds are already starting to come through the path. The water hasn’t been turned on and we can’t find a water meter. Bloors have requested a meeting with the clerk to sign off on the work. It was agreed that the clerk and Cllr. Wellsted should attend the meeting.

Cllr. Greene returns to the meeting and takes the chair.

(viii) Mallory Road fencing; clearly defined maintenance plan requested

The clerk reported that the District Council will not transfer the ownership of this land. They have agreed to erect timber fencing but require the Parish Council to agree to maintain the fence at an approximate cost of £500 every 5 to 10 years or to arrange for volunteers to paint the fence with the Parish Council covering the cost of the paint. Cllr. Wellsted proposed we accept this arrangement, seconded Cllr. Carter and carried unanimously.

(ix) Passing of following accounts for payment:

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

 Mrs. C. Hill – salary (November)

 Mr. A. Gandy – grass cutting - £390.00

 Wybone Ltd. – 2 bins - £694.51

The Chairman asked if we could please rearrange the agenda to await the return of District Cllr. Day. There were no objections.

**7. County Council Matters**

County Cllr. Caborn briefly updated the meeting on recruitment, digital board for 5G and road improvements in the county. The County is working on mass testing for Covid with Coventry. 6 testing sites are going live. The numbers are starting to plateau. Our hospitals still have capacity and elective operations have not been delayed.

The Chairman asked if the agenda could be rearranged to allow Cllr. Carter to report on County Highway road schemes. There were no objections.

**9. Traffic and Road Community Safety**

(i) To receive report

No new report.

7.50pm District Cllr. Day joins the meeting.

(ii) Seven Acre Close update

The traffic calming scheme is with the safety audit team. It should be approved at the end of this month. The developer would like to use his own contractors for the work. County Cllr. Caborn said that if there are any issues he would liaise with the developer. Delivery trucks are entering the site early. They do not seem to be able to identify these trucks. If you see any trucks travelling through the village please pass details to Cllr. Carter.

(iii) Oakley Wood Road additional chevrons plus 40mph request update

Cllr. Carter explained that the chevrons on this road are out-dated and some seem to be missing. There is also the issue of the speed limit. County Cllr. Caborn said that the chevrons can be replaced. There will be a safety audit on this road as part of the secondary school planning application and this will look at the speed limit. Cllr. Deely said that he will take this forward when he receives an invitation to join the school meeting. County Cllr. Caborn said he would speak to an officer about these issues.

(iv) To consider approving the revised design for Oakley Wood Road 2 scheme

Cllr. Carter had circulated, prior to the meeting, revised plans. He explained the difference to the previously agreed plans. This design has now been passed to road safety for consideration. There is no need for a formal consultation. If road safety and the Parish Council approve this design before Christmas it will be constructed by the end of March. The Chairman thanked Cllr. Carter for his dedication in pursuing this scheme. Cllr. Carter proposed that this scheme be approved, seconded Cllr. Wellsted and carried unanimously.

8pm County Cllr. Caborn leaves the meeting.

**6. District Council Matters**

District Cllr. Day reported that on our Covid numbers. We will be returning to the tier system; he is hopeful we will return to the lowest tier should numbers continue to fall. We have plenty of testing capacity. There has been an outbreak at a food factory resulting in 75 cases. There will be grants to support local businesses available shortly. The District is looking at removing car park charges in January to support retail. The waste management contract will be managed in line with Stratford District Council. We will be using bins instead of bags. The merger with Stratford District will result in a new local plan. Planning teams will be combined. Riverside House will be sold. Cllr. Day said that he is trying to solve the recent housing problems that have been raised. Cllr. Herbert asked if we should be doing more in relation to Covid. Encouraging people to check their neighbours are fine. Cllr. Wellsted asked when the new local plan is likely to be going ahead. District Cllr. Day said that he would let us know.

**8. Chairman’s Matters**

(i) To receive report

No new report.

(ii) Sports and Social Club lease update

The Chairman reported that he has contacted the Club and awaits a response.

(iii) Parish Masterplan update and MOU

The Chairman said he will be liaising with the District Council shortly. The report on the land in the parish is being prepared and will be forwarded to councillors. There are plans to free up land in the parish for parking. A charity is interested in access to the country park.

(iv) Community package/country land update

Land transfers looking towards the end of the year.

(v) Pumpkin trail

The Chairman thanked the organisers. This was very good.

