**MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL HELD ON THURSDAY, 14TH OCTOBER 2021 AT 7.30PM AT ST. CHAD’S CENTRE**

Present: Cllrs. M. Greene (Chair), C. Brewster, R. Bullen, S. Deely, M. Drew, C. Herbert, K. Wellsted and District Cllr. A. Day (until 9.15pm)

1 resident

**1. Apologies**

Cllr. Carter (business commitment), L. Keung (personal commitment) and County Cllr. J. Matecki (personal commitment).

**2. Public session**

The resident asked if the plans for the country park were available for public viewing. Cllr. Deely explained that the planning application should go to public consultation shortly and the plans will be available on the District Council website. The resident expressed concerns that 50% of the open space of the country park would be lost to trees and allotments. The school area seems to have increased with a lot of car parking. The questionnaire was full of loaded questions. District Cllr. Day explained that 160,000 trees are being planted by the District Council. The District Council would like to expand the country park. The resident was advised to respond to the planning application when it is published. The clerk said when she is notified of this application it will be posted on Facebook due to public interest.

8pm The resident leaves the meeting.

**3. Declarations of interest**

The Chairman declared pecuniary interests in items 7(ii) and 15(vii) as the company is a customer of his employer.

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

Cllr. Drew requested item 7 line 4 be amended to include the words ‘public liability’ before insurance. There were no objections. The clerk amended the minutes and Cllr. Drew proposed they be approved, seconded Cllr. Bullen and carried unanimously. The Chairman signed the minutes.

**5. Warwickshire County Council Matters**

(i) To receive report

No new report.

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

Cllr. Deely mentioned that in May the officer said he would be looking at the drop kerb on Othello Avenue. The clerk reminded councillors that County Cllr. Matecki had told a resident earlier this year that he would be investigating this and responding to him. The clerk has received no update.

Cllr. Drew reported that he has spoken to the officer regarding a drop kerb on The Lees as a resident is having difficulties accessing the footpaths.

(iii) OWR2 scheme update

Thanks to Cllr. Carter and County Cllr. Matecki this has been completed.

(iv) Harbury Lane scheme funding

Cllr. Carter is requesting costings. Once this has been received Councillors agreed that County Cllr. Matecki should be contacted regarding funding.

(v) Highway verge maintenance policy – consultation

Cllr. Deely expressed concern that overgrown vegetation could cause safety issues at junctions. It was agreed that Cllrs. Drew and Wellsted would look at this policy and circulate a draft response for councillors to review and agree a final response.

The Chair asked if we could rearrange the agenda to discuss item 14. There were no objections.

**14. Planning Matters**

(i) Planning application 21/1576 – Grove Farm, Harbury Lane

Councillors agreed to raise no comments or objections.

(ii) Planning application 21/1750 – Oakley Wood Barns, Banbury Road

Cllr. Wellsted said he was pleased to see that the applicant has taken note of policy BT12 in the neighbourhood plan and included renewables in the application. Councillors agreed that this should be commented on. There were no objections to this application.

(iii) Planning application 21/1787 – Lower Heathcote Local Centre, Vickers Way

Cllr. Deely asked if the signage was being lit could the lighting go out when the businesses are closed? Councillors agreed that this comment should be passed to the planning officer. There were no objections to the application.

**6. Chair’s Matters**

(i) To receive report

No new report.

(ii) To consider and agree on CIL list

January agenda item.

**7. Amenities Matters**

(i) To receive report

The clerk reported that she has requested quotes for inspections of the play area, outdoor gym equipment, Meadow and BMX track. She is also seeking a quote for an inspection of parish owned trees. November agenda item.

8.30pm The Chair leaves the meeting and Cllr. Herbert takes the Chair.

(ii) New allotments update

The clerk reported that the vegetation around the mast has been strimmed as much as the management company are willing to do. They have asked the developer to remove the rubble around the mast as they believe this could damage their equipment. The developer hasn’t removed the rubble and the management company do not believe this is a cost homeowners should carry.

8.32pm Cllr. Greene returns to the meeting and takes the Chair.

