**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 9TH JUNE 2022 AT 7.30PM AT ST. CHAD’S CENTRE**

Present: Cllrs. M. Greene (Chair), C. Brewster, L. Carter, C. Herbert, K. Wellsted and District Cllr. A. Day

6 members of the public.

**1. Apologies**

Cllrs. Bullen (personal commitment), Deely (personal commitment), Drew (illness) and County Cllr. J. Matecki (personal commitment).

**2. Public Session**

Residents asked councillors if they were aware of any plans for developing land adjacent to Holt Avenue? Cllr. Wellsted updated residents on the District Council’s call for sites in relation to the South Warwickshire Local Plan. District Cllr. Day said all sites will be assessed but this site has been re-assessed several times in the past and has not been accepted.

Concern was expressed regarding the Farm Walk planning application. Residents said construction would cause considerable disruption due to the location, there is a public footway that would not be accessible, parking is already an issue, there is no indication of what type of dwelling will be built.

A resident asked what level of scrutiny comments made on the country park planning application would have. District Cllr. Day explained that the planning team will be reviewing the responses submitted. The resident said a café might attract anti-social behaviour. District Cllr. Day said that the country park is part of a district scheme which will connect by green corridors to other parts of the district. We would like to see a larger country park. The resident pointed out that trucks have been dumping earth on the school site. District Cllr. Day said a planning application will need to be submitted for the school. The resident suggested the word country is removed from the name.

Councillors were made aware of criminal activities in the parish at the end of May. The Police attended quickly but no further feedback has been received. The clerk confirmed that the Parish Council has not been made aware of this incident. She has recently been contacted by the Police providing contact details for our noticeboard in the village but hasn’t received a report for a considerable time. Cllr. Carter reminded councillors that we had asked for Police representation at our meetings but had not received a positive response to our request. Cllr. Herbert explained that the Police representative for Whitnash Town was very attentive and well known to residents. The clerk said she believes we should receive a monthly/quarterly report and would follow up on this and include an invitation to join our meetings.

Concern was expressed that vegetation need cutting back as it is blocking footways. The clerk to remind residents via the magazine.

**3. Declarations of interest**

The Chair reminded councillors of his dispensation for items 13(ii) and 13(iii). Cllr. Herbert declared a pecuniary interest in item 12(xiv) as a member of the Events Group and item 6(ii) as a nearby landowner.

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

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

8.12pm 4 members of the public leave the meeting.

**5. Planning Matters**

(i) Planning application 22/0673 – Farm Walk

This application was discussed. Cllr. Wellsted proposed we object strongly to this application since it doesn’t conform to the neighbourhood plan; objective 5. An addition is the fact that it appears that the existing property will lose their garage and the new build will gain a garage. Since residents have highlighted parking issues in Farm Walk this would further exacerbate them. Cllr. Herbert seconded this proposal and carried unanimously. The clerk was asked to liaise with Cllr. Wellsted to draft a response and submit.

8.25pm 2 residents leave the meeting.

(ii) Planning application 22/0705 – Park Farm

Councillors agreed to raise no comments or objections.

(iii) Appeal notice 21/1966 – 46 Peabody Way; dismissed

Noted.

(iv) Planning notice 22/0571 – 9 Launce Grove; granted

(v) Land east of Oakley Wood Road update

The clerk reported that the enforcement officer has confirmed that the site has been cleared.

(vi) Planning application 22/0484 – country park update

The Chair said he understood the consultant was contacting all stakeholders regarding their comments. The clerk confirmed that the Parish Council hasn’t been contacted. She was asked to follow up with the planning officer.

(vii) Housing needs survey

Cllr. Wellsted pointed out that our neighbourhood plan states that we should be conducting another survey. The clerk said she had contacted WRCC earlier this year and they said they would let her know when they were able to conduct another survey. She hasn’t been contacted but agreed to contact them.

**6. Warwick District Council Matters**

(i) To receive report

District Cllr. Day reported that the District Council is still waiting for the ONS data. Waste management contract starts on 1st August. Commonwealth Games starting shortly. The refurbishment of Leamington train station will be completed soon. The District is submitting a bid for funding towards a bus station for Leamington.

Cllr. Herbert did not take part in this discussion.

(ii) Planting of trees on WDC land

District Cllr. Day said the clerk should make Dave Barber aware of the location.

(iii) Bins and services on unadopted roads

No new update.

(iv) Support from an officer

Cllr. Day said he is trying to arrange for project managers to be able to assist Parish Councils for a fee.

