**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL HELD ON THURSDAY, 10TH MARCH 2022 AT 7.30PM AT ST. CHAD’S CENTRE**

Present: Cllrs. M. Greene (Chair), R. Bullen, L. Carter (from 7.55pm), S. Deely, M. Drew, K. Herbert, K. Wellsted, District Cllr. A. Day (from 8.05pm until 9.05pm) and County Cllr. J. Matecki (from 8.05pm until 9.05pm)

Mr. R. Samra, Ms. S. Kaye, Ms. S. Miller and Ms. N. Wicks (for item 2).

**1. Apologies**

Cllrs. C. Brewster (isolation) and L. Keung (maternity leave).

**2. Mr. Ranjit Samra, Stowe Valley Trust**

 **Re: new school**

Mr. Samra introduced himself and his team. The team briefly updated the meeting.

The Chair thanked Stowe Valley Trust for attending our meeting and engaging with the local community.

7.55pm Cllr. Carter joins the meeting.

8.05pm District Cllr. Day and County Cllr. Matecki join the meeting.

8.10pm Stowe Valley Trust leave the meeting.

**3. Public Session**

No questions from the public.

**4. Declarations of interest**

Cllr. Wellsted declared a pecuniary interest in item 16(xi) as a beneficiary. The Chair reminded councillors of his dispensation for items 16(ii) and 16(iii). The Chair declared a pecuniary interest in item 6(iii) as a customer of his employer has an interest.

**5. Acceptance of the minutes of the previous meeting (February)**

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

**6. Planning matters**

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

Cllrs. Carter, Deely, Drew and Wellsted attended a meeting with the developer and planning officer. Cllrs. Deely and Wellsted thanked the applicant and developer for listening to us and working with us. Additional footpaths will be provided. Cllr. Deely said he would like the footpath next to the M40 widened to provide a safer route for residents as the path could appear ‘closed in’. The panels have moved further away from the properties. The developer is happy to liaise with the Council regarding planting in the area close to the dwellings. Cllr. Wellsted reported that there are positive and negative points in the neighbourhood plan for this development. The view from Chesterton Windmill could be a consideration. Concern was raised regarding the positioning of 3 batteries near dwellings and councillors agreed that this could be raised further with the developer once the landscape report has been received and reviewed. District Cllr. Day thanked councillors for the amount of time they have dedicated to this application. He also thanked the applicant for engaging with councillors.

(ii) Planning application 22/0234 – land at the triangle, Lower Heathcote Farm

Councillors agreed to raise no comments or objections.

The Chair did not take part in the following item. Cllr. Carter took the Chair.

(iii) Planning application 22/0156 – Asps Farm, Banbury Road

No comments or objections.

Cllr. Greene takes the Chair.

(iv) Planning notice 21/1538 – The Barracks next to The Grove, Oakley Wood Road; withdrawn

Noted.

(v) Housing needs survey update

Cllr. Wellsted reported that the Housing Enabler hopes to attend a meeting later in the year.

**7. Warwickshire County Council Matters**

(i) To receive report

County Cllr. Matecki reported that he believes a good solution for the year 7 intake in the new secondary school is being considered. There are issues with the reception class in the primary school. Cllr. Matecki said he is hoping there will be an option for children to join the school in 2024 in year 8. Our request for funding for picnic tables has been granted. On street parking will be aligned with the District Council. Council tax will increase by 1.75% plus 2% for adult social care. Cllr. Wellsted asked if the County Council would be considering reinstating compost training. County Cllr. Matecki said he would investigate.

(ii) Heathcote School safety update

County Cllr. Matecki agreed to investigate.

(iii) 20mph scheme

County Cllr. Matecki said the working party has agreed this isn’t practical. The County will be deciding which roads qualify on an individual basis. Cllr. Carter has already passed a list of roads to County Cllr. Matecki for consideration.

(iv) Drop kerbs; Othello Avenue and Farm Walk

County Cllr. Matecki said he would liaise with the Minor Works Team to identify the proposed location on Othello Avenue and forward details to the clerk.

**8. Chair Matters**

(i) To receive report

No new report.

 **9. School**

(i) To receive report

District Cllr. Day assured councillors that he is working with County Cllr. Matecki regarding the design aspects of the school. The Parish Council must agree with the design and it must fit in with the country park. Cllr. Deely explained that there appears to be a narrowing of the country park and the erection of a fixed fence between the school and country park. He believes this border should be flexible with any surplus land being included in the country park. Cllr. Deely agreed to copy District Cllr. Day and County Cllr. Matecki in his correspondence regarding this issue.