(iii) Play area inspection reports

The clerk reported that the zip wire seat and xylophone beater are being shipped from America and Hags have reported that they haven’t arrived yet. The graffiti inside the slide has been removed by our inspector and he will be looking at fixing the loose seating and slide handle. He has reported loose surfacing by the swing which has been passed to Hags but they require a photo. The clerk to take a photo and send to Hags.

(iv) Play area signage design; instructed

Cllr. Wellsted said he has looked at what we legally need to display. Cllr. Brewster said he could produce a QR code which would locate the play area for emergency purposes. Councillors agreed that this would be good. The clerk was asked to draft some wording and circulate to councillors for comments.

(v) Play area opening event; feedback

The Chair reported that this was a very successful event and thanked everyone for their assistance.
(vi) Outdoor gym equipment surfacing update

Cllr. Deely reported that he is waiting for a response from Hags.

(vii) Working party update

No new update.

(viii) Sports and Social Club car park update

Cllr. Herbert updated the meeting. Our consultant has suggested that we request an extension to the planning deadline as the planning officer has raised several issues. Councillors approved this request. Cllr. Bullen suggested that the car park could be covered in grasscrete which would keep the appearance. It was agreed that Cllr. Herbert would liaise with the consultants to find a solution to the issues identified by the planning officer.

(ix) Overgrown vegetation

Councillors agreed that the area near the BMX track noticeboard needs strimming. Cllr. Wellsted to identify other areas and inform the clerk. Cllr. Bullen suggested the area behind the storage building where the trees are to be planted. The clerk reported that a resident has asked for trees to be cut back on the footpath between the Meadow and Kingsley Road. Cllr. Deely suggested we may wish to improve the surfacing on this footpath next year and perhaps we should consider this when we discuss the budget.

(x) Meadow allotments water leak update

The clerk reported that she has met with one contractor who has advised that the whole system requires replacing. She will be contacting a second company to request a quote and advice.

The Chair asked if we could rearrange the agenda to discuss item 12 and then 15(x) to allow District Cllr. Day to leave the meeting if he wishes. There were no objections.

**12. Country Park and School**

(i) To receive report

Cllr. Deely said he understood there was a delay on the planning application because of highway issues. The country park application will be determined before the school application. Cllr. Deely will try and obtain a timetable for the country park. The northern section of the country park will be opened first in 2023.

(ii) To consider correspondence regarding allotments

Cllr. Deely confirmed that the District Council have responded to the resident.

(iii) Out of hours community access to school facilities

Cllr. Deely expressed concern that this facility could be withdrawn. The Chair said that he too was concerned after comments made by the County Council portfolio holder. District
Cllr. Day said the District Council will stand firm with their promise and fight for the community to have access to the facilities. The Chair said that this shouldn’t be something that needed ‘fighting’ for as the Parish Council had been given clear assurances when the planning permission was granted.

**15. Financial/Administration**

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

The Chair informed the meeting that we still have not received payment despite this being approved at a District Council meeting. The clerk was asked to write to Mike Snow at the District Council, copy Chris Elliott and District Cllr. Day.

9.15pm Cllr. Day leaves the meeting.

**8. Neighbourhood Plan**

(i) To receive report

Cllr. Wellsted updated councillors on the referendum. Councillors agreed the turnout was good. Cllr. Wellsted said he hasn’t been told by the District Council when it will be adopted but he will be asking them.

(ii) To thank those involved

The Chair thanked Cllrs. Wellsted and Bullen for their dedication and hard work.

**9. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster reported that activity on the website before the neighbourhood plan referendum was good. This item saw a 2000% increase. He suggested using social media to inform residents about the country park. Councillors agreed this is a good idea. Cllrs. Deely and Brewster to liaise.

**10. Health and Wellbeing**

(i) To receive report

No new report.

