**MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL HELD ON THURSDAY, 22ND JULY 2021 AT 7.30PM AT HEATHCOTE PRIMARY SCHOOL**

**Present:** Cllrs. M. Greene (Chairman), L. Carter, M. Drew, C. Herbert, K. Wellsted, District Cllr. D. Norris, County Cllr. J. Matecki (until 8.40pm) and Mr. R. Johnson representing JBM Solar for item 5.

1 resident

**1. Apologies**

Cllrs. Brewster (illness), R. Bullen (personal commitment), S. Deely (personal commitment), L. Keung (illness) and District Cllr. A. Day (business commitment).

**2. Public session**

The resident explained that he is a keen cyclist and would like to see improvements for cyclists. County Cllr. Matecki said there are plans for cycling on Harbury Lane and he hopes to update the meeting later. The resident asked if there were any cyclists involved in these plans. Cllr. Matecki said he wasn’t sure. The resident pointed out flaws in the current system and asked if the cycleways would connect. He believes shared cycle paths are not working. They should be kept separate. Cllr. Drew agreed with this comment. Cllr. Carter said the Parish Council would like to see a 30mph speed limit near Heathcote Primary School which might encourage more residents to cycle. Cllr. Wellsted explained the provision within the neighbourhood plan. The Chairman said we will try to keep the resident updated and involved if we can.

**3. Declarations of interest**

The Chairman declared pecuniary interests in items 12(ii), 18(vi), 18(vii) and 18(viii) as the company is a customer of his employer. Cllr. Carter declared a pecuniary interest in item 18(xii) as his employer is a recipient. Cllr. Wellsted declared a personal interest in item 18(v) as a family member is on the PCC.

**4. COVID Risk Assessment**

The clerk had circulated, prior to the meeting, a risk assessment. Cllr. Herbert said the risk assessment needs updating to show the new symptoms of the Delta variant. She agreed to forward this information to the clerk.

**5. A representative on behalf of JBM Solar re. Green Energy at Chesterton Fields Farm**

The Chairman welcomed Mr. Johnson. Mr. Johnson briefly presented to the meeting. He explained that this presentation was available on-line. The public consultation had started on 21st June and has been extended until 30th July.

The Chairman thanked Mr. Johnson for attending the meeting. Mr. Johnson left the meeting.

**6. Acceptance of the minutes of the previous meeting (June)**

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

**7. District Council Matters**

(i) To receive report

District Cllr. Norris told councillors about the ‘Rediscover the Bus’ scheme. Posters would be displayed on the noticeboards and he would forward a link for the website to the clerk. Tickets are available for local people to attend the Commonwealth Games. Parliamentary boundary review is taking place.

(ii) Enforcement issue on Oakley Wood Road

The clerk reported that she has asked the officer for an update.

(iii) Cycle paths remedial work; Warwick Gates

The clerk said she has asked for an update on this work.

**8. County Council Matters**

(i) To receive report

County Cllr. Matecki reported that a local housing company has been set up. The West Midlands Gigafactory consultation has closed. Leamington will be included in the women’s cycling event. There is a local business growth fund. A task force is being set up to look at 20mph speed limit on suggested roads. Councillors agreed that Cllr. Carter would be best placed to forward the names of roads to County Cllr. Matecki. Cllr. Carter agreed to action this.

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

The Chairman allowed the resident to speak. He explained that a drop kerb is needed on Othello Avenue. He asked if this wasn’t being actioned because of a lack of funds. County Cllr. Matecki agreed to look into this and respond to the resident.

(iii) OWR2 scheme update

Cllr. Carter said he was pleased the County Council had delayed this work until the Severn Trent work on Mallory Road has been finished. The Mallory Road work should be finished by 8th August. The Chairman reported that the smell of sewage has been very strong. He has reported this to Severn Trent.

(iv) To consider supporting an application for funding for walking and cycling connections; Harbury Lane

The clerk had circulated, prior to the meeting, the request from the County Council. Cllr. Wellsted proposed that we support this application, seconded Cllr. Carter and carried unanimously. Cllr. Wellsted agreed to assist the clerk in drafting a letter of support.

