**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL HELD ON THURSDAY, 28TH APRIL 2022 AT 7.30PM AT HEATHCOTE PRIMARY SCHOOL**

Present: Cllrs. M. Greene (Chair), C. Brewster (until 9.30pm), R. Bullen, L. Carter, S. Deely, M. Drew, C. Herbert, K. Wellsted and District Cllr. A. Day

**1. Apologies**

Cllr. L. Keung (maternity leave) and County Cllr. Matecki.

**2. Public Session**

No questions from the public.

**3. Declarations of interest**

The Chair, Cllrs. Deely and Wellsted declared personal interests in item 14(xviii) as they will be assisting at the fete. The Chair’s dispensation for items 15(ii) and (iii) was noted. Cllr. Brewster declared a pecuniary interest in item 15(xv) as his employer is a beneficiary.

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

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

**5. Planning matters**

(i) Planning application 21/1801 – land at Chesterton Fields Farm, Fosse Way; to consider updated response based on additional reports/correspondence

The clerk had circulated, prior to the meeting, an updated response. The Chair proposed we approve this response, seconded Cllr. Wellsted and carried unanimously. Cllr. Bullen asked if we could seek clarification on the green area on the plans which have just been uploaded to the website. The clerk to liaise with the planning officer.

(ii) Planning notice 22/0073 – 3 Overberry Orchard; withdrawn.

Noted.

(iii) Planning appeal 21/1966 – 46 Peabody Way

Noted.

(iv) Planning notice 22/0156 – Asps Farm, Banbury Road; granted.

Noted.

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

Noted.

(vi) Planning application 22/0396 – 22 Commander Close

Councillors agreed to raise no comments or objections.

(vii) Planning application 22/0484 – Country Park

This application was discussed and councillors agreed to comment. Cllr. Wellsted was asked to draft a response based on comments from councillors and residents, circulate and pass to the clerk for submission.

(viii) Planning application 22/0571 – 9 Launce Grove

Councillors agreed to raise no comments or objections.

(ix) Planning notice 22/0234 – land at the triangle, Lower Heathcote Farm; granted.

Noted.

**6. Warwick District Council Matters**

(i) To receive report

District Cllr. Day reported that the merger between Warwick District Council and Stratford District Council had been cancelled. This was due to Stratford requesting due diligence checks which would have resulted in delays. Warwick District Council could not support any delay because of staffing matters. WDC will still be working with Stratford District Council in respect of some policies and contracts like waste management which is due to start on 1st August. Cllr. Day said there is help available to encourage people to recycle. There will be a charge for green waste and reduced prices for purchasing composts. The green waste bins will cost £20 each and there will be an on-going annual charge. The Chair asked if residents could be provided with a list of dates for the emptying of the various bins. Cllr. Day agreed to take this forward. 100 days to the Commonwealth Games. The Parade may close for the duration of the games to allow outdoor dining. Refurbishment of the train station will be finished by the end of June. Grants are available for the Jubilee Celebrations. The Co-op and a community centre have recently opened near Heathcote Primary School.

(ii) Merger with SDC - update

Cllr. Wellsted reported that he attended the SWLP webinar with the clerk and was rather concerned to hear that the neighbourhood development plan has no legal relevance in respect of the SWLP. If it doesn’t comply it will need to be changed. District Cllr. Day said whilst this is legally the case it will be up to councillors and officers to work together to ensure that we get the best for our communities. Cllr. Wellsted advised councillors to try and join the second webinar. The clerk to forward the link. Cllr. Day said he would like to see town and parish councils with more authority on planning matters.

**7. Chair Matters**

(i) To receive report

The Chair said residents were unhappy with the bonfires on the allotment site before Mother’s Day. He visited the site and liaised with the residents to explain that bonfires are only allowed around 5th November and for a week in March. We had avoided Mother’s Day and Easter. The dates had been advertised in the magazine.