(v) £150 rebate on Council Tax update

£5 million refunds for residents. Additional funding is available. Residents who do not pay their council tax by direct debit should apply. Further communications will be issued by the District Council.

**7. Chair Matters**

(i) To receive report

No new report.

(ii) Development proposals; Banbury Road

The Chair informed councillors that he has been approached by a company on the Banbury Road for a discussion regarding a development proposal. Councillors agreed that initially the Chair should meet with the company and report to the next meeting. The clerk to arrange a meeting.

(iii) Community policing

See item 2. The Chair proposed that the clerk write to the Police, copy to the Police and Crime Commissioner, requesting an update on the incident mentioned above plus regular updates. Seconded Cllr. Carter and carried unanimously. It was further mentioned that councillors would like to understand the level of policing the parish currently receives.

**8. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) 20mph speed limit update

No new update.

(iii) Heathcote School scheme update

Waiting for a response from County Cllr. Matecki.

(iv) Mallory Road scheme update

Cllr. Carter thanked County Cllr. Matecki for helping to move this forward. The scheme should be completed by the end of August.

(v) Drop kerb on Othello Avenue

Cllr. Deely has confirmed the location with County Highways.

(vi) Oakley Wood Road vehicle activated sign monitoring

No new report.

(vii) Harbury Lane active travel connections

Councillors agreed that Cllr. Carter should be involved in discussions regarding Harbury Lane. The clerk was asked to send an email to County Cllr. Matecki.

(viii) Correspondence re. exit to Banbury Road from Mallory Road

The Chair reported that he had seen correspondence from residents requesting that this exit is reviewed. Cllr. Carter said this is a matter for the County Council. The clerk to add to the next agenda under County Council Matters.

**9. School**

(i) To receive report

The Chair updated the meeting in Cllr. Deely’s absence. The County Council are arranging for 2023 cohort to be accommodated in the new schools as soon as they are able. They will be taught locally until the schools are ready and then transferred. There will be no bulge classes but there will be bulge years. There will be a public consultation event early in July. It was agreed that Cllr. Brewster would liaise with the company organising the event to offer our support with advertising the event on social media, website and the magazine via Cllr. Wellsted.

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

(i) To receive report

No new report.

(ii) Tree planting plan; to consider applying to the green shoots fund

Cllr. Wellsted updated the meeting in Cllr. Drew’s absence. Cllr. Drew is working on a plan for the new trees. Once he has a draft plan he will circulate to councillors and then councillors can decide whether we should apply to the green shoots fund. He is investigating whether we would be eligible for funding.

(iii) Climate change initiatives

On-going.

(iv) Interaction with cost of living crisis

It was agreed that any initiatives could be advertised via social media. Cllr. Brewster to liaise with Cllr. Drew.

**11. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster confirmed that the St. Chad’s Centre booking system on the website has been updated. The PCC has decided they would like an independent website but there will be a link from the parish website to their new website and to the magazine. Very positive comments on social media about the printed copy of the magazine. Cllr. Wellsted said he would update councillors at the next meeting on the future of the magazine. He believes funding is required; however, there was broad support from Councillors to find a solution to this.

**12. Amenities Matters**

(i) To receive report

No new report.

(ii) Car Park on the Meadow update

Cllr. Herbert reported that we are still waiting for a revised tender document. The clerk to follow up on this.

(iii) Annual inspection reports; minor repairs update

The clerk to request an update from the contractor.

(iv) Play area signage; update

The company is hoping to erect at the end of June. They are testing anti-graffiti products and will need to update the quote they provided to us.

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

Cllr. Herbert updated the meeting. It would be possible. The S&SC is currently occupied with other issues and will not be able to put a proposal together yet. Cllr. Herbert said she will ask them to contact us once they are prepared to discuss further.

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

Cllr. Herbert suggested we add CCTV to the requirements following reports of possible anti-social behaviour issues. The clerk said that if the solar farm planning application is approved they might be able to assist with providing solar panels.

(vii) Tree inspection report update

Cllr. Wellsted and the clerk met with a tree surgeon. He said he believed the tree on Oakley Wood verge belonged to the County Council. The clerk confirmed that she has notified the County Council that the Parish Council has been advised that the tree requires closer inspection. The tree surgeon has suggested we remove 2 additional trees on the village green as they are diseased. Cllr. Wellsted said he agrees with this recommendation. The clerk to obtain a second quote.

(viii) To consider submitting a planning application for tree work in the conservation area

Cllr. Wellsted proposed the clerk prepares a planning application for removal of 2 trees on the village green because they are diseased plus the lifting of the canopy of a tree overhanging Mallory Road and the reduction of branches by a third plus removing any dead and lifting the canopy on a tree overhanging Argyle Way. Seconded the Chair and carried unanimously.