9.05pm District Cllr. Day and County Cllr. Matecki leave the meeting.

Cllr. Deely’s report had been circulated prior to the meeting. The land transfers should happen shortly. Further delays will impact the September 2024 opening date. The requested monthly positioning statements haven’t started yet. The Task and Finish Group will meet at the end of March to work on overlapping/connected factors across the school, country park and housing sites. Interviews with academic trusts tendering to run the school will take place in May with the appointment in June. Community engagement events have been requested to address planning issues and a temporary solution for 2023 cohort.

(ii) Meeting with the Leader of the County Council; 17th March

The Chair will be attending this meeting. Councillors agreed that the Parish Council would like real input into the design. We don’t want changes to be pushed through without our consent. The boundary is key and whilst we appreciate there will be safeguarding issues we would like to be involved in discussions regarding the height of fences and connectivity with the country park.

**10.**  **Country Park**

(i) To receive report

Cllr. Deely had circulated a report prior to the meeting. The estimated opening date for north-west and south sections is May 2024. Planning application due to be submitted mid March. It was agreed that Cllr. Deely would liaise with Cllr. Brewster to ensure that residents are informed when the planning application had been submitted. Tender documents are being drafted.

(ii) To note quote for additional work

The clerk reported that we have received a quote of between £2500 and £3000. The Chair said he believed we needed to confirm some facts with the solicitor to ensure that this quote represents the task that has been specified. It was agreed that the Chair would liaise with the solicitor.

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

(i) To receive report

Cllr. Drew had circulated a report prior to the meeting.

(ii) Rewilding the Meadow update

Cllr. Drew and the Chair thanked the working party for their help. Cllr. Drew had circulated to councillors a maintenance plan provided by Warwickshire Wildlife Trust.

(iii) Tree planting plan update

Cllrs. Drew and Bullen to produce a plan.

**12. Technology and Digital Matters**

(i) To receive report

No new report.

(ii) Climate change incentives update

The Chair said with costs increasing residents might be willing to implement changes to their lifestyle if they realised the savings could be made. Cllr. Drew agreed to work with Cllr. Brewster to produce incentives with a saving as part of the on-line green campaign.

**13. Health and Wellbeing**

(i) To receive report

No new report.

(ii) To consider best option for path to Oakley Wood

Councillors had received, prior to the meeting, the 3 options identified by our consultant. Cllr. Deely proposed option 1 which runs along the edge of the field, seconded Cllr. Wellsted and carried unanimously. It was agreed that the Chair would pass this information to the Chief Executive of Warwick District Council who is liaising with the landowner.

**14. Traffic and Road Community Safety**

(i) To receive report

No new report.

**15. Amenities Matters**

(i) To receive report

No new report.

(ii) Allotment issues; request for pond and structures update

The clerk reported that she has received a complaint regarding a structure on the allotments. She has also received a request for a pond. Whilst visiting the allotments the clerk noticed several structures in the centre of the allotments. One belonging to the Parish Council but with no record of contents or key for access. The second in the ownership of 2 residents and a society which no longer exists. The clerk said she was in the process of obtaining a key for the second building which is in disrepair. Councillors agreed that we need to establish ownership of the second building, keys to both and a list of contents. It was further agreed that Cllr. Wellsted and the clerk would review the draft tenancy agreement and circulate to councillors and the allotment manager for comments Cllrs. Herbert, Wellsted and the clerk would visit the allotments when carrying out the inventory on the garages.

(iii) Annual inspections reports; minor repairs update

The clerk reported that our contractor has purchased paint for the Youth Pod. This work will be undertaken as soon as weather permits. He will carry out the minor repairs on the play area equipment. The surfacing under the swings should have been addressed. The clerk to confirm with our inspector.

(iv) BMX track; request for new bin and noticeboard

Despite Warwick District Council’s name on the bin they claim it belongs to us. The clerk has received a quote for a bin identical to the one in the play area of £604. She understands the noticeboard at the BMX needs replacing but she will check. The cost of replacing the board would be £1366. Cllr. Deely proposed we purchase a new bin and, if needed, a new noticeboard, seconded Cllr. Wellsted and carried unanimously. Cllr. Deely said he has reviewed a draft notice for the board and given the printer instructions to print once the size of the board has been determined.

