**DRAFT MINUTES OF A VIRTUAL ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 11TH FEBRUARY 2021**

**Present:** Cllrs. M. Greene (Chairman) (until 9.45pm), C. Brewster, R. Bullen (from 7.25pm until 9.45pm), L. Carter (from 7.16pm), S. Deely, M. Drew, C. Herbert (from 7.10pm), K. Wellsted, District Cllr. A. Day (from 8.05pm until 9.10pm) and J. Matecki (for item 4(i)) (from 8.05pm until 8.55pm), County Cllr. L. Caborn (until 7.30pm)

**1. Apologies for absence**

District Cllrs. Day and Matecki would be joining as soon as their previous meeting finished.

**2. Declarations of interest**

The Chairman declared pecuniary interests in item 5(vii) as a family member assists with the accounts, 4(iii), 5(iii), 5(iv) and 5(vii) as the developer and service company are a client of his employer and 14(viii) as the applicant. He declared a personal interest in item 14(iii) as a nearby resident. Cllr. Wellsted declared pecuniary interests in items 5(ix) as a recipient and 5(ix) and 14(iii) as a family member is a member of the PCC. Cllr. Deely declared pecuniary interests in item 4(iv) as a nearby landowner and 5(vii) as a family member is a trustee. Cllr. Carter declared a pecuniary interest in item 5(vii) as a family member is a trustee.

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

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

The Chairman asked if the agenda could be rearranged to await the arrival of Cllrs. Day and Matecki. He further suggested that item 6 be discussed next to allow County Cllr. Caborn to leave the meeting if he wishes. Cllr. Caborn thanked the Chairman for this consideration. There were no objections.

**6. County Council Matters**

(i) To receive report

County Cllr. Caborn reported that the number of residents testing positive for Covid is reducing. The average number across the county is 186 per 100,000 people. Vaccinations are going well. The vaccination centre at Stoneleigh Park has opened and is busy. There is an arrangement for surplus vaccination supplies to be provided to the social care workers plus care home staff.

7.10pm Cllr. Herbert joins the meeting.

The county champions are providing vaccination support to ethnic groups. Covid outbreaks in factories are reducing.

The budget has been set with 1% being ring fenced for adult social care plus a 1.99% increase. £1 million to be allocated for mental health; child support and child suicides. The county will be working with hospitals to provide support for self harming in young children and autism. £15 million to be allocated to adult mental health.

A property company has been launched which will act as a partner with developers.

£140 million to a recovery and investment fund to create 2000 new jobs and work with industry to save 4000 jobs.

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

County Cllr. Caborn reported that he has another meeting with officers shortly and will try to move this forward.

(iii) Heathcote Primary; possible roundabout

County Cllr. Caborn said he understands this area is still in the control of the developer. He will see if there are any plans for a roundabout.

(iv) Cycle path to Harbury Lane

County Cllr. Caborn said the design is with officers. He is hoping to have a meeting with officers before the end of March.

7.16pm Cllr. Carter joins the meeting.

(v) £1 million green shoots climate change fund

The clerk had circulated details to Cllrs. Drew and Wellsted. Cllrs. Drew and Wellsted to investigate.

(vi) Warwickshire Local Transport Plan consultation

The clerk had circulated details to Cllrs. Carter and Drew. Any comments to be passed to the clerk.

(vii) Harbury Lane; mud on the road

Cllr. Carter reported that a resident has complained but it is difficult to determine which development site the mud is coming from. County Cllr. Caborn to find out if an officer could do a spot check.

(viii) Parking in the village settlement

The Chairman explained that we have received numerous complaints about parking near the fenced area on Mallory Road. Cllr. Wellsted said the parking is inefficient and if there was control over the parking more parking would be available. Cllr. Caborn to look into complaints regarding parking on the road and surrounding areas. For example there is a car with 2 flat tyres that doesn’t appear to move. The clerk to provide details to the Police.

7.25pm Cllr. Bullen joins the meeting.

Cllr. Deely mentioned a resident who requires a disabled parking space. County Cllr. Caborn said he would liaise with Cllr. Matecki at the District Council to try and resolve this issue.