**9. Chairman’s Matters**

(i) To receive report

The Chairman reported that following a meeting with the District Council there doesn’t appear to be much progress with the landowner regarding the footpath to Oakley Wood.

8.35pm the resident left the meeting.

(ii) Parish Masterplan update and MOU

No new report.

(iii) Community Package/Country Land update

The Chairman and Cllr. Wellsted met with the District Council. The District Council is liaising with landowners to try and extend the country park.

8.40pm County Cllr. Matecki leaves the meeting.

**10. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Seven Acre Close scheme correspondence

Cllr. Carter reported correspondence from a resident regarding the date for implementation of this scheme. He said that he had responded explaining the reasoning.

**11. Climate Change Group**

(i) To receive report

Cllr. Drew had circulated, prior to the meeting, a report. He briefly updated councillors on the Repair Café and discussions with Warwickshire Wildlife Trust.

**12. Amenities Matters**

(i) To receive report

No new report.

8.55pm The Chairman leaves the meeting and Cllr. Carter takes the Chair.

(ii) New allotments update

The clerk advised councillors that it is proving difficult to move this matter forward. We are being held up by legal matters.

8.57pm Cllr. Greene returns to the meeting and takes the Chair.

(iii) Play area inspection reports

The repairs to the swings and xylophone beater are with Hags claims department. The repairs to the surfacing around the trampoline will take place shortly.

(iv) Play area signage update

The clerk had circulated, prior to the meeting, a draft design. She explained that the signage used in a parish in Gloucestershire can’t be used because we would require planning consent which could take many months to obtain. Councillors agreed that the clerk should apply for a grant for £1500 from the County Council towards the cost of signage. The clerk had received a draft quote but the company was awaiting confirmation of the cost of the posts which would be supplied by Hags to match the equipment.

(v) Phase II play equipment update

The clerk explained that surfacing needs to be laid. Once the surfacing has been laid the equipment will need to be inspected by an independent company before the area is opened. It was agreed that the play area should be opened on 11th to coincide with the neighbourhood plan event at the Sports and Social Club.

(vi) BMX track repairs update

The clerk said the repairs have been carried out. Cllr. Deely has agreed to look at the repairs next week.

(vii) Outdoor gym equipment surfacing

The clerk said surfacing has been laid. She was asked to mention the concern expressed by a resident regarding the surfacing connecting to the path to Cllr. Deely.

(viii) Meadow; vegetation update

The vegetation at the entrance to the Meadow has been cut. Cllr. Wellsted said that he would let the clerk know if any more work needs to be undertaken.

(ix) Working party update

Cllr. Wellsted reported that the working party will be looking at cutting back the vegetation around the BMX track and path up to Oakley Meadows. Cllr. Carter said he would try and remove the armchair from the Meadow.

**13. Neighbourhood Plan**

(i) To receive report

No new report.

(ii) Grant funding for £1000; approved.

(iii) To agree referendum campaign plan

Cllr. Wellsted had circulated a plan prior to the meeting. The Sports and Social Club would be booked for 11th September and Heathcote Primary School for 18th September. The referendum will be held on 30th September. On 8th September banners will be placed at agreed locations in the parish. There will also be a leaflet drop. The District Council will reimburse the Parish Council once we have incurred the expenses. The plan was agreed.

**14. Technology and Digital Matters**

(i) To receive report

No new report.

**15. Country Park and School**

(i) To receive report

The clerk reported that she has asked our solicitor for an update.

**16. Health and Wellbeing**

(i) To receive report

No new update.

(ii) Path to Oakley Woods

See item 9(i).

**17. Planning Matters**

(i) Green energy at Chesterton Fields Farm

Councillors agreed that the concept seems like a good idea. The benefits for the community look appealing but councillors agreed they would like to understand any wider implications there might be prior to a planning application being received. The clerk was asked to write to the company.

(ii) Planning application 21/1008 – The Meadow, Kingsley Road

Noted.

(iii) Planning notice 21/0490 – 89 Kingsley Road; granted.

(iv) Planning notice 21/0542 – 10 Calpurnia Avenue; granted.

(v) Planning notice 20/2111 – Squab Hall Farm, Harbury Lane; granted.