8.25pm District Cllr. Day leaves the meeting.

**10. Climate Change Group**

(i) To receive report

Cllr. Drew reported that TRACC (Tachbrook Residents’ Action Climate Change) has been formed. A competition is being organised by the schools. A project with the country park has been proposed getting children involved in wildlife. There could be a community hub in the park for the family. Cllr. Drew agreed to put together a plan and forward to Cllr. Deely. Cllr. Drew is a member of Low Carbon Warwickshire.

**11. Amenities Matters**

(i) To receive report

Cllr. Deely said he has met with the consultant who is looking at the path to Oakley Wood. A proposal for this work has been circulated to all councillors and will be reviewed at the next meeting. There are 2 routes. Cllr. Carter asked if he could be involved regarding the crossings on the Banbury Road.

Cllr. Wellsted reported that Oakley Meadows are replacing trees. More trees are required for Kingsley Road.

(ii) Working party update

Cllr. Wellsted reported that trees have been cut back. The trees were blocking light into a garden. The resident has arranged for a tree surgeon to look at his trees and he will be asking him to look at ours and provide a recommendation to us.

(iii) Play area update

The clerk updated the meeting on a training course for inspecting the equipment. Cllr. Herbert said she would find out whether Whitnash’s inspector would be able to inspect our equipment. The basket swing has now been replaced.

(iv) Play area signage

Councillors to send photos of signage they think suitable to the clerk.

(v) Sports and Social Club landscape update

Cllr. Herbert reported she responded to our consultant with her concerns. We have 2 revised plans plus electric charging points. We are unable to take the power from the lights for the charging points because there isn’t enough voltage. Councillors agreed that we should ensure that the ducting is in place for the future. Cllr. Herbert agreed to take this forward.

(vi) Meadow allotments – to agree new rules for issuance to the allotment holders

It was agreed that Cllr. Wellsted would rewrite the rules in the form of a tenancy agreement and circulate to councillors.

(vii) Removal of wooden posts on Meadow

Cllr. Wellsted explained the location of the posts. It was agreed that they are no longer required.

(viii) BMX track to consider resurfacing request

Cllr. Deely said that he has looked at the track and between the ramps there are puddles. He suggested that we purchase some grit and leave for the BMX users or we could put the grit between the ramps. Part of the tarmac section does not get used which has resulted in some tufts of grass growing through it. This could be sorted when the driveway is resurfaced.

(ix) Christmas tree and lights

Cllr. Wellsted said that the tree has been ordered. Cllr. Wellsted and Cllr. Norris will be putting the three sets of lights on the tree by the entrance to the St. Chad’s Centre. It was agreed that Cllr. Wellsted should order a Happy Christmas sign.

**12. Neighbourhood Plan**

(i) To receive report

Cllr. Wellsted reported that our inspector can’t start reviewing our plan until December.

**13. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster provided the meeting with number of users for website, Facebook, email subscribers. We should aim to post 4 or 5 stories a month. Cllr. Brewster asked councillors to forward information to him and he will put stories together.

 **14. Country Park**

(i) To receive report

Cllr. Deely reported that a new full time project manager has just joined the team. The masterplan is being finalised. This is being driven by the response to the consultation which is being read and analysed. 2 hubs have been suggested with community facilities. School facilities will be available for residents outside school hours. Residents living near the park do not want the allotments near them. The school doesn’t seem to be moving forward. A program manager has been appointed for the school and she is going to be invited to the next board meeting. There appears to be a new requirement for a nursery near the school site. Car parking serving the country park might be stretched. They are looking for additional parking. Planning consultants are being appointed.

**15. Planning Matters**

(i) MHLG Planning for the Future Consultant

Cllr. Bullen’s response was noted.

(ii) Planning application 20/1642 – Asps Farm, Banbury Road

No comments or objections.

The Chairman did not take part in this discussion.

(iii) Planning application 20/1743/TCA – 15 Church Hill

No comments or objections.

(iv) Appeal notification 20/0622 – 5 Tilsley Close

Noted.

(v) Planning application 20/1596 – Squab Hall Farm, Harbury Lane

No comments or objections.

**16. Correspondence**

(i) BMX track

See item 11(viii).

(ii) Feeding the birds on the Meadow

The clerk to write to the resident.

(iii) Play area re. basket swing

See item 11(iii).

**17. Date of next meeting**

10th December 2020.

The Chairman closed the meeting at 9.40pm.