(ii) Meeting with the Leader of the County Council re. schools

The Chair reported that County Cllr. Matecki and officers were present at this meeting. It was worthwhile and he used it to emphasise that all parties, including the Parish Council and the residents of the Parish, wanted to see this huge project succeed in a way that benefits our community and the wider district/county; he, therefore, encouraged a less confrontational and attritional approach – this was supported by all attendees at the meeting. He stressed the importance of the year 7 2023 cohort being able to relocate to the school in 2024 if the build is delayed. This is more difficult for the reception year because of the ability of younger children to adapt to a new environment. There is now a ‘question and answer’ section on the County Council website for parents. The Chair said he also stressed the need for the parish council to have input into the design.

(iii) Path to Oakley Wood update

The Chair reported that we have submitted to the District Council our preference for option 1 route. The District Council has contacted the landowner’s solicitor and is awaiting a response.

8.25pm the clerk leaves the meeting.

(iv) To discuss and approve clerk’s appraisal

The Chair reported to the meeting that he had undertaken an appraisal process for the Clerk, gathering feedback from fellow councillors and liaising with the Clerk to get her insights as to how the last year had been and understand her thoughts for the coming one.

The Chair had circulated a draft summary to all councillors, this reflected the feedback he had gathered and correspondence he had undertaken with the Clerk as part of this process – this draft summary had also been shared with the Clerk. After a short discussion, the Chair proposed that the appraisal be finalised and issued to the Clerk, seconded Cllr. Drew and carried unanimously.

(v) To agree clerk’s pay award for year 2023

The Chair advised that councillors were also required to consider the Clerk’s pay award for FY23, after a discussion regarding roles, responsibilities and the external environment, Cllr. Carter proposed that the Clerk be moved two steps further up the Clerk’s pay banding effective from 1st April 2022, seconded Cllr. Brewster and carried unanimously.

8.33pm the clerk returns to the meeting

**8. School**

(i) To receive report

Cllr. Deely had circulated prior to the meeting a brief update. Surveys have been carried out. Costs have increased. The project team is liaising with the County Council regarding the increased costs. Cllr. Deely said he would circulate the first phase of the design pack. In 8 to 12 weeks time it is hoped a revised design will be submitted for planning consent. A website is being launched. He has requested a community event be held prior to the planning application being submitted. A date for the event should be available in the next couple of weeks. They are hoping to open the secondary school in 2024. District Cllr. Day said he expects the build to finish in July 2024. Cllr. Deely was asked if he could look at the landscaping detail for the entrance. Cllr. Deely said he would circulate details.

**9. Country Park**

(i) To receive report

Cllr. Deely had circulated prior to the meeting a brief update. The narrowing of the country park is being looked at.

(ii) To approve legal fee quote and consider advice

The clerk reported that our solicitor has advised us to proceed with an option instead of a MOU. An option is legally binding. A quote of between £2500-£3000 has been received. The Chair proposed we accept this quote, seconded Cllr. Deely and carried unanimously. District Cllr. Day reported that Stratford District Council will be handling Warwick District Council legal matters.

**10. Traffic and Road Community Safety**

(i) To receive report

Cllr. Carter reported that community speedwatch has returned. On Oakley Wood Road speeding has reduced since introducing traffic calming. Mallory Road speeds were also good. Cars are speeding past The Leopard and taking the Church Hill corner too quickly. Councillors discussed whether there was still a need for 2 points of activation for the vehicle activated signs on the southbound entry to the village of the Parish on this road – the first sensor activates the sign whilst cars are still in the 50mph zone, thus reducing the effect. Cllr. Carter to investigate whether we could switch one VAS off to see if speeds reduce with just one. Cllrs. Carter, Deely and Wellsted met a developer to discuss the Mallory Road traffic calming scheme. The scheme has been delayed because of the S278 paperwork. County Cllr. Matecki is looking into this.

(ii) Heathcote School safety update

Community speedwatch carried out a watch on this location. Whilst speeds were not high there is safety concerns. Too much happening at this busy junction. Cllr. Carter says he believes a raised table with an island is required. This location is jointly owned with Warwick Town Council. He would welcome County Cllr. Matecki’s help in securing county highway advice and possible joint funding. The clerk to write to County Cllr. Matecki.

