**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL HELD ON THURSDAY, 11TH NOVEMBER 2021 AT 7.30PM AT ST. CHAD’S CENTRE**

Present: Cllrs. M. Greene (Chair), L. Carter (from 8.10pm), C. Brewster, R. Bullen, S. Deely, M. Drew, C. Herbert, L. Keung and County Cllr. J. Matecki (until 8.55pm)

2 residents.

**1. Apologies**

Cllr. K. Wellsted (personal commitment), District Cllr. A. Day (business commitment) and D. Norris (illness). Cllr. Carter will be joining us as soon as he is able.

**2. Public session**

The residents explained they were interested in the Solar Farm planning application. They live in a grade II listed property which will have 3 metres high solar panels against their boundary hedge. They find this imposing. They support green ventures but asked if the panels could be moved one field across. Cllr. Deely asked if they would accept this application if there was additional planting. They understand that there will be additional planting but it will take 10 years for it to grow. Cllr. Bullen said the neighbourhood plan policy BT1 states that ‘New development should conserve or enhance the area’s landscape character to enhance the sense of place and history and to provide recreational opportunities within tranquil settings by protecting the historic character and settlement pattern of the area

conserving heritage assets.’ Cllr. Deely asked if there would be access to additional footpaths. Cllr. Bullen said details are unclear. The view from the current footpath will be affected. All vehicle access to the site should be from The Fosse Way.

**3. Declarations of interest**

The Chair declared pecuniary interests in items 14(ii), 15(ii) and 15(iii) as the company is a customer of his employer. Cllr. Herbert declared a pecuniary interest in item 14(x) as a member of the Bishop’s Tachbrook Events Group.

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

The Clerk had circulated, prior to the meeting, draft minutes. Cllr. Bullen proposed we accept these minutes, seconded Cllr. Drew and carried unanimously. The Chair signed the minutes.

**5. Planning Matters**

(i) Planning application 21/1801 – land at Chesterton Fields Farm, Fosse Way

Councillors agreed unanimously that green sources of energy are urgently required. However, they believe this application currently impacts 4 listed buildings. Proximity, scale and access to footpaths could be addressed at a meeting between the planning officer, developer and Cllrs. Bullen and Deely. The Chair proposed a meeting be arranged, seconded Cllr. Drew and carried unanimously. The clerk was asked to arrange this meeting. In the event that it is not possible to arrange a meeting to resolve these issues the Chair proposed we object to this application, seconded Cllr. Deely and carried unanimously. It was agreed that Cllr. Bullen would prepare a draft response, circulate to councillors and submit. The clerk was asked to make District Cllrs. Day and Norris aware of this meeting when it is arranged.

8.10pm Cllr. Carter joins the meeting. The residents leave the meeting.

(ii) Planning application 21/1539/LB – The Barracks next to The Grove, Tachbrook Mallory

Cllr. Bullen updated the meeting on the history of The Barracks. Councillors agreed that it is good that this historic building is being renovated. However, concern was expressed that The Barracks should remain within the curtilage and ownership of The Grove. Cllr. Bullen proposed we comment on this application regarding ownership and use of the building, seconded Cllr. Drew and carried unanimously. Cllr. Bullen was asked to draft a response, circulate to councillors and submit.

(iii) Planning application 21/1848 – 46 Lionheart Avenue

Councillors raised no comments or objections.

(iv) Planning application 21/1713 – 5 Calpurnia Avenue

This has been approved.

(v) Planning notice 21/1787 – Lower Heathcote Local Centre, Vickers Way; granted.

**6. District Council Matters**

(i) To receive report

In the absence of Cllrs. Day and Norris County Cllr. Matecki was asked if he could update the meeting on County and District matters. He agreed.

The County Council is reviewing 20mph areas, the cost of permits and children’s centres. The recycling centres are now operating a live on-line system allowing residents to potentially book on the day of a visit. The grant scheme will open early January.

Drop kerbs will be installed by the end of March apart from The Lees. It is not clear whether the County Council owns the land at the bottom of The Lees. County Cllr. Matecki said he would ask an officer to look into this. Cllr. Deely asked if Othello Avenue drop kerb has been agreed with the local resident? County Cllr. Matecki said he would see if he could arrange for the site drawings to be sent to the clerk or for the officer to contact Cllr. Deely.

On District Council matters the contract for waste recycling has been signed and has been given to Biffa. The green waste was suspended for a week only. The new recycling system will allow residents to recycle more waste. There is a debate on 13th December regarding the merger of Warwick District and Stratford District.

(ii) Cycle paths remedial work; Warwick Gates

The clerk said that District Cllr. Norris has reported that work has started on this path. He is requesting a regular check on the condition of this path.

