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

**Present:** Cllrs. M. Greene (Chairman), C. Brewster, R. Bullen, L. Carter, S. Deely, M. Drew, C. Herbert, L. Keung (from 7.55pm), K. Wellsted, District Cllrs. A. Day (until 8pm) and D. Norris (until 7.40pm, connection issues), County Cllr. L. Caborn (until 8pm).

**1. Apologies for absence**

Lesley Keung will be joining the meeting as soon as she finishes work.

The Chairman asked if we could please rearrange the agenda to allow Lesley to agree to be co-opted and our County and District Councillors to leave if they wish. There were no objections.

**3. Declarations of interest**

Cllr. Deely declared a personal interest in item 10(i) as a resident who responded to the consultation and a pecuniary interest in item 7(iii) as a nearby landowner. The Chairman declared pecuniary interests in items 5(iii), 5(iv), 7(ii) and 9(ii) as the companies are clients of his employer.

**6. County Council Matters**

(i) To receive report

County Cllr. Caborn reported the number of positive tests for Covid are reducing. No cases reported in the parish for the last 3 weeks. 95% of over 65’s had been vaccinated. Surge testing is taking place. The return to school seems to have gone well.

Cllr. Caborn reported there will be a briefing paper issued on the school. The County are looking at a carbon neutral building. The site will cater for early years, primary and secondary age children, sixth form plus SEND. It will open in September 2023. It will be a free school built by the County Council. Discussions will take place with stakeholders to ensure there is local involvement. Cllr. Deely said he understands the architect hasn’t been appointed yet and this is a major issue. District Cllr. Day reiterated that councillors should be kept up-to-date on issues. A priority should be local students being able to attend the school. Community facilities should be provided as soon as possible. Cllr. Deely said he attended a meeting earlier and was updated. He believes there is a risk around getting a decent design and build in the short time scale.

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

Cllr. Caborn confirmed these issues will be dealt with before he retires.

(iii) Heathcote Primary; possible roundabout

The contractor has been made aware of this request.

(iv) OWR2 Scheme update

Cllr. Caborn said there is a website listing the primary routes to the vaccination centres. He has a meeting on Monday to try and get Oakley Wood Road lifted from this list in April or May so this scheme can be implemented.

(v) Oakley Wood Road chevron replacement funding

Cllr. Caborn reported he is waiting for the quote for this work. He believes he will be able to fund it.

(vi) Parking in the village settlement

Cllr. Caborn said he has asked an officer to walk the village but they haven’t any time at the moment.

(vii) Harbury Lane; mud on the road

Drawings have been circulated for the Harbury Lane footway/cycleway. It was agreed that Cllr. Carter would attend the meeting with officers. District Cllr. Day has also been invited. District Cllr. Day and Cllr. Carter to provide availability to County Cllr. Caborn. The clerk was asked to try and arrange for Harbury Lane to be cleaned and tidied near the Heathcote entrance.

**7. District Council Matters**

(i) To receive reports

District Cllr. Day thanked Cllr. Brewster for sharing information via Facebook and the website. South Warwickshire Local Plan will be launched shortly. Senior management teams are currently being merged. This could deliver £4.5 million in savings. Cllr. Deely asked if the number of councillors would be revised. District Cllr. Day said this would be the last piece in the puzzle. There could be a need for a boundary review. Cllr. Day said he is pleased to see the fencing in place on Mallory Road. Funding is in place for the footway improvements and handrails. Would the area benefit from the planting of trees? Cllrs. Herbert and Wellsted said they would look into this.

Cllr. Drew said the hedge on Kingsley Road is still a problem. District Cllr. Day said that he would look into this.

Cllr. Drew asked if the Seven Acre Close new houses would be carbon neutral. Cllr. Day said they would have to comply with the current rules. Electric car chargers should be fitted. It was reported that a resident on a new development has just arranged for electric car chargers to be installed. Councillors agreed that we should be encouraging this.

7.38pm The Chairman leaves the meeting and Cllr. Carter takes the Chair.

(ii) Sewage incident on Oakley Wood Road

District Cllr. Day reported there will be a meeting with Severn Trent Water to discuss the sewage issues and the relocating of the pumping station.

7.40pm District Cllr. Norris and Cllr. Deely leave the meeting. Cllr. Greene returns and takes the Chair.

(iii) Enforcement issue on Oakley Wood Road update

District Cllr. Day reported a backlog in the planning department. The clerk was asked to follow up on this matter with the manager of this area.

