**DRAFT MINUTES OF A VIRTUAL ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 14TH JANUARY 2021 AT 7PM**

**Present:** Cllrs. M. Greene (Chairman), C. Brewster, S. Deely, M. Drew, C. Herbert, K. Wellsted, District Cllr. A. Day (until 8pm) and County Cllr. L. Caborn (until 8pm).

**1. Apologises for absence**

Cllrs. Bullen (illness) and Carter (business commitment).

**2. Declarations of interest**

Cllr. Deely declared a pecuniary interest in item 6(iii) as a nearby landowner. The Chairman declared pecuniary interests in items 5(iii) and (iv) as the developer is a client of his employer.

The Chairman asked if the agenda could be rearranged to allow District Cllr. Day to speak as he has another meeting to attend and County Cllr. Caborn to leave. There were no objections.

**6. District Council Matters**

(i) To receive report

District Cllr. Day reported that the District Council has been in contact with Severn Trent Water regarding the sewage incidents on Oakley Wood Road.

The District is working on a recovery plan. Business grants will be available and they will be in touch with local businesses. There will be further discretionary grants. Information regarding lateral flow tests is available on the website and Facebook. They are supporting the vaccination programme. Leamington Rehabilitation Hospital will become a vaccination centre shortly. Stoneleigh Park and Brunswick House will follow in mid February. There is information on the District Council website regarding community transport for people who are unable to get to the vaccination centres. It’s updated 3 times a day and provides links to all of the Covid information sites.

Cllr. Granger has resigned as deputy leader and from her portfolio. Cllr. Rheid is the new portfolio holder for neighbourhood services.

The District Council will be formally considering the merger with Stratford District Council. Savings would be significant. Local Government Association has provided funding and officers to assist.

No services will be cut in the budget.

Cllr. Deely said there is an issue at the top of Oakley Wood Road with Severn Trent services. District Cllr. Day said this will be brought to the attention of officers. Additionally, District Cllr. Day has been in contact with Severn Trent about the raw sewage spill at the intersection of Oakley Wood Road and the Tach Brook.

One of the recycling skips at the Sports and Social Club is missing. Cllr. Day said they are being superseded by household collections.

The District Council is preparing for elections in May with Covid secure premises.

(ii) Fencing of green on Mallory Road

Cllr. Herbert said she has visited the resident who parks on the green. More parking is needed. District Cllr. Day said he would ask for this matter to be looked into.

(iii) Enforcement issue on land off Oakley Wood Road

The clerk to follow up with enforcement.

**7. Warwickshire County Council Matters**

(i) To receive report

County Cllr. Caborn thanked the District Council for their support with Covid. Lateral flow testing is available on 6 sites across the county. They are back tracing everyone who has tested positive. The County Council is struggling to find out information about when vaccines will be arriving which is making it difficult to organise the centres and appointments. The combined CCG is going to control all of the doctors in Warwickshire from 1st April. The Rehabilitation Hospital site should be vaccinating at the start of next week. Once Stoneleigh Park is open the County believes they should be providing 47,500 vaccines a week. The campaign to train ‘community champions’ has seen 100 certificates signed which is good. The County is concentrating on urging businesses to ask employees to take flow tests to keep businesses working. The care homes vaccination programme is progressing well. We vaccinated residents and staff in 34 older care homes last week and hope to vaccinate residents and staff in 46 older care homes this week. Vaccination of staff and residents in care homes should be completed by the end of the month. The County Council is willing to assist with controlling the virus but needs funding. The County Council is working with care homes to identify homes where people known to have Covid can be in a secure area bed but they must be isolated. They are trying to get residents out of hospitals into care homes.

Cllr. Caborn reported that over the Christmas holidays 15,000 food vouchers were issued to families. This will happen at the start of half term and the easter holidays. Last Friday 1,000 laptops were given to children in social care. This is, in addition, to 1,600 that have already been distributed. We have 100 more children in social care than in previous years.

The County Council is working on the budget. We have approximately £40 to £50 million less due to Covid. 75% should be refunded by the Government. The budget will be based on recovery.

The County has a rewilding verge officer. The clerk confirmed that she has forwarded the information to Cllrs. Drew and Wellsted. Cllr. Drew said that he would take this forward.

