**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL HELD ON THURSDAY, 9TH SEPTEMBER 2021 AT 7.30PM AT ST. CHAD’S CENTRE**

**Present:** Cllrs. M. Greene (Chairman), R. Bullen (from 7.40pm until 8.15pm), L. Carter, S. Deely, M. Drew, C. Herbert, L. Keung, K. Wellsted, District Cllr. A. Day (until 9.55pm)

1 resident.

**1. Apologies**

Cllrs. Brewster (personal commitment), District Cllr. Norris (business commitment) and County Cllr. J. Matecki (business commitment).

**2. Public session**

The resident explained that he was attending the meeting because he would like to be more involved with the community. He is living in the new developments. He asked about the country park and Cllr. Deely and District Cllr. Day provided updates. The resident said there are currently deer on this land and he would like to see them protected. He also raised concerns about dogs being kept on a lead within the new park.

**3. Declarations of interest**

The Chairman declared pecuniary interests in items 8(ii) and 14(iii) as the company is a customer of his employer. He declared personal interests in items 13(iii) and 13(viii) as he knows the applicant. Cllr. Wellsted declared personal interests in items 13(iii) and 13(viii) as he knows the applicant. He declared a pecuniary interest in item 8(x) as a member of his family is involved. Cllr. Deely declared a pecuniary interest in item 13(iv) as a nearby landowner. He declared personal interests in items 13(iii) and 13(viii) as he knows the applicant. Cllr. Carter declared pecuniary interests in items 13(iii) and 13(viii) as the applicant.

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

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

**5. District Council Matters**

(i) To receive report

District Cllr. Day reported that more work is needed in Oakley Wood. Merger proposals are moving forward. A consultation has started. The 2 officer teams are merging. 25% savings are required. The merger will help to save money. The South Warwickshire Local Plan call for sites consultation is generating a considerable amount of interest.

(ii) Cycle paths remedial work; Warwick Gates

The clerk reported that she has chased District Cllr. Norris for an update.

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

District Cllr. Day confirmed that this would be discussed on 23rd September.

(iv) Emptying of replacement bins on the Meadow

District Cllr. Day explained the situation whereby the District Council has changed contractors which is why these 4 bins have been left off the schedule. A previous councillor renegotiated the replacement of certain bins. Cllr. Day said he had managed to get the bins emptied but if we require them to be emptied in future the Parish Council must pay. Cllr. Wellsted said he didn’t believe there was a need for the 2 bins outside the play area. He proposed that we arrange for them to be moved, seconded Cllr. Drew and carried unanimously. The clerk was asked to respond to the District Council and liaise with Cllr. Wellsted to identify the 2 bins which will be removed.

8.15pm Cllr. Bullen leaves the meeting.

**6. Chairman’s Matters**

(i) To receive report

No new report.

(ii) To consider and agree on CIL list

The list was circulated prior to the meeting. Cllr. Wellsted pointed out that the neighbourhood plan contains a list of projects already agreed. The Chairman agreed but thought that we should prioritise our projects and determine costings for the projects. Councillors had indicated that the most important project was the path to Oakley Wood Road. This is reliant on the District Council securing the support of a landowner. Banbury Road/Mallory Road safety was second with the extension of the country park third. Cllr. Carter said that he would like the council to look at the achievable projects. The village centre would be good but it would be difficult to achieve. Traffic calming on Harbury Lane near Heathcote Primary School would be an easy project to achieve. The Chairman, Cllrs. Wellsted and Carter said they were in favour of smaller projects. Councillors agreed to review the list again for discussion at October’s meeting. Cllr. Carter was asked if he could liaise with County Cllr. Matecki to find out if the County Council would assist in funding for the Heathcote Primary School traffic calming project. Cllr. Wellsted was asked if he could ask residents at the neighbourhood planning information sessions their preferred projects. The clerk was asked to circulate the draft CIL figures.

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

(i) To receive report

Cllr. Drew briefly updated the meeting on the re-wilding proposal. He is hoping an officer will be able to attend a future meeting. He believes the edge of the Meadow would be ideal as a starting point for this project. About 10 people have showed an interest in the repair shop. The clerk to look at the paperwork regarding insurance.

**8. Amenities Matters**

(i) To receive report

The clerk said the allotments manager has reported that Mare’s Tail is still causing problems in the allotments and particularly behind the storage building. Cllr. Wellsted said that this is a very difficult weed to eradicate. The allotments have asked if they can have fires outside of the dates already agreed and could the car park be extended to cover the area behind the storage building. Councillors agreed that no additional fires could be permitted because of the close proximity to houses. The area behind the storage building is to be planted with trees. Cllrs. Drew and Wellsted to liaise with Cllr. Bullen on his plans for this area. There is a water leak and the clerk has arranged for a plumber to look at it.