7.45pm Cllr. Deely returns to the meeting.

(iv) Path adjacent to Harbury Lane update

The clerk was asked to liaise with District Cllr. Norris for an update.

7.55pm a resident joins the meeting.

**2. To consider co-opting Lesley Keung to the Parish Council**

Lesley Keung introduced herself to the meeting. The Chairman proposed that we co-opt Lesley to the Parish Council, seconded Cllr. Deely and carried unanimously. Lesley was welcomed to the Parish Council. Cllr. Keung signed the declaration of office form.

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

**4. Acceptance of the minutes of the previous meeting (February)**

The clerk had circulated, prior to the meeting, draft minutes from February’s meeting. Cllr. Wellsted proposed we accept the minutes, seconded Cllr. Drew and carried unanimously.

**5. Financial Administration**

(i) Bank balances

The following balances were reported:

Current account - £97,893.77

Investment account - £63,504.50

(ii) Sports and Social Club draft lease update

The draft lease was circulated, prior to the meeting, to councillors. The Chairman briefly updated the meeting on the compromise with the Club regarding the transfer of the lease to a corporate body. The Chairman proposed that we approve the draft lease, seconded Cllr. Deely and carried unanimously. It was further agreed that the Chairman and Cllr. Herbert should sign the new lease on behalf of the Parish Council.

8.05pm The Chairman leaves the meeting and Cllr. Carter takes the Chair.

(iii) Deed of Easement update

The clerk reported that she still needs to send an invoice to Bloor Developments for the £10,000 as mentioned in the Deed of Easement.

(iv) Allotment transfer update

The clerk reported no new update. She agreed to call Bloor Developments to try and move this forward.

8.09pm Cllr. Greene returns to the meeting and takes the Chair.

(v) To consider calculations of historically incorrect precept payments from WDC

The Chairman reported that he has asked the District Council for a breakdown of the proposed figure.

(vi) To consider the financial risk assessment

The risk assessment was circulated prior to the meeting. Cllr. Deely asked if we could analyse the assessment to ensure that we are still compliant. The clerk explained that the initialling of cheque counterfoils against invoices hasn’t taken place because of Covid restrictions. She will review risks and provide councillors with an update and ensure cheque counterfoils against invoices are reviewed by 2 councillors. The Chairman agreed to review the salary payments including pension contributions to ensure that correct payments have been made. The assessment was approved subject to an update by the clerk.

(vii) To consider the grass cutting contract

The clerk confirmed that our current contractor is willing to continue maintaining our green spaces at the current rate. He has public liability insurance. This is extremely good value. Councillors agreed that we should continue with this arrangement for 2021-22.

(viii) To agree Annual Parish Assembly date

It was agreed that this would be held virtually on 8th April at 7pm before the ordinary meeting.

(ix) To consider quote from Cushman and Wakefield

The quote had been circulated prior to the meeting. The Chairman proposed we accept this quote, seconded Cllr. Deely and carried unanimously.

(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 (March)

 Mr. A. Gandy – grass cutting - £130.00

 Ward and Rider Ltd. – professional fees - £870.00

 Warwick District Council – Mallory Road fencing - £3428.00

**8. Chairman’s Matters**

(i) To receive report

No new report.

(ii) Parish Masterplan update and MOU

No new update.

(iii) Community Package/Country land update

The Chairman and Cllr. Wellsted met with the District Council and briefly updated the meeting. Cllr. Wellsted was asked if he could please recirculate the plans for the CIL revenue and the centre of the village.

**9. Amenities Matters**

(i) To receive report

The clerk had circulated an email from the Play Area Working Party requesting that the Parish Council asks for the play area on Seven Acre Close to be removed from the approved application and the funding to be directed to Meadow play equipment. This would involve the developer submitting a variation to the planning application. The District Council recently refused a variation proposing this on the development near the triangle. Councillors considered the merits of the proposal from the Play Area Working Party but agreed that play equipment should be in walking distance of new developments. The clerk was asked if she could liaise with the District Council to ensure that the developer is aware of the Play Area Working Party’s concerns regarding inadequate surfacing.

The Clerk had circulated an email regarding Oakley Wood regulations. She was asked to forward to the Friends of Oakley Wood.

9.07pm The Chairman leaves the meeting and Cllr. Carter takes the Chair.

(ii) New allotments update

The developer has finished improving the allotments. The clerk said she would check with the management company to ensure that they have arranged for the rubble around the mast to be removed and will be maintaining this area. She has made the management company aware that residents need access to their back gardens via the walkway for bins.