The Chairman asked if we could rearrange the agenda to allow Cllr. Caborn to take part in item 13. There were no objections.

**13. Traffic and Road Community Safety**

(i) To receive report

Cllr. Carter had circulated, prior to the meeting, a brief report. He reiterated that the OWR2 scheme has been delayed, after a considerable amount of work from officers, because Oakley Wood Road is a Covid vaccination route. Cllr. Caborn said that he wasn’t aware of this requirement and would investigate. This also means that installing the replacement chevrons on this road will be delayed and we may need to find additional funding for them. Cllr. Carter to send Cllr. Caborn an email and Cllr. Caborn agreed to investigate funding options for the chevrons. He also agreed to ensure that the OWR2 scheme funding is secured in the event of implementation of this scheme being delayed until next year. Cllr. Carter praised the officer who has been involved with this scheme.

The Mallory Road scheme has been designed and now needs to be passed to the developer.

7.30pm County Cllr. Caborn leaves the meeting.

It was agreed that item 7 would now follow.

**7. Chairman’s Matters**

(i) To receive report

No new report.

(ii) Parish Masterplan update and MOU

The Chairman, Cllrs. Deely and Wellsted attended a virtual meeting with officers from the District Council. The Chairman briefly updated councillors.

(iii) Community package/country land update

See item (ii).

**8. Climate Change Group (TRACC)**

(i) To receive report

Cllr. Drew had circulated, prior to the meeting, a report. TRACC are trying to address the practical improvements within the parish like a repair, recycle exchange centre. Cllr. Wellsted agreed to look into this suggestion. Cllr. Drew said the group had also discussed an energy saving forum, family cycling club, sustainable food and exercise hub and a go green club. The Chairman asked if we could obtain or create a list of what the District Council currently recycles and advertise this. Some packaging is unclear as to whether the item is recyclable. Cllr. Drew said that he would look into this.

**9. Amenities Matters**

(i) To receive report

No new report.

(ii) New allotments update

Cllr. Wellsted confirmed that work has taken place. He also reported that the strip of land behind the allotments is used as an accessway for residents to transport their bins to the front of these properties. This should be reported to the management company to ensure that this access is not restricted. The clerk to pass on these details to the management company. The clerk reported the management company is asking Bloors to remove all of the debris around the mast. Once removed they have confirmed that they will maintain this area.

(iii) Play area inspections

The clerk reported that she will provide hard copies of the inspections to the possible inspector.

(iv) Play area signage

The clerk to circulate the signage that has been suggested to all councillors.

(v) BMX track repairs

Cllr. Deely said he had an on-site meeting with one contractor and hopes to engage with another shortly. He has received correspondence from 2 residents requesting repairs take place.

(vi) Outdoor gym equipment surfacing

Cllr. Deely reported he has met with 2 contractors and will contact a third. He has received one quote and is waiting for the second. It was reported that the tape has been removed from the adult gym equipment. Cllr. Herbert said that she would erect a sign for the gym equipment being closed as the tape, when removed (without authorisation), results in additional litter.

(vii) Path to Oakley Wood update

No new update.

(viii) To consider design and location for a memorial bench on the Meadow

The clerk had circulated, prior to the meeting, the suggested design for the bench plus memorial. Councillors agreed the wording and design. They asked the clerk to source a map showing the proposed location for the bench.

8.05pm District Cllrs. Day and Matecki join the meeting.

**4. District Council Matters**

The Chairman welcomed Cllr. Jan Matecki, He thanked him for attending and for arranging for the fencing on Mallory Road.

(i) Cllr. Jan Matecki – fencing of green on Mallory Road and maintenance to properties

Cllr. Matecki reported that he has met with the resident who requires a parking space close to her property. He is arranging for the slabs on both paths to be replaced with tarmac and a handrail erected on both sides. He reported that the District Council has 12 empty garages so there are plenty for nearby residents experiencing parking problems. He will be looking at the number of disabled bays to determine whether more are required.

