**MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL HELD ON THURSDAY, 24TH JUNE 2021 AT 7.30PM AT HEATHCOTE PRIMARY SCHOOL**

**Present:** Cllrs. M. Greene (Chairman), L. Carter, M. Drew, L. Keung, K. Wellsted, District Cllr. A. Day and County Cllr. J. Matecki (until 8.20pm)

1 resident

**1. Apologies**

Cllrs. Brewster (personal commitment), Bullen (illness), Deely (personal commitment), Herbert (personal commitment) and District Cllr. D. Norris (business commitment).

**2. Public session**

No questions.

**3. Declarations of interest**

The Chairman declared pecuniary interests in items 15(x), 15(xi) and 11(ii) as the company is a customer of his employer.

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

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

The Chairman asked if we could rearrange the agenda to accommodate the resident. There were no objections.

**9. Traffic and Road Community Safety**

(i) To receive report

Following discussions councillors agreed that non main roads should be 20mph. County Cllr. Matecki agreed to look into this.

(ii) Request for 30mph speed limit past Oakley Meadows

Cllr. Carter explained this was discussed at the planning stage. County Highways stated that it wasn’t possible because of the rural nature of the road. By widening the road it will be very difficult to get drivers to adhere to a 30mph limit. A solution could be for a 40mph limit.

7.55pm The resident leaves the meeting.

**5. District Council Matters**

(i) To receive report

District Cllr. Day reported that the District Council owned garages are not beyond repair. If they are rented then the District Council will keep repairing them. Work will be starting on the community centre in Whitnash shortly.

(ii) Enforcement issue on Oakley Wood Road

The clerk reported that the notice will be served on Tuesday.

(iii) Cycle paths remedial work; Warwick Gates

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

(iv) Bins on the new developments

Bins have been installed on Oakley Meadows.

(v) Mallory Road fencing

District Councillor Day reported that it is now impossible for the District Council to fund the fencing. He asked if the Parish Council could please consider bearing this cost. The Chairman said that it would be discussed under item 15. The District Council will fund the resurfacing of the footpaths and handrails on this development.

(vi) Significant vegetation grown on Oakley Wood Road

There had been confusion because this is maintained by the County Council as it is outside the village. Cllr. Wellsted said he would contact the Pay Back Team to see if they could assist if necessary. The clerk to ask the County Council officer if he could please add this to his list to ensure that it receives an early cut next year.

**6. County Council Matters**

The Chairman welcomed County Cllr. Matecki to the meeting.

(i) To receive report

County Cllr. Matecki reported that road surfacing in the village has been delayed because of the work being carried out by Severn Trent. On 7th July Mallory Road will be closed.

95% of Covid cases are now the Delta variant. Vaccine is effective. Majority of people hospitalised haven’t been vaccinated or have only received one dose. Secondary school still due to open in 2023. County Councillors grant fund is now open.

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

July agenda item.

(iii) OWR2 scheme update

County Cllr. Matecki confirmed this work would be starting on 12th July.

(iv) OWR Chevron replacements; completed

Cllr. Carter thanks County Cllr. Matecki for his support with this work.

(v) Seven Acre Close; safety audit update

Cllr. Carter reported that the design has been finalised and work will start in spring 2022.

8.20pm County Cllr. Matecki and District Cllr. Day leave the meeting.

**7. Chairman’s Matters**

(i) To receive report

No new report.

(ii) Parish Masterplan update and MOU

The Chairman reported that a meeting will take place next month with the District Council.

(iii) Community Package/Country land update

No new update.

(iv) To discuss the prevalence of management companies on new developments

The Chairman explained that residents are being charged twice for services. He believes the Parish Council should be objecting to the use of management companies (unless the District and County Councils are allowed, and begin, to reflect the discrepancy in the services they provide through a reduced rate of Council Tax on affected properties).

**8. Country Park and School**

(i) To receive report

Cllr. Deely had circulated prior to the meeting a report. The planning applications will be submitted in September. The clerk was asked to send our solicitor an email for an update on the land transfers.

8.25pm District Cllr. Day returns to the meeting.

**9. Traffic and Road Community Safety**

(i) Cllr. Carter reported that he has met with the County and District Council regarding connecting the school to footpaths. He believes the Parish Council should be focusing on traffic calming measures near Heathcote Primary School. The bus stop is in the wrong place. District Cllr. Day is taking this forward.

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

(i) To receive report

Cllr. Drew had circulated a report prior to the meeting. Cllrs. Drew and Wellsted visited the repair café in Barford. They are going to visit the SYNDI Centre shortly. The recycling guide has been sent to Cllr. Brewster for advertising on the website. Cllr. Drew is working with Cllr. Brewster on teaser questions for Facebook. Cllr. Drew has sent details of EV chargers to Whitnash.

