**DRAFT MINUTES OF A VIRTUAL ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 10TH DECEMBER 2020 AT 7PM**

**Present:** Councillors M. Greene (Chairman), C. Brewster (from 7.25pm), L. Carter (from 7.20pm), S. Deely, M. Drew, C. Herbert, K. Wellsted, District Cllrs. A. Day (from 7.30pm) and D. Norris (until 8.30pm) and County Cllr. L. Caborn (from 7.38pm until 9pm).

**1. Apologises for absence**

Cllr. Bullen (illness). District Cllr. Day said that he would be joining later.

**2. Declarations of interest**

Cllr. Wellsted declared a pecuniary interest in item 4(xi) as a beneficiary. The Chairman declared a pecuniary interest in item 4(iv) as the company involved is a client of his employer. Cllr. Brewster declared a pecuniary interest in item 4(vii) as a committee member of the Youth Club. Cllr. Herbert declared a personal interest in item 10(xi) as a member of the Events Committee.

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

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

**4. Financial administration**

(i) Bank balances

The following balances were reported:

Current account - £110,933.55

Investment account - £63,502.91

(ii) Draft 2021/22 budget

The clerk had circulated, prior to the meeting, a draft budget. Councillors were asked to review the budget and pass any changes to the clerk.

7.20pm Cllr. Carter joins the meeting.

(iii) To consider the Sports and Social Club draft lease

The Chairman and Cllr. Herbert reported that they had spoken to our solicitor and the Chairman has spoken to a member of the Club. Councillors agreed unanimously that they do not want the lease to be able to be transferred to a successor. The Club is a community group and the whole community is able to benefit from this facility. If the lease is transferred to a corporate venture this benefit could be removed. The clerk confirmed that the rent is currently increased at £110 per year. Councillors agreed to remove the requirement for a break clause.

7.25pm Cllr. Brewster joins the meeting.

The Chairman said that the Club is willing to pay for the electric but have requested that the Parish Council is responsible for the driveway up to the Club house and then the cost is split 50/50. This was agreed. We also need to agree with the Club the splitting of costs for the grass maintenance and pest control.

7.30pm District Cllr. Day joins the meeting. The Chairman leaves the meeting and Cllr. Carter takes the Chair.

(iv) Deed of Easement update

The clerk reported that our solicitor is still having difficulties getting responses from the developer’s solicitor. The clerk has written to the developer requesting the £10,000 final payment towards the meadow masterplan and also £100 for the felling of the allotment trees. The developer has confirmed that the request for the £10,000 has been passed to his solicitor but requested further information on the £100 payment. The clerk said the £100 payment could be included in the Deed of Easement under ‘accommodation works’ and she will pass this to our solicitor to investigate.

7.33pm Cllr. Greene returns to the meeting and takes the Chair.

(v) Allotment transfer update

Cllr. Wellsted reported that he is meeting with the developer’s adoption manager tomorrow with the clerk to discuss the allotment transfer. He has concerns regarding the large stones on the plots near the gate, the maintenance of the land around the mast and between the gardens and the allotments, soil enrichment needed on the plots, location of a water meter, the weeds that are already growing on the path and instructions on how to turn the water on.

(vi) Allotment tenancy agreement

The clerk confirmed that she has written to the manager of the existing allotments regarding the restrictions on lighting of bonfires. The clerk said that she would like legal advice on the draft agreement. Cllr. Wellsted proposed that we ask Higgs to review the agreement, seconded Cllr. Deely and carried unanimously. The clerk to liaise with Higgs.

7.38pm County Cllr. Caborn joins the meeting and Cllr. Brewster leaves.

(vii) To agree to accept ‘ring fenced’ funds from the disbanded Youth Club

The clerk reported that WALC has confirmed that we can accept this funding. The amount is £5793.80 and the disbanded Youth Club committee members would like the funding to be used to assist youth groups. There were no objections to the Parish Council accepting this funding and ‘ring fencing’ it for the purposes requested by the committee members. The clerk to respond to the committee members.

7.42pm Cllr. Brewster joins the meeting.

(viii) WCC grant applications; granted

Cllr. Caborn was thanked for his support. We secured funding for £1500 towards Church Leys paving and play equipment.

(ix) Closure of audit

The clerk confirmed the external auditor has signed the Annual Return. This closure has been advertised on our website and on the noticeboards.

