**DRAFT MINUTES OF A VIRTUAL ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 8TH APRIL 2021 AT 7.55PM**

**Present:** Cllrs. M. Greene (Chairman), C. Brewster, R. Bullen, L. Carter, S. Deely, M. Drew, C. Herbert, L. Keung, K. Wellsted, County Cllr. L. Caborn (until 8.23pm), District Cllrs. A. Day (until 8.44pm) and D. Norris (until 8.30pm).

1 member of the public.

**1. Apologies for absence**

No apologies.

**2. 15 minutes public session**

A member of the public said that the Play Area Working Party didn’t comment on the play area signage but did comment on the wording. She also said that she was looking at the planning application for Seven Acre Close and is concerned that the proposed surfacing for the play equipment might not be adequate for winter use. She asked if the funding for the play equipment on this development could be redirected to the Meadow. The clerk explained that the funding for this equipment is part of a S106 agreement which must benefit the area local to the development. The question of inadequate surfacing can be discussed with the District Council or developer. District Cllr. Day said that he would provide a contact for the Play Area Working Party to liaise with a district council officer regarding the surfacing concern.

Concern has been expressed regarding the surfacing of the paths on Oakley Meadows which is being addressed by the management company.

The Chairman reported that a member of the public is concerned about a large hotel being built behind The Leopard. District Cllr. Day asked if the correspondence could be passed to him and he will respond.

**3. Declarations of interest**

Cllr. Deely declared a pecuniary interest in item 7(iii) as a nearby landowner. The Chairman declared pecuniary interests in items 5(iv), 5(v) and 7(ii) as the companies are customers of his employer. Cllr. Herbert declared a pecuniary interest in item 14(x) as a member of the Events Group.

The Chairman asked if the agenda could be rearranged to allow County Cllr. Caborn, District Cllrs. Day and Norris and the resident to leave the meeting if they wish. There were no objections.

**5. Financial administration**

(iii) To consider approving purchase of phase II play equipment

The clerk had circulated, prior to the meeting, details of proposed phase II play equipment which had been discussed 24 months ago by Council. The Working Party had undertaken 3 consultations with the community. The items of play equipment were individually selected and the Play Area Working Party reported that only 1 company could assist with their request with another supplying the midi birds nest tree. The Chairman said that the play equipment has been a huge success and proposed that the Parish Council support funding phase II. The clerk explained that funding had been provisionally allocated in the budget together with £13,500 raised by the Play Area Working Party. Cllr. Wellsted seconded this expenditure and carried unanimously.

8.20pm the resident leaves the meeting.

**4. Acceptance of the minutes of the previous meetings (March)**

The clerk had circulated, prior to the meeting, draft minutes from March ordinary meeting. She explained that the draft minutes for the extraordinary meeting would be circulated shortly. Cllr. Brewster proposed that the draft minutes be approved, seconded Cllr. Deely and carried unanimously.

**6. County Council Matters**

(i) To receive report

County Cllr. Caborn reported that the new formed property company is ready to begin. Recovery to help businesses is in the process of starting. Covid vaccination levels in Warwickshire were mentioned favourably on a ministerial broadcast.

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

Drop kerbs on Farm Walk and Church Hill have been delayed because of the need for safety audits on new locations. Cllr. Caborn said he will leave a list of jobs for officers and advise his successor of the approved funding of these 3 schemes.

(iii) OWR2 scheme update

Cllr. Carter thanked Cllr. Caborn for his assistance with this project.

(iv) Oakley Wood Road chevron replacement funding

This work should take place in the next couple of weeks.

(v) Harbury Lane; meeting update

County Cllr. Caborn reported that the Head of County Highways, Mark Ryder, has commented that he will find the funding for this road. It needs to be improved before the school opens.

Cllr. Carter briefly updated the meeting with the recommendations from a study County Highways undertook. The Parish Council has been invited to join a working group with the District and County Councils. The Chairman proposed that Cllr. Carter represents the Parish Council on the working group, seconded Cllr. Deely and carried unanimously.

Recognising that this was County Cllr. Caborn’s final meeting in his role (a point that had been fully reflected in the earlier Annual Parish meeting) members of the Parish Council once again expressed their thanks to him for his hard work and dedication over the years.

8.23pm County Cllr. Caborn leaves the meeting.

**7. District Council Matters**

(i) To receive report

District Cllr. Norris briefly updated the meeting. He reported that the Meadow play area gate needs a new spring. The clerk said this has been reported and is in hand.

District Cllr. Day said the hedge on Kingsley Road will be cut back at the end of the next season. The footpaths, near the new fencing on Mallory Road, will be made safe and handrails fitted. Cllr. Day reported there has been difficulties in moving the new school forward. The County Council has confirmed there will be regular briefings to the local parishes. The school will open in stages. Concern has been expressed that the entrance will be moved. Cllr. Day would like to arrange for as many Oak saplings as possible to be planted near the school. The sewer sub-station needs moving. The merger with Stratford District Council is progressing at pace. Next week is the first meeting of the joint cabinet regarding the new local plan. New Government advice is due on local plans.