(ii) EV charging provision

Cllr. Herbert is obtaining quotes for the Sports and Social Club car park.

**11. Amenities Matters**

(i) To receive report

Emergency work is needed on the tree on the Sports and Social Club driveway. The low hanging branches are being hit by lorries. We have received a quote for £160 and the work could be carried out in the next couple of weeks. Councillors agreed this work should be carried out as soon as possible.

(ii) New allotments update

The clerk to see if the area around the mast has been strimmed. If not she will email the management company and Bloor Developments.

(iii) Play area inspection reports

The clerk confirmed that the gate into the play area has been fixed. A bolt has been replaced on a piece of equipment. The surfacing around the trampoline has dropped slightly causing a possible trip hazard. This has been reported to Hags and will be fixed when phase II is installed. The swings will also be fixed as they move along the rail. The xylophone beater is no longer attached to the xylophone. Hags will reattach when they start phase II. Cllr. Wellsted was shown how to remove the cover from the trampoline. He will pass this knowledge on to our inspector when our inspector is well enough to visit the play area. His son, who is qualified, is currently undertaking the weekly inspections. Hags have advised that we ask our grass contractor to blow the grass away from the play area when he strims. I have asked our contractor if he could do this. A no parking sign is required on the gate at the end of the path to the play area. This gate is for emergency access and we have received reports of visitors to the play area parking across it. The working party has said they will erect the sign. The clerk was asked to purchase a sign.

(iv) Play area signage update

Councillors agreed that we should ask the local company, the clerk has found in Kineton, if they could quote and provide a design for signage in the play area. The signage could be installed on the grass. The clerk to enquire whether the County Councillor grant scheme would be able to assist with funding.

(v) Phase II play equipment update

The clerk reported that work will start on 5th July. We have an issue with the Midi Birds Nest Tree which is being supplied by a separate company. The company will not have equipment to unload this item from the lorry and Hags will not have equipment or insurance cover to allow them to remove from the lorry. Cllr. Carter asked the clerk to let him have the details and he would try to assist. Hags will not be closing the play area when phase II is installed. They will leave, as much as possible, open.

(vi) BMX track repairs update

The clerk reported that work will take place on Monday.

(vii) Outdoor gym equipment surfacing update

Councillors confirmed that they would like the surfacing to be rustic. The clerk explained that there has been an issue with the quote. It was calculated using the wrong measurements.

(viii) Path to Oakley Wood update

Cllr. Deely had circulated a report prior to the meeting. The feasibility study has been reissued to the District Council following a request from our district councillor. Phase II work is expected to be finished by 23rd July.

(ix) Sports and Social Club driveway update

No new update.

(x) Oakley Meadows; Ragwort update

The clerk reported that the resident was invited to an on-site meeting to locate the Ragwort. There was no response from the resident.

**12. Neighbourhood Plan**

(i) To receive report

Cllr. Wellsted reported that the referendum would be held on 30th September. He thanked District Cllr. Day for his support. The report is on google drive for councillors to view. We have approximately £2600 to spend to publicise the referendum. Cllr. Wellsted and the clerk will be talking to Radford Semele Parish Council to hear their ideas on how best to convince residents to vote.

**13. Technology and Digital Matters**

(i) To receive report

No new report.

**14. Planning applications**

(i) South Warwickshire Local Plan; response submitted

(ii) Planning notice 20/1973 – 17 Garrett Drive; granted

(iii) Planning application 21/0490 – 89 Kingsley Road

Councillors agreed to raise no comment or objections.

(iv) Planning notice 21/0065 – Keepers Cottage, Banbury Road; withdrawn

(v) Planning application 21/0542 – 10 Calpurnia Avenue

Councillors agreed to raise no comment or objections.

(vi) Planning application 21/0261 – 10 Tilsley Close

This has now been granted.

(vii) Planning application 21/0930 – land at The Asps

Councillors agreed that Cllr. Bullen should respond on behalf of the Parish Council.

(viii) Planning application 21/0955 – land at The Asps

Councillors agreed that Cllr. Bullen should respond on behalf of the Parish Council.

(ix) Planning notice 21/0168 – 2 Pittam Way; granted.

**15. Financial Administration**

(i) Bank balances

The following balances were reported:

Current account - £220,338.65

Investment account - £63,506.59

(ii) To consider internal auditor’s recommendations

The recommendations had been circulated to councillors prior to the meeting. The Chairman noted that the comments seemed minor and thanked the clerk for her hard work. The clerk said the payment to the Information Commissioner’s Office for £40 would be advertised on July’s agenda. She would find out whether the Parish Council could move to an electronic banking system. Documents circulated to councillors for discussion in meetings would be attached to minutes to enable the internal auditor to confirm that councillors are kept up-to-date on expenditure against budget.

