**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 14TH JULY 2022 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, District Cllrs. A. Day and D. Norris (until 8.35pm), County Cllr. J. Matecki (until 8.25pm)

**1. Apologies**

Cllr. L. Carter (personal commitment).

**2. Public session**

No questions from the public.

**3. Declarations of interest**

The Chair reminded councillors of his approved dispensation on items 15(iii) and 15(iv).

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

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

**5. Planning Matters**

(i) Planning application 22/0824 – 3 Orsino Close

Councillors agreed to raise no comments or objections.

(ii) Planning application 22/0062 – Unit 2, Lower Heathcote, Vickers Way

Councillors agreed to raise no comments or objections.

(iii) Planning application 22/0983 – Lower Heathcote Nursery, Vickers Way

No comments or objections.

(iv) Planning application 22/0904 – 62 Holt Avenue

Councillors agreed to comment on whether the 45 degree rule had been breached.

(v) Planning notice 21/1750 – Oakley Wood Barns, Banbury Road; granted.

Noted.

(vi) Planning application 22/0850 – 3 Launce Grove

Councillors agreed to comment on whether the build meets the District Council’s design guidelines and whether there is a breach of the 45 degree rule.

(vii) Planning application 22/0484 – Country Park; comments re. Skylarks passed to the planning officer plus update on application

The clerk reported the concern raised regarding protection of the Skylarks had been addressed by the District Council. Cllr. Bullen questioned the width of the country park. Cllr. Deely responded that the narrow part of the country park is a concern. He said he has suggested that part of the land allocated to the school be passed to the country park and that there are views across the country park which will make it appear wider.

(viii) Land adjacent to The Grove, Oakley Wood Road; concerns passed to the enforcement department

The clerk reported that following concerns expressed by residents and councillors she has requested that the enforcement department at the District Council investigates.

(ix) SWLP – growth direction workshops; feedback

Cllrs. Drew and Wellsted attended. They updated the meeting on the exercise undertaken to allocate 35,000 new homes without taking the green belt into consideration and then including the green belt. The need for 35,000 new homes is before the new Census figures have been analysed. They advised the council of the potential that this will impact our Parish.

(x) Planning application 22/0796 and 22/0797/LB – The Barracks at The Grove, Oakley Wood Road

Councillors agreed to object as The Barracks could be used as a holiday let or rented separately to the main residence creating additional traffic, removal of the Oak tree would considerably change the setting of the listed building.

**6. Warwickshire County Council Matters**

(i) To receive report

County Cllr. Matecki reported that there is a section 278 notice on Oakley Grove which means no work will take place on the junction until the additional houses have been built. In the next week the planning application for a sixth form at Myton School will be decided. An extra class will be provided at Bishop’s Tachbrook Primary School to accommodate reception class. Dirt bikes accessing the school/country park land is being looked at by officers. The Chair added that the land requires reinforced fencing.

(ii) Harbury Lane active travel connections update

Cllr. Matecki said he has suggested to officers that they engage with Cllr. Carter.

(iii) Heathcote School safety audit

Cllr. Brewster updated County Cllr. Matecki in the absence of Cllr. Carter. He explained that Cllr. Carter believes this area would benefit from a raised table, a layby for the buses and a possible 20mph zone. County Cllr. Matecki said he would investigate this and report at the next meeting.

(iv) Oakley Wood Road green maintenance

The Chair said this has been addressed.

(v) 20mph scheme update

Cllr. Matecki explained that the criteria for this scheme must be an average speed of 24mph of less. This scheme requires the parish to undertake traffic monitoring which the parish would have to fund.

(vi) Drop kerb on Othello Avenue; await date for installation

(vii) Traffic cameras

The clerk explained that cameras were erected across the parish, some in the early hours of the morning, which caused security concern with some residents. Officers said permits weren’t requested from the private company and the cameras were removed.

8.25pm County Cllr. Matecki leaves the meeting.

**7. Chair Matters**

(i) To receive report

The Chair said he had no new report and asked the District Councillors if they wished to update the meeting.

District Cllrs. Day and Norris briefly updated the meeting.

8.35pm District Cllr. Norris leaves the meeting.

(ii) Development proposals Banbury Road

The Chair explained that the meeting was being held in the next week. It was agreed that Cllr. Wellsted should also attend this meeting.

(iii) Community policing

The clerk has drafted a letter which it was agreed the Chair should review.

(iv) School bid update

The Chair reported that Stowe Valley Academy have been successful in their bid and have requested a meeting with the Chair. Councillors agreed this was an excellent opportunity to engage with the provider at an early stage.

(v) Footpath to Oakley Road update

District Cllr. Day said the District Council is waiting to hear from the agent.

(vi) Management companies on new developments

The Chair and Cllr. Brewster arranged a survey for Oakley Meadows on their management company following complaints from residents. Response was high with 85% of respondents unhappy with the company because of costs and services. The Chair proposed we seek legal advice, seconded Cllr. Deely and carried unanimously.

(vii) Parking provision on Millway Drive

The Chair explained that parking on Millway Drive was brought to his attention. There is adequate space for parking bays to accommodate more parking. There are many roads in the parish which would benefit from increased parking provision. It was agreed that this should be investigated by the project manager when the District Council fills the vacancy and offers the service to parish councils.