(x) Councillor vacancy

The clerk reported this vacancy has been advertised on the noticeboards and website. 2 residents have expressed interest with the deadline for responses being 19th December. It was agreed that a panel of 3 or 4 councillors would be required to interview the candidates. Councillors Carter, Deely, Drew, Herbert and Wellsted said they would be willing to take part. The clerk was asked to send the application form, used for previous interviews, to the candidates for completion and then to co-ordinate the virtual interviews.

7.45pm Cllr. Wellsted leaves the meeting.

(xi) Passing of following accounts for payment:

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

Mrs. C. Hill – Salary (December plus adjusted scale increase)

 Mr. A. Gandy – grass cutting - £155.00

 S. Sidaway – mole control - £50.00

 Freedom Nurseries Ltd. – Christmas tree - £624.00

 Mr. K. Wellsted – reimbursement for materials for securing bins - £107.79

 PKF Littlejohn LLP – external audit fee - £480.00

7.48pm Cllr. Wellsted returns to the meeting.

**5. District Council Matters**

District Cllr. Day reported that the District Council were meeting with ministers tomorrow around assessing the Covid situation. The number of cases is going up. The District is planning for a third lockdown at the end of January. Local businesses will be receiving grants. Lifeline services will be looking after people on their own. NHS has got capacity. There are much higher levels of unemployment for people under 25. The District is helping to get people into new jobs. They are also looking at providing local housing. There will be no green waste charges next year.

District Cllr. Norris has forwarded a link to the clerk which enables residents to access a website for grants.

Cllr. Herbert said that the foodbank in Whitnash is busier. The clerk to put details on the website and noticeboards for people to donate and for people who require help.

**6. County Council Matters**

(i) To receive report

County Cllr. Caborn reported that 17,000 meal vouchers have been delivered to deprived children. We are below the national average for Covid cases which is encouraging. The case numbers in the over 60’s is going down. Warwick University tested 10,000 students with only 19 testing positive. Students self isolating over Christmas will receive a Christmas dinner in a bag. Lateral flow testing has started. Primary care will take part in the vaccination programme from 18th. The county is hoping to form a partnership to enable house building. The county is investing in solar energy. £1 million will be spent on improving mental health following Covid. All employees can continue to work from home. 2% council tax rise has been recommended with additional 2% for social care.

(ii) Drop kerbs on Othello Avenue, Farm Walk and Church Hill

This is being looked at by an officer. Cllr. Deely explained that he has met with a resident recently about the drop kerb on Othello Avenue. Cllr. Caborn agreed to email the officer looking into this and arrange for him to contact Cllr. Deely.

(iii) Heathcote Primary; possible roundabout

Cllr. Caborn said that he would discuss with an officer.

(iv) Oakley Wood Road replacement and additional chevrons

Cllr. Caborn reported that the chevrons should be replaced when the work takes place on Oakley Wood Road. Cllr. Carter to liaise with the officers.

**7. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Seven Acre Close update

Cllr. Carter explained that the Give and Go Scheme hasn’t passed the safety audit. The developer is suggesting painting the road and putting up some signs. Cllr. Carter said that he believes we need a physical traffic scheme. Cllr. Caborn said that the junction is being redesigned. Cllr. Carter asked if we could see this design in January and then we can review it. District Cllr. Day said that he would make the planning officer aware of our concerns to ensure that this condition is not discharged.

(iii) Oakley Wood Road 2 scheme

This has cleared the safety audit and been passed to the construction team.

**8. Chairman’s Matters**

(i) To receive report

No new report.

(ii) Parish masterplan update and MOU

The Chairman and Cllr. Wellsted met with the District Council and briefly updated the meeting.

(iii) Community package/country land update

It was reported that transfers will not take place until after Christmas.

(iv) Land for self builds update and to consider report from Cushman and Wakefield

The clerk said the report has not been received yet. The Chairman reported that the landowner is talking to other developers.

8.30pm District Cllr. Norris leaves the meeting.

**9. Climate Change Group**

(i) To receive report

Cllr. Drew reported he has been working with Cllr. Wellsted to find ways of getting funding. The questionnaire has been completed and sent. Cllr. Drew has taken part in a webinar about electric vehicles. He will be taking part in another webinar on installing electric chargers.