8.30pm District Cllr. Norris leaves the meeting.

The Chairman asked the meeting if Cllr. Deely could update the meeting on the country park and school before District Cllr. Day leaves. There were no objections.

**11. Country Park and School**

(i) To receive report

Cllr. Deely praised the team from the District Council working on this project. The decontamination and profiling of the adjacent land is progressing. Agreement has been reached that access can be arranged to the smaller car park near Brookside Farm with 20 spaces. Further work is taking place on costs and this should be reported at the next meeting. There is concern that working on 2 separate areas will increase costs. A planning application will be submitted mid year. Residents are frustrated that a country park isn’t open yet but progress is being made. We need to open the park as soon as we can. The good news for the school is that architects have been appointed. Dates for the combined team meetings have been issued. The Chairman raised his concerns that the proposed entrance to the school may be moved and emphasised that this point had been guaranteed at the point permission was granted. District Cllr. Day made clear that the entrance was fixed within the planning permission and, therefore, any attempt to move it would require a new planning application.

8.44pm District Cllr. Day and the Chairman leave the meeting. Cllr. Carter takes the Chair.

**7. Warwick District Council Matters**

(ii) Sewer incident on Oakley Wood Road

No new update.

8.46pm Cllr. Greene returns to the meeting and takes the Chair. Cllr. Deely leaves the meeting.

(iii) Enforcement issue on Oakley Wood Road

The clerk reported that no notice has yet been issued by the District Council. Gary Fisher, planning manager, has confirmed that a notice period of 3 months should be requested. The applicant has said that she is getting the site ready for her wedding. The clerk was asked to chase Gary Fisher for a date for when notice will be served.

8.48pm Cllr. Deely returns to the meeting.

(iv) Path adjacent to Harbury Lane

The clerk reported that District Cllr. Norris is liaising with officers to try and arrange for this work to take place as soon as possible.

**5. Financial Administration**

(i) Bank balances

The following balances were reported:

Current account - £90,150.66

Investment account - £63,504.00

(ii) Draft 2020/21 accounts

The clerk reported that these will be forwarded to councillors shortly.

8.51pm The Chairman leaves the meeting. Cllr. Carter takes the Chair,

(iv) Deed of Easement update

The clerk said she has spoken to the developer to ask for assistance in moving this forward. He said that he would give his solicitors an Easter deadline for completion. This hasn’t been met. The clerk to write to the developer.

(v) Allotment transfer update

This is moving at the same pace as the Deed of Easement. The developer did say that he would ask his solicitors to finalise by Easter. Again very little progress.

8.52pm Cllr. Greene returns to the meeting and takes the Chair.

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

The Chairman updated the meeting. He proposed that we accept the figure of £66,791 as payment from the District Council for calculating our incorrect precept payment, seconded Cllr. Carter and carried unanimously.

(vii) Financial risk assessment update

Cllrs. Deely and Herbert agreed to match payments to the schedule, cheque counterfoils and invoices for the year. The clerk explained that this process is normally carried out at each meeting but due to Covid restrictions hadn’t been possible for the year ended 31st March 2021.

(viii) Clerk’s appraisal and salary review

The Chairman reported that he had undertaken an appraisal process for the clerk, gathering feedback from fellow councillors and liaising with the Clerk to understand her perception of the past twelve months and her aspirations for the coming year. The Chairman had circulated a draft summary to all Parish Councillors and reflected any suggested amendments. The Chairman proposed that the appraisal be finalised and issued to the Clerk, seconded Cllr. Deely and carried unanimously. The Chairman advised that councillors were also required to consider the Clerk’s pay award, after a discussion, the Chairman proposed that the Clerk be moved one step further up the Clerk’s pay banding effective from 1 April 2021, seconded Cllr. Brewster and carried unanimously.

(ix) To appoint internal auditor

Cllr. Brewster proposed Accounting Data Services Ltd, seconded Cllr. Wellsted and carried unanimously.

(x) To consider the CIL agreement

The clerk had circulated, prior to the meeting, the agreement. Cllr. Deely proposed that the Chairman and Cllr. Brewster sign the agreement, seconded Cllr. Wellsted and carried unanimously.

(xi) Passing of following accounts for payment

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

Mrs. C. Hill – Salary (April)

 Post Office Ltd. – rent for 2 garages - £374.04

 Groundwork UK – neighbourhood planning grant refund - £1,000.00

 Mr. A. Gandy – grass cutting - £260.00

 WALC – annual subscription - £975.80

**8. Chairman’s Matters**

(i) To receive report

No new report.

(ii) Parish Masterplan update and MOU

No new report.

(iii) Community Package/Country land update

No new report.

**9. Neighbourhood Plan**

(i) To receive report

No new report.

(ii) To consider responses to examiner’s questions

Cllr. Wellsted had circulated, prior to the meeting, proposed responses to the examiner’s questions. These final comments were discussed and approved. It was agreed that Cllr. Wellsted would forward to the examiner.

**10. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster provided a brief update. Cllr. Deely asked for advice on Teams. Cllr. Brewster agreed to investigate and respond.

