BISHOP’S TACHBROOK PARISH COUNCIL

**Clerk to the Council: Mrs Corinne Hill**

Gaydon Fields Farm, Gaydon CV35 0HF

Tel: 01926 641220 email: clerk@bishopstachbrook.com

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 8th May, 2021.

Dear Councillor,

You are hereby summoned to the Annual Meeting of Bishops Tachbrook Parish Council on Thursday, 13th May 2021 at 7.30pm at St. Chad’s Centre.

Yours faithfully,

Corinne Hill

Parish Clerk

Residents are welcome to attend but please note we are limited to numbers at the Centre due to Covid restrictions. Please register with the clerk beforehand as we will require contact details.

**AGENDA**

**1. APPOINTMENT OF CHAIRMAN**

**2. APOLOGIES**

**3. APPOINTMENT OF VICE CHAIRMAN AND FINANCIAL OFFICER**

**4. FIFTEEN MINUTE PUBLIC SESSION**

**5. DECLARATIONS OF INTEREST**

Members are asked to declare interests in items on the Agenda.

**6. PROPOSED ELECTRIC CHARGING STATION AND SOLAR FARM**

**7. ACCEPTANCE OF THE MINUTES OF THE PREVIOUS MEETINGS**

 **(APRIL)**

**8. DISTRICT COUNCIL MATTERS**

(i) To receive report

 (ii) Enforcement issue on Oakley Wood Road update

 (iii) Path adjacent to Harbury Lane update

 (iv) Mallory Road fencing payment

 (v) Bins on the new developments

**9. COUNTY COUNCIL MATTERS**

(i) To receive report

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

 (iii) OWR2 scheme update

 (iv) OWR chevron replacement timeline

 (v) Seven Acre Close; safety audit update

**10. CHAIRMAN’S MATTERS**

(i) To receive report

 (ii) Parish Masterplan update and MOU

 (iii) Community Package/Country land update

**11. TECHNOLOGY AND DIGITAL MATTERS**

(i) To receive report

 (ii) WALC; secure email systems

**12. COUNTRY PARK AND SCHOOL**

(i) To receive report

**13. TRAFFIC AND ROAD COMMUNITY SAFETY**

(i) To receive report

**14. CLIMATE CHANGE GROUP (TRACC)**

(i) To receive report

 (ii) Recycling leaflet update and to consider next steps

**15. AMENITIES MATTERS**

(i) To receive report

 (ii) New allotments update

 (iii) Play area inspections report

 (iv) Play area signage update

 (v) Phase II play equipment update

 (vi) BMX track repairs; week commencing 21st June

 (vi) Outdoor gym equipment surfacing; week commencing 21st June

 (vii) Path to Oakley Wood update

(viii) Sports and Social Club driveway

(ix) Church Lees paving; completed

(x) Overgrown vegetation on the Meadow

(xi) Request from WI for Cake Stall on Village Green; 26th June

(xii) Oakley Meadows; Ragwort update

**16. NEIGHBOURHOOD PLAN**

(i) To receive report

**17. PLANNING APPLICATIONS**

(i) Planning notice 20/2107 – 2 King Edward Drive; granted

 (ii) Planning notice 20/2115 – 69 Mallory Road; granted

 (iii) Planning application 21/0168 – 2 Pittam Way

 (iv) Planning application 21/0227 – land at Asps Farm

 (v) Planning application 20/2111 – Squab Hall Farm, Harbury Lane

 (vi) Planning application 21/0085 – 94 Lionheart Avenue

**18. FINANCIAL/ADMINISTRATION**

(i) Bank balances

 (ii) Draft 2020/21 accounts

 (iii) Deed of Easement update

 (iv) Allotment transfer update

 (v) Historically incorrect precept payments from WDC; outstanding

 (vi) Financial risk assessment update

 (vii) To adopt revised Standing Orders

 (viii) To adopt revised Financial Regulations

 (ix) To review bank signatories

 (x) To review insurance policy

 (xi) To review asset register

 (xii) To accept risk assessment on meeting venue

(xiii) To consider 3 quotes for lowering the vegetation on the Meadow adjacent to 38 Oakley Wood Road

(xiv) To review standing order payments

(xv) Clerk’s salary and pension payments; to record annual checking process

(xvi) Village Green paving grant; report submitted

(xvii) To review areas of focus and councillor responsibilities

(xviii) To adopt a general reserves policy

(xix) To review compliance with existing laws: data protection, human rights, health and safety, equal opportunities, discrimination/disability, employment and PAYE

(xx) End of year tax form; submitted

(xxi) Sports and Social Club lease to receive update and consider approval and signing

(xxii) Passing of following accounts for payment:

 Mrs. C. Hill – Salary

 Mrs. C. Hill – expenses (Jan 2020 – Mar 2021) – await invoice

 Mr. A. Gandy – grass cutting (April) – £450.00

 Zurich Municipal – annual insurance premium - £1427.76

 Sutherpark Ltd. – paving on the Green - £13,800.00

 Phil’s Plumbing and Heating Ltd. – allotments - £50.00

 Whitnash Home and Garden Services – play area inspections - £150.00

 CPRE – annual subscription - £36.00

**19. DATE OF NEXT MEETING**

10th June, 2021