(ii) To receive report

District Cllr. Day reported that all of the reports on the Country Park were approved at the Executive Meeting. The District Council is waiting for an update on the school from County Council officers.

District Cllr. Matecki reported that he is currently working on the housing allocation policy with the aim of upgrading council houses. WDC has received a grant which will help around 50 semi-detached houses to become carbon neutral. This will greatly reduce bills for residents with fuel poverty. All the affordable houses on Seven Acre Close development will be on the District Council’s list. The District Council is investing in them to make them more energy efficient. Bishop’s Tachbrook residents will be getting the first pick of them.

Cllr. Day said that the merger with Stratford District Council has been approved by both councils. Town and Parish Councils will receive extra levels of resource. Cllr. Deely thanked Cllr. Day for assisting on the path to Oakley Wood.

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

(iii) Sewage incident on Oakley Wood Road

Cllr. Day said he was liaising with the Chief Executive of Severn Trent to try and get the issue on Oakley Wood Road resolved. He has asked for an update on their infrastructure plans for the parish. The clerk reported that she called Severn Trent and requested a clean up. They said they had no record on their system of this incident or the one at Christmas. Cllr Drew requested that the Parish Council report Severn Trent to Ofwat. Cllr. Deely said that this is a health issue and we should write to Severn Trent. The clerk said that our solicitors are willing to take this forward for us at a cost of approximately £1000. District Cllr. Day requested that the Parish Council wait to see if the District Council can move this forward. It was agreed that any reports of sewage on our footpaths should be reported to the clerk who will keep a record. Cllr. Day was thanked for his assistance on this matter.

8.42pm Cllr. Greene returns to the meeting and takes the Chair. Cllr. Deely leaves the meeting.

(iv) Enforcement issue on land off Oakley Wood Road

The clerk updated the meeting on the current situation. Councillors agreed that the clerk should write to the Head of the Enforcement Department and ask if they could inform the landowner that we would like to meet with them to discuss their plans for the site. The clerk should continue to request updates from the District Council.

8.50pm Cllr. Deely returns to the meeting.

(v) Homeless Strategy Consultation

District Cllr. Matecki updated the meeting.

The Chairman thanked Cllr. Matecki for attending our meeting.

8.55pm District Cllr. Matecki leaves the meeting.

(vi) Oakley Wood regulations

The Friends of Oakley Wood have contacted Cllr. Wellsted with concerns regarding the lack of byelaws/regulations for the wood. More people are using it and there appears to be confusion as to whether fires are permitted, bikes and horses. The flora and fauna are suffering. Cllr. Deely pointed out that this will also apply to the Country Park. The clerk was asked to write to the District Council asking for assistance. Cllr. Deely said that he would also take this forward with regard to the Country Park.

(vii) SWLP Stakeholder event

The clerk attended and has circulated the presentation to all councillors.

(viii) Path adjacent to Harbury Lane

The Chairman reported that the perimeter path is under water in several places; by the gym equipment and near Cicero. The clerk to ask District Cllr. Norris if he could arrange for this to be sorted.

9.10pm District Cllr. Day leaves the meeting.

**5. Financial administration**

(i) Bank balances

The following balances were reported:

Current account - £104,173.87

Investment account - £63,504.00

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

The Chairman updated the meeting on the issue outstanding. Councillors agreed that they would not allow wording which could permit a private company to occupy this space with no consultation with the Parish Council. The rent agreed is for a community venture not a corporate organisation. If the Trustees want to form a company with guarantee then the Parish Council could discuss this request at a meeting. The Chairman agreed to liaise with our solicitor who is fully in support of this action.

9.15pm The Chairman leaves the meeting. Cllr. Carter takes the chair.

(iii) Deed of Easement update

The clerk reported the developer’s solicitor has confirmed that the Deed of Easement is now with the developer for comments. Our solicitor has advised we send an invoice to the developer for £10,000 otherwise there could be a further delay with the developer requesting an invoice. Councillors agreed that the clerk should write to the developer requesting this matter be sorted and attaching the invoice.