9.05pm The Chairman leaves the meeting and Cllr. Carter takes the chair.

(ii) New allotments update

See item 14(iii).

9.06pm Cllr. Greene returns to the meeting and takes the chair.

(iii) Play area inspection reports

The clerk reported that the swings have been mended and the surfacing around the trampoline is now level. The xylophone beater has not been fixed. The seat on the zip wire is broken but this has been identified as a low risk so the equipment can still be used. This has been reported to Hags. The clerk was asked to arrange for a RoSPA annual inspection of the play area and also the outdoor gym equipment to meet our insurance requirement.

(iv) To consider play area signage design.

The signage had been circulated prior to the meeting. Councillors agreed that to compliment the equipment appropriate signage was required. The clerk had circulated earlier in the year a quote for £900 for standard signage but no installation costs. The signage circulated recently would be approximately £3,000 which includes fitting. We have been successful in securing a grant of £1500 from the County Council. There is funding in our play area budget. The Chairman proposed we agree to the double blob signage to be installed between the 2 play area gates on the grass, seconded Cllr. Deely and carried unanimously. The clerk to instruct the company and liaise with councillors and the play area working party on suitable wording.

(v) Play area opening event; 11th September update

The clerk reported that the event has been advertised on 2 noticeboards, Facebook, website and both primary schools were notified. It starts at 2pm with the ribbon being cut. Hags are providing goodie bags, drinks, snacks, balloon artist, face painter, photographer, bunting. A member of the play area working party has agreed for her family to be interviewed. Signage will be erected to make parents aware that children could be photographed. There is also a note on the posters making parents aware. Risk assessments have been requested from the balloon artist and face painter. We will receive a copy of the photographs and video for our website/magazine and social media. Councillors thanked the clerk for her hard work.

(vi) Phase II play equipment completed

The clerk confirmed that our inspector is now happy with this installation. Hags have been asked to confirm, in writing, that the manufacturer will only replace the wooden equipment when splits in the wood exceed 8mm. There is no cost for adding the additional equipment to our insurance policy. The clerk said she would be liaising with WALC to find out whether they believe we should insure the play area surfacing.

(vii) BMX track repairs completed

Cllr. Deely said these repairs are temporary. He would investigate options for upgrading the track.

(viii) Outdoor gym equipment surfacing update

Cllr. Deely reported that he was waiting for a response from Hags on his question regarding surfacing to the edge of the path.

(ix) Working party update

Cllr. Wellsted said he is concentrating on the neighbourhood plan at the moment. Vegetation needs cutting near the BMX track noticeboard. The clerk was asked to contact a local contractor.

9.15pm Cllr. Wellsted leaves the meeting.

(x) To consider 2 picnic benches on the Meadow

Councillors agreed that this idea from a resident was very good. The clerk was asked to provide details of picnic tables for councillors to consider. She confirmed that we do have sufficient budget for this expenditure.

9.17pm Cllr. Wellsted returns to the meeting.

(xi) Sports and Social Club car park update

No new update on the planning application. Cllr. Herbert reported that there are 2 large pot holes on the driveway which she believes should be filled in. The clerk was asked to obtain a quote for this work.

**9. Neighbourhood Plan**

(i) To receive report

No new report.

(ii) Campaign plan update

Cllr. Wellsted reported that Heathcote Primary School was not available on 18th September so the date was changed to 25th September. The on-line campaign is generating more interest. The Church fete saw considerable interest. The leaflet drop will take place over the weekend of 25th to 26th September. Volunteers welcome. The clerk to find out when the count will take place and if councillors are able to be present.

**10. Technology and Digital Matters**

(i) To receive report

No new report.

**11. Health and Wellbeing**

(i) To receive report

No new report.

(ii) Path to Oakley Wood update

Cllr. Deely was asked if he could provide an update. He said the consultant has looked at 3 options. We need to present these options to the District Council. 2 require the consent of the landowner. The third option uses the verge. He suggested Cllr. Keung meets with the consultant and walks the routes. We should also ask the consultant to finalise the report which we can then pass to the District Council.

**12. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Warwickshire Road Partnership Consultation

Cllr. Carter said he couldn’t understand the reasoning behind this consultation. The Chairman suggested he pass his comments to County Cllr. Matecki.

(iii) Proposed 30 and 40mph speed limits Mallory Road

This is part of the Seven Acre Close scheme.

(iv) Bus service improvements survey

The clerk reported that she has asked Cllr. Bullen if he would complete this as he knows residents who use the bus service.

(v) OWR2 scheme

Cllr. Carter said this will be completed shortly. Cllr. Deely raised a concern. It was agreed that Cllr. Deely would send a photograph of his concern to Cllr. Carter for forwarding to the county council.