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

County Cllr. Caborn said he has a meeting next week with officers to discuss progress.

(iii) Heathcote Primary; possible roundabout

Update to be provided at February meeting.

(iv) Cycle path to Harbury Lane

Cllr. Wellsted reported that the path was cleaned last week. Some posts need replacing and a bush requires cutting back. County Cllr. Caborn to mention the replacement posts to officers.

**8. Traffic and Road Community Safety**

(i) To receive report

A report from Cllr. Carter had been circulated prior to the meeting.

(ii) Seven Acre Close update

Mallory Road re-design drawings are complete and with the developer for review.

(iii) Oakley Wood Road 2 scheme update

Improved chevrons on Oakley Wood Road have been confirmed as part of this scheme.

8pm County Cllr. Caborn and District Cllr. Day leave the meeting.

**3. Acceptance of the minutes of the previous meeting (December 2020)**

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

**4. To agree 2021/22 budget and to set precept**

The clerk had circulated, prior to the meeting, a revised draft budget. Councillors considered the implications of the draft budget on the aim and objectives of the parish in contrast with the impact on taxpayers. Cllr. Deely proposed accepting the draft budget with a precept of £125,000 which equates to an approximate annual increase of £2.25 on a band D property, seconded Cllr. Brewster and carried unanimously. A copy of the budget is attached to these minutes.

**5. Financial administration**

(i) Bank balances

The following balances were reported:

Current account - £106,579.98

Investment account - £63,503.43

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

The Chairman reported that he has reviewed the draft lease with Cllr. Herbert and the clerk. He briefly updated councillors on the amendments. It was agreed that the Chairman would take this matter forward with our solicitor and the Club.

8.30pm The Chairman leaves the meeting and Cllr. Deely takes the Chair.

(iii) Deed of Easement update

The clerk reported that she has liaised with the developer and asked him if he could assist in moving this forward. He has agreed.

(iv) Allotment transfer update

The clerk has asked the developer if he could please assist with moving this forward. He has confirmed that he has asked his solicitor to liaise with our solicitor.

8.34pm Cllr. Greene returns to the meeting and takes the Chair.

(v) To appoint Higgs and Sons for advice on Allotment Tenancy Agreement

The clerk had circulated, prior to the meeting, a proposed scope and likely fees for this work. Cllr. Wellsted proposed that we accept this scope with a maximum fee of £3000, seconded Cllr. Deely and carried unanimously.

(vi) Training; understanding the planning system

Cllrs. Drew and Wellsted will be attending this course in February. It was agreed that the clerk should attend the end of year finance course in January.

(vii) Allotments rent

The clerk confirmed that she has received the allotments rent of £480 which will be banked shortly.

(viii) Sports and Social Club landscaping update

Cllr. Herbert reported that she is waiting for a quote for managing the tender arrangements and project managing the work. She is seeking advice about electric chargers. It was agreed that we should look at both options for electric charging points; providing our own supply and using the Club’s supply. The clerk to find out an approximate cost for this project and to make the Chief Executive of Warwick District Council aware of the cost. This will enable the District Council to budget for this expenditure which is in lieu of incorrect tax base figures in relation to precepts provided in the past.

(ix) Section 137 applications; to agree to advertise

The clerk was asked to advertise on the website, magazine and noticeboards.

(x) Passing of following accounts for payment:

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

Mrs. C. Hill – Salary (January)

 Wood Group UK Ltd. – professional fees - £2,680.80

 Post Office Ltd. – garage rental (Mar 20 – Nov 20) - £857.56

**9. Chairman’s Matters**

(i) To receive report

No new report.

(ii) Parish Masterplan update and MOU

February agenda item.

(iii) Community package/country land update

It was agreed that the Chairman, Cllrs. Deely and Wellsted would attend the next meeting with the District Council.

**10. Amenities Matters**

(i) To receive report

No new report.

(ii) Working Party update

Cllr. Wellsted reported that the working party is currently unable to meet because of Covid restrictions. They managed to install the 2 bins in the play area in December. Cllr. Wellsted said that he would cut the bush back on the cycle path.