**7. Chair’s Matters**

(i) To receive report

The Chair reiterated that we need to prioritise our CIL funded projects for the budget with costings. If you need quotes please contact the clerk. We will need some funding for safety at Heathcote Primary School. The Chair said he would recirculate the list.

The new Vicar has moved into the parish.

The Chair reported that community access to Oakley Grove School was a necessity. The cost of constructing the school has increased significantly. The school will not be as green as it could have been. The County Council will only provide funding for what they are legally required to fund. The District Council has agreed to fund the shortfall to enable community use of the facilities. The Chair said he would like someone from this Parish Council to be involved in the discussion. This proposal was seconded by Cllr. Deely and carried unanimously. County Cllr. Matecki said he would ask an officer to engage with us. He said he would also request a public event where residents can see plans and talk to officers.

Cllr. Deely explained that he did attend the joint meetings on the school and country park. He understands an experienced officer is no longer involved in the discussions and would like to understand who is advising the Council on enhanced sports facilities.

Finally the Chair said yet again we have raw sewage on our “safer route to school” footway. District Cllr. Day has been made aware and is taking this forward with Severn Trent. The clerk to ask District Cllr. Day if he could provide an update for the December meeting and if he requires any support from the Parish Council.

8.55pm County Cllr. Matecki leaves the meeting.

**8. Neighbourhood Plan**

(i) Plan adopted by the District Council

The Chair reported that the plan was adopted by the District Council on 21st October.

8.55pm County Cllr Matecki leaves the meeting.

**9. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster updated the meeting on the monthly usage statistics. The fireworks display generated a significant amount of interest. The domain name needs transferring to the Parish Council. It was agreed that Cllr. Brewster should arrange this and for any outstanding invoices to be forwarded to the clerk.

(ii) Website accessibility update

Cllr. Brewster said he will check the guidelines recently circulated by WALC on accessibility. The clerk to update the website with the list of documents WALC has recently recommended for a parish the size of Bishop’s Tachbrook.

**10. Health and Wellbeing**

(i) To receive report

No new report.

(ii) Path to Oakley Wood update

Cllr. Keung reported that she has been in contact with our consultants and they are adding the original route into the report. The Friends of Oakley Wood have been made aware of a crossing issue on the Banbury Road and there might be a need for an alternative route into the wood. County Highways will consider safety issues and advise.

**11. Traffic and Road Community Safety**

(i) To receive report

Cllr. Carter reported that the Mallory Road scheme should start in the spring. He has passed some thoughts to County Cllr. Matecki regarding the 20mph scheme but is awaiting a response.

(ii) Heathcote School traffic calming measures

Cllr. Carter said he has sent County Cllr. Matecki some ideas and has requested a feasibility study and costings. It would be good if they could assign an officer to allow us to move this forward.

(iii) HS2 Fosse Way road works update

The clerk reported that following the email from the contractor the clerk asked if we could be kept informed and for the contractor to provide updates for our magazine and social media.

She hasn’t received a response.

(iv) Drop kerbs; Othello Avenue, The Lees, Farm Walk and Church Hill

See item 6(i).

**12. Country Park and School**

(i) To receive report

Cllr. Deely reported that the planning application hasn’t been submitted yet. The final document needed for the application should be received tomorrow. Once the document has been submitted it was agreed that Cllr. Deely should work with Cllr. Brewster to make residents aware via social media and the website.

(ii) To note correspondence on community access and consider next steps

Cllr. Deely said he believes there needs to be an enhanced design for community use. This needs to be written into the contract. Councillors agreed unanimously that we need a representative on the committee overseeing this project. The Chair to follow up with County Cllr. Matecki.

(iii) To consider options regarding transfer of the land

Cllr. Deely said the transfer of the 3 parcels of land could happen when the country park project is completed which might be in 4 years time. Councillors expressed concerns regarding this timescale and asked if there is a legal obligation for this land to pass to the Parish Council or could we secure this land sooner. Cllr. Deely suggested investigating a Memorandum of Understanding or enquiring as to whether the District Council would transfer the land as soon as they receive it. The clerk was asked to enquire as to whether stamp duty would be payable on community land. Cllr. Deely proposed we write to the District Council asking if they would transfer the freehold earlier or whether they would enter into a Memorandum of Understanding as set out in the executive paper, seconded Cllr. Brewster and carried unanimously.

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

(i) To receive report

Cllr. Drew briefly updated the meeting.