(vi) Planning notice 21/0105 – land at The Asps; granted.

(vii) Planning application 21/0480 – 46 Peabody Way

Councillors agreed that the application wasn’t in keeping with the street scene but agreed not to comment.

(viii) Planning application 21/0895 – 13 Croft Close

This has been approved.

(ix) Planning notice 20/1991 – 34 Oakley Wood Road; granted.

**18. Financial/Administration**

(i) Bank balances

The following balances were reported:

Current account - £220,027.81

Investment account - £63,506.59

The clerk reported that she has been asked 2 questions by the external auditor. 1 related to the public rights examination time which she has now extended by 1 day and the other to proof that the Parish Council is registered with HMRC. She confirmed that she has sent a copy of her P60 plus recent notification of a tax code change.

(ii) Bank reconciliation

This was circulated to councillors prior to the meeting. The clerk also circulated receipts and payments showing actual vs budget. We are overbudget on CIL and neighbourhood planning. The CIL will be offset by the payment received in April from the District Council and the neighbourhood planning payment was repaying the £1000 grant which the Parish Council had been unable to spend due to the delays to the neighbourhood plan referendum due to Covid. We have now received £1000 grant to cover this expenditure which will be incurred later this year.

(iii) Historically incorrect precept payments from WDC; due for approval in the form of a grant in August

The Chairman reported that he still understands this payment would be approved at the August meeting of the District Council.

(iv) To consider a request for WI cake stall on 7th August

The clerk confirmed that the WI has undertaken a risk assessment and confirmed that they have public liability insurance. The Chairman proposed we approve this request, seconded Cllr. Wellsted and carried unanimously.

(v) To consider a request for the Church fete on 4th September

The clerk reported that she has requested a risk assessment and confirmation that the Church has public liability insurance. Cllr. Herbert proposed that we approve this request subject to receiving a risk assessment and confirmation of insurance cover, seconded Cllr. Drew and carried unanimously. The clerk said the PCC has asked if they can use our equipment. Cllr. Herbert expressed concern because the equipment may no longer comply with current health and safety standards. The clerk to liaise with the PCC.

9.30pm The Chairman leaves the meeting and Cllr. Carter takes the Chair.

(vi) Deed of Easement update; cheque for £10,000 received

The clerk reported that a cheque for £10,000 has been received from Bloor Developments as part of a condition in the Deed of Easement. Our solicitor has requested the developer increases the contribution towards legal fees as she is having difficulties receiving responses to her questions which has increased her workload and fees. The developer has refused this request.

(vii) Allotment transfer update

See (vi) re. legal fees.

(viii) To consider legal fees in respect of the allotment transfer

The clerk explained that she believes the only option to move the transfer of the allotments land to the Parish Council forward is for the Parish Council to consider contributing towards the legal fees. She has requested a quote from our solicitor but is still awaiting a response.

9.32pm Cllr. Greene returns to the meeting and takes the Chair.

(ix) Clerk’s salary and pension payment update

September agenda.

(x) Sports and Social Club lease update

The clerk confirmed that she has forwarded a copy of the signed minutes approving this lease to our solicitor and is awaiting a signed copy of the lease.

(xi) CIL list

September agenda.

9.33pm Cllr. Carter leaves the meeting.

(xii) Passing of following accounts for payment:

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

Mrs. C. Hill – Salary (July)

 Mr. A. Gandy – grass cutting - £580.00

 WALC – training - £60.00

 Community Academies Trust – hire of hall - £25.00

 Mr. D. Herbert – play area inspections - £200.00

 Element Tree Care – tree work - £732.00

 FASSI (UK) Ltd. – play area equipment transport - £420.00

 Tree Wise Men Warwickshire Ltd. – tree work on the Meadow - £1,980.00

 Mr. P. Ash – work on the Meadow - £262.50

 Melt Creative Ltd. – website support package - £810.00

 Huck Nets (UK) Ltd. – Midi Bird Nest Tree - £9,815.04

9.34pm Cllr. Carter returns to the meeting.

**19. Date of next meeting**

It was agreed that the next meeting would be on Thursday, 9th September at St. Chad’s Centre.

The Chairman closed the meeting at 9.35pm.