(iii) New allotments update

Cllr. Wellsted and the clerk met with Bloors new adoptions manager who was very helpful. He has agreed to arrange for large stones to be removed from the allotments, green areas to be rotovated, path to be sprayed and topsoil to be added to plots. He has shown us where the water meter is located and provided the code for opening the boxes housing the water taps. The clerk said that she is waiting for a call from the management company to discuss the maintenance issues between the allotments and Holt Avenue/The Lees houses. Cllr. Wellsted said some work has taken place on the allotments.

(iv) Existing allotments issues; break-ins, CCTV, increase in rent, facilities, waste removal

The clerk had circulated to councillors correspondence from a resident regarding the £5 increase in the allotment rent. It was noted that the rent had not been increased for many years and the clerk had carried out a thorough review of local allotment rents before councillors agreed on the increase. The new rent is in line with other local authority run allotment sites with limited facilities. To provide waste removal, CCTV, etc would require a significant increase in the annual rent. Allotment holders should be encouraged to compost as much waste as possible and if they must have sheds to ensure no value items are stored in them. The new allotments will not permit sheds to try to eliminate break-ins. The clerk to respond to the resident.

(v) Play area inspections

The clerk reported that she has spoken to a local person willing to carry out inspections. She will be supplying him with safety reports and a check list will need to be written.

(vi) Play area signage

The clerk and Chairman are trying to obtain photos of local play area signage.

(vii) BMX track repairs

The clerk to contact the contractor who will be carrying out the work on the Village Green paving to find out if he could assist with the BMX track at the same time.

(viii) Outdoor gym equipment surfacing

Cllr. Deely has met with one supplier and received a quote. He will be meeting with more suppliers.

(ix) Path to Oakley Wood update

Cllr. Deely reported that the consultant is making progress. They are currently looking at problem spots and trying to arrange meetings with county highways and country park officers for advice on paths across farmland.

(x) Outdoor gym equipment closure

Cllr. Wellsted kindly taped around the equipment to comply with the latest Covid regulations.

**11. To co-opt to the Parish Council**

The clerk reported that 2 candidates expressed an interest. The application form was sent to both candidates with a deadline for completion. One candidate withdrew and the second candidate, despite several chaser emails, did not respond. We will need to advertise the vacancy again and Cllr. Brewster was keen that we try to find innovative ways of connecting to the newer settlements in the parish.

**12. Neighbourhood Plan**

(i) To receive report

No new update.

**13. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster reported that numbers are looking good. It would be good to have an article about the councillor vacancy. The Chairman agreed to write the article.

**14. Country Park**

(i) To receive report

Cllr. Deely reported that the revised masterplan has been finalised and is being sent to the District Council Executive Committee. The communication on the feedback from the consultation is still happening. It will be communicated electronically only. School project is stationary. There is a problem at the County Council which is being followed up by the District Council. The planning application should be submitted late spring but this might be difficult with unknowns around the school.

**15. Climate Change Group**

(i) To receive report

Cllr. Drew reported that he has been involved in a webinar on rural transport. Harbury have now received funding for their huge scheme. Cllrs. Drew and Wellsted attended a meeting on climate change. A resident will be on the climate change panel and Cllr. Drew has met with her. Only one entrant in the competition which was very disappointing. Cllr. Drew is joining the Low Carbon Warwickshire network.

**16. Planning Matters**

(i) Planning application 20/2068 – 5 Tilsley Close

Councillors discussed this application and concluded that it is nearly identical to the previous application. Cllr. Herbert proposed we submit identical comments as previously submitted, seconded Cllr. Wellsted and carried unanimously.

(ii) Planning notice 20/1564 – 46 Waterton Way; granted.

(iii) Planning application 20/1684 – 10 Cicero Approach

This is covered under permitted development.

(iv) To consider report from Cushman and Wakefield

The clerk had circulated, prior to the meeting, the commercially sensitive report from Cushman and Wakefield. Cllr. Deely said it was a very comprehensive and useful document. Councillors agreed that a further study was required and requested a quote be obtained.

**17. Date of next meeting**

11th February 2021

The Chairman closed the meeting at 9.30pm.