(ii) Warwickshire County Council verge re-wilding consultation

Cllr. Drew had circulated, prior to the meeting, a draft response. Councillors agreed unanimously that this project would be good for biodiversity. However there appears to be a lack of detail in the consultation. Councillors were particularly concerned about road safety. The Chair said he was not in favour of the Parish Council taking over the responsibility of maintenance of grass verges without more details. The Chair proposed we add the above concerns into our response, seconded Cllr. Carter and carried unanimously. Cllr. Drew said road safety concerns are already listed but he would add more information needed.

(iii) Warwickshire Wildlife Trust re-wilding Meadow proposal

Cllr. Deely said we need to find out costs for this work in case we do not have enough volunteers. The clerk said she would assist with this. The Sports and Social Club will need to be contacted for their view. The Chair asked if a fence is to be erected around the area to protect the planting. Cllr. Drew said he would look into this. Councillors agreed that information should be put on the website and social media to find out residents’ views and also to assist with recruiting volunteers.

(iv) WALC annual conference update

Cllr. Drew said this was very informative. Information for the community should be put on the website and on social media.

(v) Your community towards a greener future feedback

Cllr. Drew reported this covered renewables with some councils generating their own electricity.

**14. Amenities Matters**

(i) To receive report

No new report.

(ii) New allotments update

No new report.

(iii) Play area inspection reports

The clerk confirmed she has sent the photo of the loose surfacing to Hags. She will chase a date for the xylophone beater and the zip wire seat to be fitted.

(iv) Play area signage; to agree wording

The clerk had circulated, prior to the meeting, draft wording. Councillors agreed that this could be forwarded to the company providing the signage.

(v) Outdoor gym equipment surfacing update

Cllr. Deely reported that he is liaising with the contractor.

(vi) Working party update

No new update.

(vii) Sports and Social Club car park update

Cllr. Herbert reported that our consultants have responded to the planning officer’s concerns.

(viii) Overgrown vegetation

The clerk reported that we do own the land between the Meadow and Kingsley Road. She was asked to obtain an estimate for surfacing with possible low level lighting at each end for the budget. The clerk to liaise with Cllr. Wellsted to find out if there are any additional areas that require vegetation to be cut back.

(ix) Meadow allotments water leak update

The clerk reported that she was meeting with a second contractor for a further quote.

**15. Financial/Administration**

(i) Bank balances

The following balances were reported:

Current account - £369,003.39

Investment account - £63,508.75

10.18pm The Chair leaves the meeting and Cllr. Carter takes the Chair.

(ii) Deed of easement; to consider removal of environmental losses clause

The clerk had circulated information provided by our solicitor. Cllr. Deely reported that he has read the deed of easement and is finding it difficult to determine what we are gaining from this document and what we are losing. The clerk was asked to obtain this information from our solicitor.

(iii) New allotments update

The clerk reported that Bloor Developments has acknowledged receipt of our letter requesting a further contribution towards legal fees and assistance in moving this transfer forward. Bloor will be responding shortly.

10.25pm Cllr. Greene returns to the meeting and takes the Chair.

(iv) WDC Local Plan review; professional support update

The Chair reported that we are waiting for a quote.

(v) Consultation of proposed South Warwickshire Council; submitted

(vi) Historically incorrect precept payments from WDC; payment now overdue from WDC

The clerk reported that District Cllr. Day has confirmed that he will be liaising with the District Council regarding this payment.

(vii) School; to consider engaging legal advice

Cllr. Deely proposed that we should seek a quote for legal advice, seconded Cllr. Bullen and carried unanimously. The clerk to request a quote.

(viii) Sports and Social Club lease update

The clerk reported that although we have signed the lease a completion date hasn’t been agreed yet with the Club’s solicitor. Our solicitor is pursuing this.

(ix) To review allotment rents

Councillors noted that the rent will rise to £20 per plot from 1st January 2021. The Chair proposed the rent be increased every year by the value of the CPI in October to the nearest 50p, seconded Cllr. Brewster and carried with one against. The clerk was asked to write to the allotments manager.

(x) To consider inspections of play area, outdoor gym equipment, BMX track and playing fields at a cost of £551

Councillors agreed that inspections should take place. The clerk to organise the inspections and inform the Sports and Social Club.

(xi) Passing of following accounts for payment:

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

 Mrs. C. Hill – Salary (November)

 Mr. A. Gandy – grass cutting - £195.00

 Mr. D. Herbert – play area inspections - £300.00

 PKF Littlejohn LLP – external audit fee - £720.00

 Information Commissioner’s Office – data protection fee - £40.00

 E.ON – electric for VAS - £4.87

**16. Date of next meeting**

9th December 2021 - 7pm

The Chair closed the meeting at 10.41pm.