9.10pm Cllr. Greene returns to the meeting and takes the Chair.

(iii) Play area inspections

The clerk said she has received the documents requested by the possible inspector and will be sending shortly. Cllr. Wellsted has secured a loose bolt. The clerk has spoken to Hags asking if there is a solution to the swings moving along the rail when they are twisted. There is no solution. Hags advise that the swings shouldn’t be twisted.

(iv) Play area signage

There was no comment from the Play Area Working Party on the design of the signage. The clerk to ask Hags if they can find a supplier.

(v) BMX track repairs

Cllr. Deely reported that he has received 3 quotes and will be forwarding the quotes to councillors.

(vi) Outdoor gym equipment surfacing and signage

The clerk reported that the signage has been removed again. She has spoken to the District Council for advice and they have confirmed that this appears to be common practice across the district. The gym equipment can be used at the end of March but people must still abide by 2 metres distancing and sanitising.

(vii) Path to Oakley Wood update

Cllr. Deely had circulated prior to the meeting the update. It was agreed that this update should be forwarded to the District Council.

(viii) Allotments; to review bonfire timetable for March and request to use incinerators

Councillors agreed that for this year bonfires should be allowed from 22nd March until 26th March to avoid Easter. Cllr. Herbert said an allotment holder has expressed concern because she works and is unable to have fires during the week. It was further agreed that incinerators will only be permitted to be lit when bonfires are allowed. The clerk to write to the allotment manager.

(ix) Sports and Social Club driveway

Cllr. Herbert reported she has spoken to the design company querying the lighting. They will be moving forward with the planning application.

(x) Church Lees paving update

The clerk reported work could start the last week of March. Councillors agreed that the area will be seeded and not turfed. Once dates have been confirmed Cllr. Brewster agreed to mention on Facebook. The clerk to mention in the magazine and contact our grass contractor.

**10. Neighbourhood Plan**

(i) To receive report

Cllr. Wellsted said he doesn’t believe the 6th May referendum date is achievable. The Government will fund the referendum so there will be no funding issue for the parish. The examiner has raised questions. It was agreed that Cllrs. Brewster, Drew and Wellsted would meet to discuss. Cllr. Wellsted would then circulate a briefing paper to all councillors. The Chairman agreed to call an extraordinary meeting to agree the response to the examiner.

**11. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster provided a brief update.

**12. Country Park and School**

(i) To receive report

Cllr. Deely reported that some parts of this project are being run as mini projects with separate committees feeding into the main board. The Country Park Working Party will be dealing with the budget and costing implications of connecting parts of the park. A planning application will be submitted by June. The working party will be contacting horticultural societies for feedback into suggested ideas. Cllr. Deely said he will be engaging with people in the parish for views.

(ii) Oakley Grove School – Local Members briefing

Cllr. Deely attended and briefly updated the meeting. He has been offered a place on the joint school team which he will accept.

**13. Traffic and Road Community Safety**

(i) To receive report

Cllr. Carter had circulated prior to the meeting a report. He said that he would respond to the email from the residents on Harbury Lane. The clerk was asked if she could arrange for Harbury Lane to be cleaned.

(ii) Seven Acre Close scheme

The draft scheme was circulated to councillors prior to the meeting. Cllr. Carter proposed we support this scheme, seconded the Chairman and carried unanimously.

**14. Climate Change Group**

(i) To receive report

Cllr. Drew had circulated prior to the meeting a report. He briefly updated councillors. He is investigating ways of communicating information regarding which products are recyclable.

**15. Planning Matters**

(i) Planning application 20/1973 – 17 Garrett Drive

This application was discussed and councillors agreed to comment on the loss of parking.

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

Noted.

(iii) Planning application 20/1955 – 107 Mallory Road

No comments or objections.

(iv) Planning application 20/2047 – land off Seven Acre Close

Cllr. Wellsted had circulated, prior to the meeting, a note on this application. Councillors agreed to raise objections based on the possible loss of the open fronted aspect of the development and the need to fence gardens overlooking farmland which would affect the rural aspect of this development. There was no issue with the hit and miss fence where the neighbouring property could erect a fence if they wished. The clerk was asked to respond to the application.

(v) Planning application 21/0105 – land at The Asps

No comments or objection.

(vi) Planning notice 20/1750 – 12 Vicarage Rise; granted

Noted.

**16. Date of next meeting**

8th April 2021.

The Chairman closed the meeting at 10.50pm