**10. Amenities matters**

(i) To receive report

Cllr. Herbert reported the parking on the green on Mallory Road is due to health issues. She was asked to bring this to the attention of the District Council.

Cllr. Deely said that he has met with a resident who would like surfacing around the adult gym equipment.

Cllr. Drew mentioned there is a hedge on Kingsley Road which is obstructing the footway. Cllr. Drew to pass details to District Cllr. Day.

(ii) Working party update

Cllr. Wellsted said the Christmas tree has been planted. The concrete for the litter bins has been laid and the working party is hoping to fix the bins on Saturday.

(iii) New allotments update

Cllr. Wellsted and the clerk have met with 2 residents who have volunteered to manage the new allotments. They have agreed that some plots can be split in half and both are in favour of no sheds or parking.

(iv) Play area inspections update

The clerk has spoken to a local play area inspector who is going to look at our play area and respond.

(v) Play area signage update

The lockdown is stopping councillors from obtaining photos of preferred signage. The clerk to contain the town clerk to ask if they could forward photos.

(vi) BMX track grit update

Cllr. Deely reported that he has started putting a list together of possible contractors for the BMX track repairs.

(vii) Sports and Social Club landscape update

Cllr. Herbert reported that we are looking at expenditure of around £94,000. The clerk said we will have to go to tender. Cllr. Deely asked if we could request a quote from the design consultant for managing the procurement process and overseeing the works. Cllr. Herbert said that she would request a quote.

(viii) Path to Oakley Wood; to appoint consultants plus update

The clerk reported that we have received a quote from the design consultants for the country park and the Sports and Social Club driveway of £4,800. Cllr. Deely proposed that we accept this quote, seconded Cllr. Carter and carried unanimously. It was agreed that Cllr. Deely would liaise with the consultants. The clerk informed councillors that this expenditure could be covered by CIL since extending our footpaths is addressing a demand that development has placed on our parish.

(ix) Parking near the St. Chad’s Centre

It was reported that the District Council is also looking at parking issues.

(x) Street naming

The clerk reported that the developer would like the word Green in the name and not Crescent.

8.57pm Cllr. Herbert leaves the meeting.

(xi) To agree for the storage building to be used by the Events Committee

The clerk explained the reasoning behind this request. She also confirmed that a risk assessment would be carried out as advised by our insurance company. The Chairman proposed that we permit this use until end December, seconded Cllr. Deely and carried unanimously.

9pm Cllr. Herbert returns to the meeting and County Cllr. Caborn leaves the meeting.

**11. Neighbourhood Plan**

(i) To receive report

Cllr. Wellsted reported that the inspector has asked for responses to the comments made in the Regulation 16 consultation. The main comments are from developers requesting extra sites for housing. It was agreed that Cllr. Wellsted should liaise with our consultant for guidance on the responses. Cllr. Drew asked in the plan if we could support ideas on climate change. Cllr. Wellsted explained that we can support but we can’t enforce them until planning regulations have been amended.

**12. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster updated the meeting on the numbers of users accessing the website and Facebook. He said that the magazine is being accessed the most. There is also good coverage on news items.

**13. Country Park**

(i) To receive report

Cllr. Deely reported that the country park is moving forward and so is the school. Country park will be open Spring 2022 with the school 18 months later. The sports pitches are being reviewed by the District and County Councils. Guidance has just been produced which indicates that less than 7 pitches will be required. The results of the consultation are being published by the District Council. Cllr. Deely asked if we could help distribute this information. Cllr. Wellsted to liaise with the Parish Magazine Committee and respond to Cllr. Deely.

**14. Planning Matters**

(i) Planning application 20/1770 – Woodland Farm, Banbury Road

The clerk confirmed that this property would have an agricultural tie. There were no comments or objections.

(ii) Planning application 20/1564 – 46 Waterton Way

Councillors agreed to raise no comments or objections.

(iii) Planning application 20/1790 – land at the triangle, Lower Heathcote Farm

This application was discussed and councillors agreed to object to this variation. The Parish Council supports play equipment close to housing. There is no other equipment close to this development and there is no guarantee that there will be play equipment in the Country Park. Residents have purchased these properties believing that play equipment would be close by. The clerk was asked to submit a response.

**15. Date of next meeting**

14th January 2021.

The Chairman closed the meeting at 10pm.