(iii) 20mph scheme

No new update.

(iv) Drop kerbs; Othello Avenue and Farm Walk

The clerk reported that a resident has advised that a drop kerb is no longer needed on Farm Walk. She has passed this information to County Highways. She is still waiting for details relating to the location on Othello Avenue. The clerk was asked to write to County Cllr. Matecki.

**11. Technology and Digital Matters**

(i) To receive report

On the website St. Chad’s Centre is receiving the most traffic followed by the magazine.

**12. Health and Wellbeing**

(i) To receive report

No new report.

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

(i) To receive report

Cllr. Drew circulated a report prior to the meeting.

(ii) Tree planting plan update

The clerk to contact the tree inspector to ask if he would meet with Cllr. Drew to discuss areas where trees could be planted and to advise on the type of tree to be planted.

(iii) Climate change incentives

Information circulated. Incentive information will be displayed on the website. Cllr. Drew reported that he is working on a cost saving document to show residents there are savings to be made by reducing your carbon footprint. The Chair said e scooters to get to the train station could be a good investment for the District Council – reducing pollution and congestion.

(iv)Brickyard Barn solar farm wildflower area

The clerk to write to the landowners regarding maintenance of the wildflower meadow.

**14. Amenities Matters**

(i) To receive report

Cllr. Wellsted reported that there was a magazine steering group meeting. It was agreed that there would be 2 printed editions of the magazine this year in June and at Christmas. Next year there will be 3 printed editions. Help is needed with distribution.

(ii) Community facilities

May agenda item.

(iii) Annual inspection reports; minor repairs update

The clerk said our contractor is slowing looking at the repairs. All repairs are low risk.

(iv) Play area signage; ordered

There are significant delays with delivery of materials.

(v) Outdoor gym equipment surfacing update

Should be on-site this week. The clerk to follow up on this.

(vi) Sports and Social Club car park; to consider draft tender

Cllr. Herbert briefly updated the meeting. Councillors agreed that the tender should contain all of the relevant information for a contractor to quote on building the car park. The clerk has written to the consultant asking if this could be included.

(vii) Play area toilets; await response from S&SC

No response received.

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

May agenda item.

(ix) Queen’s Platinum Jubilee update

Cllr. Herbert reported that the Sports and Social Club are providing activities for the week-end. She said it might be a good idea to decorate the village green. Cllr. Deely asked if the Parish Council would consider planting a tree in the country park. May agenda item.

(x) Tree inspection update

Cllrs. Drew, Wellsted and the clerk met with the inspector and walked the Meadow and Village Green. 7 trees have been identified as requiring work including the tree which has had 2 trunks removed on the footpath between Kingsley Court and the Meadow. The clerk was asked to arrange for 3 quotes for the work on the trees. Liaise with the District Council regarding the trees in the conservation area. Write to the resident who asked for the tree to be removed on the footway to try to establish which company carried out the work.

(xi) To consider street names/themes for the Asps

Cllr. Drew proposed Warwickshire wildflowers, seconded Cllr. Wellsted and carried unanimously. The clerk to inform the District Council.

(xii) Storage facilities update

PCC is moving the dragon from the garages. Once this is moved we will be able to arrange for the mower attachment to be valued. Allotment manager is advising on the maintenance/removal of the shed on the allotments. All groups, which have equipment in our buildings, have been asked to provide the clerk with inventories which will be updated annually. Cllr. Herbert is in the process of arranging for tables to be stored in the new shed which will replace the existing old tables owned by the PCC. The new tables will be owned by the events group but will be available for community use.

(xiii) To include additional areas in a green maintenance schedule

May agenda item.

(xiv) Working party

May agenda item.

(xv) To consider approving a memorial bench on the Meadow

Councillors agreed this request subject to agreeing the wording on the plaque and agreeing the location with our grass contractor.

(xvi) Allotments update

The installation of the new water system has started. Work should take 5 days. There will be limited disruption to the supply of water to the allotments.