**12. Traffic and Road Community Safety**

(i) To receive report

No new update.

(ii) Seven Acre Close scheme

Cllr. Carter reported the scheme is currently with the Safety Audit Team awaiting approval.

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

(i) To receive report

Cllr. Drew had circulated, prior to the meeting, a report. He believes we could get funding for the repair café and carbon capture funding might be possible. The Chairman and Cllr. Drew to liaise regarding a leaflet listing materials/items the District Council can recycle.

**14. Amenities Matters**

(i) To receive report

The clerk reported an issue with the water system in the allotments. She has contacted a local plumber who has carried out emergency work in the allotments in the past. He will be visiting the allotments shortly.

(ii) New allotments update

The clerk reported that the Management Company on the Oakley Meadows development has carried out strimming around the allotments. The manager will be looking at the area tomorrow to see if the developer has removed the rubble from around the mast.

(iii) Play area inspections

The clerk confirmed she has produced a risk assessment and circulated to our possible inspector and Cllr. Herbert. The risk assessment covers points in the manufacturers manual and issues addressed by a local parish council with play area responsibilities. Whitnash Town Council inspector is willing to inspect our area weekly at a cost of £50 per week. He has looked at our area and identified a spring on the play area gate which needs replacing. If we appoint him he will order the spring and replace. Cllr. Deely proposed that we appoint Mr. Herbert, seconded Cllr. Wellsted and carried unanimously.

(iv) Play area signage

The clerk reported that she is struggling to find a company which can manufacturer our preferred signage. Cllr. Deely suggested she contact our design consultants for advice.

(v) BMX track repairs

Cllr. Deely reported that he has received a quote which has been circulated to councillors. It has been difficult to find a contractor with knowledge of BMX tracks. The repairs are a short term solution to ensure that the track can be safely used for another 12 months. Cllr. Deely proposed we accept this quote, seconded Cllr. Wellsted and carried unanimously. It was further agreed that Cllr. Deely would liaise with the company to finalise the exact works which will not affect the quote.

(vi) Outdoor gym equipment surfacing

Cllr. Deely had circulated, prior to the meeting, 3 quotes. Cllr. Deely proposed we accept the quote from Hags which is good value, seconded Cllr. Brewster and carried unanimously. It was further agreed that Cllr. Deely would liaise with Hags to finalise the details of the order which will not affect the quote.

(vii) Path to Oakley Wood update

Cllr. Deely confirmed that the report from our consultant has been sent to the District Council. The report has been discussed and they have requested an indication of costs. The estimated best value quote was £100,000. This depends on the type of crossing requested by County Highways. The next phase would be to monitor the speed of traffic and design the crossing. Cllr. Deely had circulated, prior to the meeting, a quote for £8,000. The clerk confirmed that there is sufficient funding in the budget and meets the criteria for CIL funding. Cllr. Carter proposed that we accept this quote, seconded Cllr. Drew and carried unanimously.

(viii) Sports and Social Club driveways

Cllr. Herbert reported she has received the planning document which she will circulate. She has a call with the consultant tomorrow and will be discussing tenders. The clerk confirmed that she has made the Sports and Social Club and nearby neighbours aware of the imminent planning application.

(ix) Church Lees paving update

The clerk reported that the contractor has started the work and they estimate that they will be finished by the end of next week. Councillors voted on the colour of the slabs; bracken or charcoal. Cllr. Keung proposed bracken, seconded Cllr. Drew and carried. There might be an issue with watering the grass seed. It was agreed that the clerk could ask our contractor if he would be able to help.

9.30pm Cllr. Herbert leaves the meeting.

(x) Storage space for community group

Councillors agreed that the building is for use by the community. Cllr. Wellsted said that we need some more racking to make good use of the space. It was agreed that Cllr. Wellsted would work with Cllr. Herbert to re-organise the existing space, locate more racking and look at providing space for community groups.

9.35pm Cllr. Herbert returns to the meeting.

**15. Planning Matters**

(i) Planning application 20/2115 – 69 Mallory Road

This application was discussed. Councillors agreed to raise no comments or objections.

(ii) Planning application 20/2107 – 2 King Edward Drive

No comments or objections.

(iii) Planning application 20/2044 – Brickyard Barn, Mallory Road

Councillors agreed to support this application as they thought the location for this school was ideal and there is a need for these facilities.

(iv) Planning application 20/2172 – land at The Asps

Cllr. Deely raised several issues and proposed that we comment on this application, seconded Cllr. Bullen and carried unanimously. It was further agreed that Cllr. Bullen would respond to the application with the issues raised.

(v) Planning application 20/1991 – 34 Oakley Wood Road

Cllr. Bullen raised concerns regarding the 45 degree rule. It was agreed that the Parish Council would raise the issue of the breach of the 45 degree rule and request that the District Council look into this concern. Cllr. Bullen to draft a response.

**16. Date of next meeting**

13th May at 7.30pm in the St. Chad’s Centre.

The Chairman closed the meeting at 9.50pm.