(ix) Storage facilities update

The clerk confirmed that the PCC has removed the Dragon. She agreed to arrange for a quote for the mowing attachment which is no longer used. We understand the PCC can arrange for the tables to be removed if they are no longer required. It was agreed that the Parish Council would wait for the Events Group tables to arrive before disposing of the tables. It was further agreed that the clerk should cancel the hire of the garages with effect from 1st August. The clerk reported that she has not heard from the resident who owns the ‘black shed’ on the allotments. She would be sending him a note to find out whether he will be removing the shed.

(x) To consider additional areas to include in a green maintenance schedule

Cllr. Wellsted said he would circulate a list.

(xi) Working Party update

Cllr. Wellsted reported that the working party has been clearing the path at the back of the Meadow and the path from Kingsley Road to the Meadow. Brickyard Barn School would like to volunteer to help. Councillors agreed that this would be a good idea. Cllr. Wellsted to liaise with the school.

(xii) Allotments update; bonfire plus removal of baths

The clerk said she is struggling to find someone willing to remove the baths from the allotments. Cllrs. Herbert and Wellsted said they might have a contact. The clerk reported that several residents complained to Environmental Health about the bonfires in the allotments. The clerk said she explained that the date for the bonfires in March had been mentioned in the magazine and on Facebook.

(xiii) Request from WI for use of village green on 3rd September; risk assessment requested

The clerk said she would forward the risk assessment to councillors once this has been received. She has also requested confirmation that they have public liability insurance.

Cllr. Herbert did not take part in this discussion.

(xiv) Request from Events Group for use of Meadow on 9th July; risk assessment requested

The clerk reported that she has asked for a risk assessment and confirmation that the Events Group has public liability insurance. The Group has also requested the byelaw be waived in respect of selling alcohol. The Chair proposed we waive the byelaw for the event, seconded Cllr. Wellsted and carried unanimously. The clerk said she would forward the documentation to councillors when received.

(xv) Request from PCC for use of village green; updated risk assessment requested

The clerk reported that she has forwarded this assessment to Cllr. Herbert. The PCC has confirmed that they have public liability insurance. The clerk was asked to write to the PCC granting permission but explaining that the Parish Council’s insurance doesn’t cover events organised by community groups.

(xvi) Vegetation issues; Oakley Wood Road cycleway and WG perimeter path update

The clerk said these issues have been reported to the County Council. She was asked to chase them since the cycleway is a very important safe route to school.

**13. Financial/Administration**

(i) Bank balances

The following balances were reported:

Current account: £489,460.57

Investment account: £63,512.40

(ii) To consider approving the Deed of Easement

No new update.

(iii) To consider approving the transfer of the allotments

No new update.

(iv) Sports and Social Club lease update

No new update.

(v) Pension contribution schedule update

No new update.

(vi) To consider increasing the clerk’s working hours to 33 per week

The Chair proposed this increase, seconded Cllr. Brewster and carried unanimously.

(vii) On-line banking update

The clerk to progress.

(viii) To consider the internal auditor’s report and recommendations

The clerk had circulated the report and recommendations prior to the meeting. The clerk agreed to put items to be carried forward but not for discussion at the next meeting at the bottom of the agenda with notes for councillors. This will ensure that items are not forgotten. The CIL report will be completed shortly, sent to the District Council and a copy placed on the website.

(ix) Contracts and procurement training

Cllr. Herbert agreed to attend.

(x) Passing of following accounts for payment:

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

 Mrs. C. Hill – salary (June)

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

 Mr. A. Gandy – grass cutting - £550.00

 WALC – training (Herbert) - £36.00

Mr. M. Hicks – tree inspection/planting advice - £100.00 (previous cheque for £50.00 has been cancelled)

Western Power – electric for VAS - £2.55

Hags SMP Ltd – surfacing for gym equipment - £11,976.00

**14. To consider Annual Governance Statement 2021/22**

This document had been circulated to councillors prior to the meeting. The questions were read out and answered. Cllr. Brewster proposed we approve this document, seconded Cllr. Wellsted and carried unanimously. The Chair and clerk signed the document.

**15. To consider Accounting Statements 2021/22**

The clerk had circulated prior to the meeting. Cllr. Carter proposed we approve this document, seconded Cllr. Wellsted and carried unanimously. The Chair signed the document.

**16. Date of next meeting**

14th July 2022.

The Chair closed the meeting at 9.50pm.