The Chair, Cllrs. Deely and Wellsted did not take part in this item. Cllr. Carter took the Chair.

(xvii) Request for use of Village Green on 16th July

The clerk had forwarded the risk assessment to Cllr. Herbert. Cllr. Herbert said she would be willing to work with the PCC on the risk assessment. The request for use of the green was approved subject to a more detailed risk assessment being received. The clerk to write to the PCC.

The Chair was taken by Cllr. Greene.

(xviii) Tree replacements on Oakley Meadow

The Chair reported that trees, which have been replaced on Oakley Meadow, have died. The process of replacing them appears to be slow with 1 replacement a year. Councillors agreed that this is unacceptable. The clerk was asked to write to the management company.

(xix) Bins and services on unadopted roads

It is unclear who is responsible for emptying these bins or repairing the highway. The Chair has written to Contract Services requesting clarification.

(xx) To consider the use of the marquee in the coming year

Councillors agreed to leave the hiring of the marquee with the clerk.

**15. Financial/administration**

(i) Bank balances

The following balances were reported:

Current account: £453,374.41

Investment account: £63,511.91

(ii) To consider approving the Deed of Easement

May agenda item.

(iii) Allotments transfer

No new update.

(iv) Sports and Social Club lease update

With the Sports and Social Club solicitor.

(v) Pension contribution schedule

The clerk has forwarded an updated schedule to the Chair. May agenda item.

(vi) To review the assets register

The clerk working with Cllr. Wellsted to update the register.

(vii) To consider the insurance

The clerk had circulated, prior to the meeting, 2 quotes. Cllr. Carter proposed we accept the best value quote, seconded Cllr. Wellsted and carried unanimously.

(viii) To consider signing Higgs LLP engagement letter

Cllr. Deely proposed we sign this letter, seconded Cllr. Wellsted and carried unanimously. The Chair signed the letter.

(ix) To appoint an internal auditor

The Chair proposed we appoint Accounting Data Services Ltd, seconded Cllr. Brewster and carried unanimously.

(x) Draft 2021/22 accounts

The clerk had circulated, prior to the meeting, draft accounts. Over budget on clerk’s salary due to increase in salary and over payment of employer pension contributions. Employer pension contributions should be offset against a credit of £156. The pension schedule is being reviewed separately. Neighbourhood plan is over budget as a result of a grant underspend of £1000 in 2020/21 which was repaid in 2021/22. The grant was then reapplied for and paid in 2021/22. NP referendum printing overspend of £373.04. The clerk has been liaising with the Sports and Social Club regarding the rent and this will be paid shortly.

(xi) Neighbourhood Plan grant final report submitted

Noted.

(xii) End of year tax form submitted.

Noted.

(xiii) To consider a response to NALC; smaller councils committee

The clerk had circulated the consultation. Any comments should be passed to the clerk.

(xiv) Training feedback; Code of Conduct, Policies, Climate Change

Cllr. Drew attended training on Climate Change. The clerk attended training on the Code of Conduct and Policies. She will circulate the Code of Conduct presentation. Cllr. Herbert said she attended a webinar on community involvement with Ukrainian refugees. It was agreed that the Parish Council would assist with integrating refugees into our community.

9.30pm Cllr. Brewster left the meeting.

(xv) Passing of following accounts for payment:

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

 Mrs. C. Hill – Salary (April)

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

 Mr. A. Gandy – grass maintenance - £330.00

 Your Mum UX Ltd – website domain renewal fee - £16.67

 WALC – annual subscription - £1087.80

 WALC – training (Drew and clerk) - £72.00

 BHIB – annual insurance - £1120.93

 Lodders Solicitors LLP – legal advice - £1861.80

 Wood Group UK Ltd – Path to OWR stage 2 - £9,600.00

 Wood Group UK Ltd – S&SC car park - £3,600.00

 S. Sidaway – mole control - £100.00

 Community Academies Trust – hire of hall - £30.00

**16. Date of next meeting**

12th May 2022.

The Chair closed the meeting at 9.38pm.