(iii) To consider risk assessment for Heathcote Primary School

Circulated prior to the meeting and approved.

(iv) Historically incorrect precept payments from WDC; outstanding

Discussed earlier.

(v) WI cake stall; 26th June

The clerk explained that due to advice from the District Council we requested this be cancelled. It is to be rearranged later this year.

(vi) To consider additional costs for outdoor gym equipment

The additional cost will be £853. This still means Hags have provided the best value quote. Cllr. Wellsted proposed that we accept this additional cost, seconded Cllr. Drew and carried unanimously.

(vii) To consider a general reserves policy

This had been circulated prior to the meeting. The Chairman proposed we adopt this policy, seconded Cllr. Carter and carried unanimously.

(viii) To review funding the fencing on Mallory Road

This was discussed and councillors agreed that the clerk should forward the cheque to the District Council. Although the area is owned by the District Council the fencing is improving the environment and protecting the area from illegal encampments. The clerk explained that this expenditure had been agreed at an earlier meeting before District Councillors said the District Council would bear the cost.

(ix) To approve accounts for 2020/21

The accounts had been circulated prior to the meeting. The Chairman proposed we approve them, seconded Cllr. Drew and carried unanimously. The Chairman and clerk signed the accounts.

9.20pm The Chairman leaves the meeting and Cllr. Carter takes the Chair.

(x) Deed of Easement update

The clerk reported that Bloor Developments are questioning the fees for our legal advice. It was agreed that the clerk would write to our solicitor requesting a quote for finalising this work.

(xi) Allotment transfer update

See item 15(x) above.

9.25pm Cllr. Greene returns to the meeting and takes the Chair.

(xii) Financial risk assessment update

This has now been completed with the clerk’s job description.

(xiii) To consider quotes for lowering the vegetation on the Meadow overlooking Kingsley Court

The clerk reported that she has contacted a number of tree surgeons but only been able to secure quotes from 2. The quotes had been circulated prior to the meeting. Cllr. Wellsted proposed we accept the best value quote, seconded Cllr. Drew and carried unanimously. The clerk was asked to try and arrange for the work to take place as soon as possible.

(xiv) Clerk’s salary and pension payment

July meeting agenda.

(xvi) To consider S137 requests

The clerk explained the grants were advertised at the end of the last financial year. There were no applications. Requests were received from Rainbows, Brownies and Tachfest to be considered when restrictions eased. Tachfest will not take place this year so they have withdrawn their application. The Rainbows and Brownies have submitted requests for funding. Forms and accounts have been circulated. The Chairman proposed we grant £500 to the Rainbows and £500 to the Brownies, seconded Cllr. Drew and carried unanimously. The clerk confirmed that £500 remains in the budget for other groups for later in the year.

(xvii) Sports and Social Club lease; signed

The Chairman reported that the lease has been signed. The clerk was asked to send a copy of the signed May minutes to our solicitor to pass to the Club’s solicitor.

(xviii) To review CIL list and prioritise projects

The list has been circulated. It was agreed that a separate meeting should be arranged to progress. The clerk to organise.

(xiv) Neighbourhood planning grant request; submitted.

(xx) Training

Cllr. Herbert has attended understanding risk management training.

(xxi) To consider new portfolio for councillor

It was agreed that Cllr. Keung would be allocated the health and wellbeing portfolio for humans and others which will include Oakley Wood.

(xxii) Change of meeting date from 10th June to 24th June to consider accounting documents

The Chairman thanked councillors for agreeing to this change of date. This allowed the clerk to ensure that the relevant financial documents were available for discussion before the 30th June deadline.

(xxiii) Passing of following accounts for payment

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

Mrs. C. Hill – Salary (June)

 Mr. A. Gandy – grass cutting (May) - £594.34

 Fenland Leisure Products Ltd – spring for play area gate - £231.60

 Wood Group UK Ltd. – consultant fees; path to Oakley Wood - £5,760.00

 Community Academies Trust – hire of hall - £25.00

Whitnash Home and Garden – play area inspections - £350.00 plus £50 from previous month

**16. To consider Annual Governance Statement 2020/21**

The clerk had circulated, prior to the meeting, the annual return. Councillors addressed the questions. The Chairman proposed we accept this document, seconded Cllr. Wellsted and carried unanimously. The Chairman and clerk signed the document.

**17. To consider Accounting Statements 2020/21**

It was noted that the clerk had already signed these statements. The Chairman proposed that these statements be approved, seconded Cllr. Drew and carried unanimously. The Chairman signed the accounting statements.

**18. Date of next meeting**

It was agreed that the next meeting would be on 22nd July at Heathcote Primary School. There will be no meeting in August.

The Chairman closed the meeting at 9.35pm.