**13. Planning Matters**

(i) Planning notice 20/2047 – land off Seven Acre Close; granted

(ii) Planning notice 21/0480 – 46 Peabody Way; refused.

(iii) Planning notice 21/1322/LB – 26 Oakley Wood Road; not required.

9.45pm Cllr. Deely leaves the meeting.

(iv) Planning application 21/1018 – Allotment Gardens, land off Oakley Wood Road

The clerk explained that both Cllr. Bullen and herself have requested more information from the planning officer but have received no response. This application was discussed. Councillors raised the following concerns; the use of the wording ‘allotment gardens’ as the ‘well kept’ allotments are on the adjacent site. The application information is vague and doesn’t include the entrance which is totally unsuitable in a rural location. The site is in open countryside which is outside of the village boundary and contrary to the Local Plan. Cllr. Drew proposed that we object to this application, seconded Cllr. Wellsted and carried unanimously. The clerk was asked to liaise with Cllr. Bullen to draft a response.

9.50pm Cllr. Deely returns to the meeting.

(v) Planning application 21/1534/TP – Yew Tree House, 10 Parsonage Close.

No objections or comments.

(vi) Planning notice 21/0794 – 27 Othello Avenue; granted.

(vii) planning notice 20/2044 – Brickyard Barn, Mallory Road; granted.

9.50pm The Chairman, Cllrs. Carter, Deely and Wellsted leave the meeting. Cllr. Drew takes the chair.

(viii) Planning application 21/1321 – 26 Oakley Wood Road

The clerk reported that Cllr. Bullen had looked at this application and confirmed that it was the same as the previous application which had been granted several years ago. Cllr. Herbert proposed no comments, seconded Cllr. Keung and carried unanimously.

9.52pm Cllrs. Carter, Deely, Greene and Wellsted return to the meeting. Cllr. Greene takes the chair.

(ix) land to the north of Seven Acre Close correspondence

Councillors agreed that this observation is probably related to the SWLP call for sites request. The clerk confirmed that we have not been notified of a planning application on this site. The clerk was asked to respond to the resident.

9.55pm District Cllr. Day leaves the meeting.

**14. Financial Administration**

(i) Bank balances

The following balances were reported:

Current account - £201,132.31

Investment account - £63,507.65

(ii) Bank reconciliation

October agenda item.

9.56pm The Chairman leaves the meeting and Cllr. Carter takes the chair.

(iii) To consider legal fees in respect of the allotment transfer and Deed of Easement up to £4,000

The clerk reported that our solicitor has estimated an additional £4,000 would be required to finalise the transfer of the allotments and the Deed of Easement. This fee would mean that the clerk would be chasing Bloor Developments if Bloor’s solicitors or the management company solicitor do not respond to our solicitor’s questions within a reasonable timescale which should keep costs to a minimum. Councillors agreed that there is no need for additional surveys for water connections, drainage and access to the allotments as there is a water connection, a drain has been located on the land and a road is adjacent to the land. Cllr. Wellsted proposed we agree to a maximum fee of £4000 if Bloor Developments refuse to contribute, seconded Cllr. Deely and carried unanimously. The clerk to draft a letter to Bloor Developments and write to our solicitor.

9.57pm Cllr. Greene returns to the meeting and takes the chair.

(iv) Clerk’s salary and pension payment update

October agenda item.

(v) External auditor further questions

The clerk reported that she has been asked additional questions relating to the spending of our increased precept, her salary breakdown and why our assets haven’t increased in line with the play area equipment expenditure. She has provided a response.

(vi) Data Protection training

Cllr. Brewster will be attending training.

(vii) To consider incurring costs for the emptying of bins on the Meadow

The clerk explained the cost would be £484.84 per annum for the 2 bins in the play area. The Chairman proposed we accept this cost, seconded Cllr. Keung and carried unanimously.

The clerk to liaise with the District Council.

(viii) Councillor’s grant for £1500 for play area signage; approved.

County Cllr. Matecki was thanked for this contribution.

(ix) Passing of following accounts for payment:

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

Mrs. C. Hill – Salary (August and September)

 Mr. A. Gandy – grass cutting - £840.00

 WALC – training - £36.00

 Community Academies Trust – hire of hall for NP - £40.00

 Mr. D. Herbert – play area inspections - £350.00

 BT Sports and Social Club – hire of hall for NP - £50.00

 HAGS-SMP Ltd – play equipment phase II - £57,805.77

 BT Brownies – Section 137 grant - £500.00

 BT Rainbows – Section 137 grant - £500.00

 HAGS-SMP Ltd. – outdoor gym equipment surfacing - £11,076.00

 HAGS-SMP Ltd. – BMX track repairs - £2,128.80

**15. Date of next meeting**

14th October 2021.

The Chairman closed the meeting at 10.03pm.