(v) Play area signage; revised quote

Draft circulated to councillors prior to the meeting. Cllr. Deely proposed we approve this draft, seconded Cllr. Herbert and carried unanimously. The clerk to instruct the company and inform our grass contractor.

(vi) Outdoor gym equipment surfacing update

Cllr. Deely reported that the remedial measures required have now been agreed with Hags. He is waiting for a date for when work will be undertaken.

(vii) Sports and Social Club car park; to consider quote for utilities survey

The clerk reported that the cost will be £361. Cllr. Deely proposed we accept this quote, seconded Cllr. Drew and carried unanimously. The clerk to inform our consultant.

(viii) Play area toilets update

The clerk reported that she has asked the Sports and Social Club if their toilets would be available for users of the play area and Meadow.

(ix) Storage building specification for alarm, solar panel plus electricity

Cllrs. Bullen and Drew to report to April meeting.

(x) Queen’s Platinum Jubilee update

Cllr. Herbert said she has contacted several village groups and is waiting for responses.

(xi) Tree inspection requested

The clerk to let Cllr. Wellsted know when the inspector will be visiting the parish.

(xii) To consider street names/theme for the Asps

The clerk said she has received a request for a street to be named after a family who have lived in the parish for over 150 years. There are approximately 30 streets on the Asps which require names or a theme. April agenda item.

(xiii) Noticeboard in the village

The clerk reported that the village shop would like use of the wall where the village noticeboard is sited. We have a legal obligation for a noticeboard in the centre of the village. The noticeboard adjacent to the Village Green is owned and is sited on Church land and is not suitable. Councillors agreed that it would be difficult to site a noticeboard in another location in the village and the one on the wall of the shop is fitted into the wall so would be difficult to relocate. It was agreed that this would be considered when proposals for redesigning the centre of the village are discussed.

**16. Financial/administration**

(i) The following balances were reported:

Current account: £457,312.33

Investment account: £63,510.85

(ii) Deed of Easement

It was reported that Bloor’s solicitor has contacted our solicitor. Councillors agreed that the Chair would liaise with our solicitor to try and move this forward.

(iii) Allotments transfer

It is hoped that this will move forward once the Deed of Easement has been agreed.

(iv) Sports and Social Club lease update

The clerk reported that we are waiting for the trustees of the Sports and Social Club to sign the lease.

(v) To consider adopting a new Code of Conduct

The clerk had circulated, prior to the meeting, a new Code of Conduct proposed by the District Council. Cllr. Deely proposed we adopt this Code of Conduct, seconded Cllr. Herbert and carried unanimously. The clerk to inform the District Council.

(vi) To consider risk assessment

The clerk had circulated, prior to the meeting, a risk assessment. Cllr. Deely proposed we accept this assessment, seconded Cllr. Wellsted and carried unanimously. A copy of the assessment is attached to these minutes.

(vii) To consider moving our bank accounts on-line

The clerk explained that the bank requires the clerk to be registered as the administrative contact only. This will allow her to be the main point of contact and to view the accounts but not authorise any payments. Cllr. Carter proposed we authorise this request, seconded Cllr. Herbert and carried unanimously.

(viii) Grass cutting contract update

The clerk reported that our current contractor is willing to continue maintaining our grass. There will be a small increase to the price for cutting the Meadow. The clerk confirmed that she has compared the increase with other contractors and believes that the quote does still reflect good value. The added benefit is the willingness by the current contractor to provide additional cuts when we request them or the Sports and Social Club request them. He has confirmed that he holds public liability insurance.

(ix) To consider a response to the Government’s White Paper on levelling up

The clerk had circulated, prior to the meeting, the White Paper and comments made by Cllrs. Drew and Wellsted. Cllr. Deely asked if we could strengthen the words around ensuring that parish councils can make decisions. This proposal was seconded by Cllr. Drew and carried unanimously. Cllr. Deely was asked if he could send draft wording to Cllrs. Drew and Wellsted for inclusion in the response.

(x) To consider date for Annual Parish Assembly

Councillors agreed 12th May before the Annual Meeting.

(xi) Passing of following accounts for payment:

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

 Mrs. C. Hill – Salary (March)

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

 Mr. K. Wellsted – reimbursement for working party expenses - £39.95

**17. Date of next meeting**

7th April 2022.

The Chair closed the meeting at 10.05pm.