(ii) Path to Oakley Wood update

In the absence of Cllr. Keung Cllr. Deely updated the meeting. Cllr. Deely reported that Cllr. Keung is looking at a further feasibility study on a path which the consultant doesn’t appear to have followed up on. She is also looking at a different route into Oakley Wood with the Friends of Oakley Wood. Councillors agreed that once the above options have been explored Cllr. Keung should contact Chris Elliott at the District Council.

**11. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) OWR2 scheme; completed.

Thanks to Cllr. Carter.

(iii) Heathcote School traffic calming measures

The Chair reported that Cllr. Carter is liaising with County Cllr. Matecki regarding costs.

(iv) Banbury Road safety

The Chair pointed out that this is the most talked about safety issue on social media. Councillors agreed that County Highways should be looking at these issues.

(v) HS2 Fosse Way road works

The clerk reported that the contractor has requested to meet with us but with work starting in November time is short. Councillors agreed that the clerk should contact the company requesting information on road closures for our magazine, website and social media.

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

(i) To receive report

Cllr. Drew briefly updated the meeting. Councillors agreed that they needed to review the proposal from Warwickshire Wildlife Trust on rewilding. Cllr. Deely said he liked the idea of less maintenance but we need to consider the implications and liaise with the Sports and Social Club.

**15. Financial/Administration**

(i) Bank balances

The following balances were reported:

Current account - £255,161.13

Investment account - £63,508.19

(ii) Bank reconciliation

The clerk had circulated, prior to the meeting, the bank reconciliation up to 30th September. It is attached to these minutes. She also circulated receipts and payments showing actual vs budget. The clerk reminded councillors that the overbudget on the neighbourhood plan would be offset against the grant received.

(iii) Closure of audit

The external audit report had been circulated and notices displayed on the noticeboards and website. No areas of concern were highlighted.

(iv) To approve a CIL agreement with Warwick District Council

The agreement had been circulated, prior to the meeting, to councillors. Cllr. Deely proposed we approve this agreement, seconded Cllr. Wellsted and carried unanimously. The Chair and Cllr. Brewster signed the agreement.

(v) Clerk’s salary and pension payment update

The Chair and clerk to discuss outside of a meeting.

(vi) Play area inspection training

Cllr. Wellsted attended training. He said it was very worthwhile and he has since liaised with the clerk regarding our procedures. He is confident we meet the guidelines recommended on the course.

9.50pm The Chair leaves the meeting and Cllr. Herbert takes the Chair

(vii) Deed of Easement and new allotments update

The clerk reported that she has liaised with our solicitor and doesn’t believe there are any outstanding issues on the transfer of the allotments apart from asking Bloors to engage with our solicitor. On the Deed of Easement our solicitor requested an environmental losses clause which both Bloor’s solicitors and the management company have objected to. The clerk was asked to contact our solicitor to try and understand why this is needed and write to Bloors to restart dialogue. Cllr. Deely said he would look at the Deed of Easement. The clerk to forward the latest draft.

9.52pm Cllr. Greene returns to the meeting and takes the Chair.

(viii) To consider engaging professional support as part of upcoming WDC Local Plan review

The Chair explained the situation with the WDC Local Plan review and the potential for a number of sites to be put forward. Councillor agreed that Cushmans should be approached for advice. They had provided very good advice on the land parcels in the centre of the parish. It was agreed that the Chair should approach them.

(ix) Consultation of proposed South Warwickshire Council

Councillors expressed concern regarding a political merger. They were in favour of an administration merger as this should reduce overheads but a political merger could make it difficult for the parish voice to be heard. Councillors voted unanimously to raising concerns regarding a political merger. The Chair and clerk were asked to draft a response, circulate to councillors for comments and submit.

(x) Discussed earlier.

(xi) Passing of following accounts for payment:

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

Mrs. C. Hill – Salary (October)

 Mrs. C. Hill – expenses (Apr 21-Jun 21) - £107.82

 Mr. A. Gandy – grass cutting - £130.00

 Post Office – emptying of 2 bins - £335.66

 Mr. D. Herbert – play area inspections - £250.00

 WALC – training - £42.00

**16. Date of next meeting**

9th December 2021.

The Chair closed the meeting at 10.04pm.