(iv) Allotment transfer update

The clerk reported that our solicitor responded to the developer’s solicitor within 24 hours but she is still waiting for a response. It was agreed that the clerk should request in the letter to the developer that we move this forward promptly. Residents are very keen to start renting allotments in March/April.

9.18 Cllr. Greene returns to the meeting and takes the Chair.

(v) Training

Cllrs. Drew and Wellsted reported that the 2 courses they attended were informative. The clerk confirmed that the end of financial year course was beneficial especially with a growing income and CIL payments to account for.

(vi) Sports and Social Club landscaping; to consider quote for tendering and managing the project

The clerk reported that the consultancy company we used for the design agreed to quote for this work. Councillors agreed that this company is fully aware of the specification and is the best option for compiling the tender document, handling the responses and managing the project. The clerk confirmed that they have quoted £4,500 for this work. Cllr. Herbert proposed we accept this quote, seconded the Chairman and carried unanimously. The clerk was asked to progress this.

9.15pm The Chairman, Cllrs. Carter and Deely leave the meeting. Cllr. Herbert takes the Chair.

(vii) St. Chad’s Centre accounts for the year ending 31st March 2020

The clerk had circulated the accounts, to all councillors, prior to the meeting. The accounts were noted.

9.17pm Cllrs. Carter and Deely return to the meeting.

(viii) Consideration of further action regarding repeated raw sewage on Oakley Wood Road

It was agreed, that in view of District Cllr. Day’s comments, no further action would be taken at present. To be reviewed at March meeting.

9.22pm Cllr. Greene returns to the meeting and takes the Chair. Cllr. Wellsted leaves the meeting.

(ix) Passing of following accounts for payment:

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

Mrs. C. Hill – Salary (February)

Cushman and Wakefield – professional fees - £3,600.00

St. Chad’s PCC – churchyard maintenance - £550.00

Mr. G. Hoyle – annual village clock winding - £100.00

WALC – 5 training courses - £150.00

9.24pm Cllr. Wellsted returns to the meeting.

**10. Neighbourhood Plan**

(i) To receive report

Cllr. Wellsted had circulated, prior to the meeting, some questions asked by the inspector. The question on the conservation area has been passed to the District Council. Cllr. Wellsted is putting together a pictorial arrangement of the conservation area to assist and is liaising with an officer at the District Council regarding the country park. Cllr. Wellsted said that he is hopeful that we will be able to hold the referendum in May.

**11. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster provided a brief update.

**12. Country Park**

(i) To receive report

Cllr. Deely had circulated, prior to the meeting, a link to the executive papers and the plan. These documents have been approved with the masterplan now going forward to planning. The final paperwork to appoint the architect should have moved forward. Cllr. Deely has been offered a place on the project team. There will be a joint steering group between school and country park. September 2023 is the opening date for the school.

(ii) To consider press release

This had been circulated to all councillors. Cllr. Deely proposed we approve this release, seconded Cllr. Carter and carried unanimously.

**14. Planning Matters**

(i) Planning application 20/1737 – 20 Whitehead Drive

Councillors agreed to raise no comments or objections.

(ii) Planning application 20/1840 – 4 Overberry Orchard

No comments or objections.

9.37pm The Chairman and Cllr. Wellsted leave the meeting. Cllr. Carter takes the Chair.

(iii) Planning application 21/0108/TP – St. Chad’s Church

No comments or objections.

9.38pm Cllrs. Greene and Wellsted return to the meeting. Cllr. Greene takes the Chair.

(iv) Planning notice 20/0878 – Lower Heathcote; granted.

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

No comments or objections.

(vi) Planning application 20/1750 – 12 Vicarage Rise

Councillors agreed to comment on the size of the extension and the effect this will have on neighbouring properties with regard to the 75 degrees guidance.

(vii) Planning notice 20/1790 – land at the triangle, Lower Heathcote Farm; refused.

Noted.

9.45pm The Chairman leaves the meeting and Cllr. Carter takes the Chair.

(viii) Planning application 21/0210/TP – The Old School Yard, Church Hill

No comments or objections.

**15. Date of next meeting.**

11th March 2021.

The Chairman closed the meeting at 9.47pm.