**8. School**

(i) To receive report

Cllr. Deely briefly updated the meeting. The planning application should be submitted in August with determination by the end of the year.

(ii) Public consultation feedback

Cllr. Deely confirmed that he has asked for a copy of the responses made by members of the public. The information available at the consultation should be on the website. Concerns regarding the noise of the air source heat pump and the location of the sub station access have been flagged. Cllr. Deely has asked for the photo-montages to be made available. District Cllr. Day updated the meeting on the Europa Way bridge proposal. He said the Parish Council should be contacted to provide a representative on the Bridge Committee. Cllr. Deely proposed Cllr. Brewster be the Parish Council representative, seconded Cllr. Wellsted and carried unanimously.

**9. Country Park**

(i) To receive report

Cllr. Deely briefly updated the meeting. He reported that there had been further delays due to the comments being received. It is hoped that the application will be considered by the Planning Committee in August. The transfers of land are very slow. We are waiting for Stratford District Council to provide a legal contact.

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

(i) To receive report

Cllr. Drew briefly updated the meeting. The rewilding of the Meadow project will need attention shortly. He plans to liaise with the St. Chad’s Centre and the PCC to see if we could promote the repair shop via the café event held in the centre. Cllr. Drew said he has investigated funding and asked whether we could be responsible for a community investment company. This would enable the Parish Council to apply for significant funding. The clerk to investigate.

(ii) Tree planting plan; to consider maintenance

Cllr. Drew said he believed we should consider a 3 to 4 year tree planting scheme at a cost of approximately £2000. The main issue will be maintenance of the trees. We need local residents to support us by assisting with tasks like watering the trees. The District Council requires us to take responsibility for any trees they allow to be planted on their land. Councillors agreed that the first trees to be planted should be behind the Bullen Shed. If the Working Party is able to plant these trees this could take place later this year. Cllr. Drew to liaise with Cllr. Wellsted and the clerk regarding ordering the trees, planting and liaising with the allotments manager.

(iii) Climate change incentives

Cllr. Drew said he was attending an event by the Warwickshire Alliance on climate change. There’s also Ecofest on 3rd September.

(iv) Interaction with cost of living crisis

Cllr. Drew said he was working with Cllr. Brewster to provide information on the website.

**11. Technology and Digital Matters**

(i) To receive reports

Cllr. Brewster reported that the number of visits to the website has doubled this year. Access mainly from mobiles. The public consultation event on the new school was the most popular topic followed by the magazine and St. Chad’s Centre. He is trying join the local social media groups.

**12. Neighbourhood Plan**

(i) HNS update

The clerk reported that she is still waiting for the District Council to let her know if we are going to be added to the list for a survey.

**13. Traffic and Road Community Safety**

(i) To receive report

No new report.

**14. Amenities Matters**

(i) To receive report

Cllr. Wellsted reported grass growing through the surfacing in the play area. The clerk to investigate.

(ii) Car park on the Meadow; to consider draft tender

The clerk had circulated prior to the meeting. It was agreed that a meeting should be arranged with our consultant to discuss concerns raised. Councillors suggested Cllrs. Deely and Herbert should take this forward. The clerk was asked to arrange a meeting,

(iii) Magazine update

Cllr. Wellsted reported that the funding for printing the magazine will be discussed at the next PCC meeting.

(iv) Annual inspection reports; update

The clerk said our contractor has actioned some of the low risk items on the reports. She is still waiting for Hags to respond on the surfacing issue around the gate. She will chase them for a response.

(v) Play area signage update

The clerk reported that the signage company is waiting for the posts to arrive from Hags.

(vi) Tree inspection report work; second quote requested

The clerk reported that a meeting with another company to obtain a second quote has been scheduled.

(vii) Planning application for tree work in the conservation area update

The clerk reported that she is in the process of completing this application.

(viii) Storage facilities; garage cancelled from 1st August

The clerk reported that she has provisionally cancelled the rental on the garages from 1st August and 1st September. This will depend on whether we can clear them. She will be trying to secure a valuation for the topper.

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

Cllr. Wellsted and the clerk to action.

(x) Working Party update

Cllr. Wellsted reported that the next WP would be in August.

(xi) Bins on St. Chad’s Green update

The clerk reported that the bins are owned by the District Council. The Council is waiting on an order for new bins. They are monitoring usage of the bins to see if they need increasing.

(xii) Bin and noticeboard on the BMX track update

The bin has been delivered to our contractor who will fit shortly. The clerk to liaise with Cllr. Deely regarding the notice for the BMX track noticeboard. The clerk to arrange for the area around the noticeboard to be cleared.

(xiii) Allotment; removal of baths and shed

The clerk said she was trying to contact a scrap metal dealer to remove the baths. She would be liaising with the allotments manager regarding the black shed.

(xiv) Tachfest feedback

Cllr. Herbert reported that the event was well attended. She did receive concerns regarding a motorbike on the Meadow. The clerk said this would be a Police matter since the Meadow has a byelaw prohibiting the riding of motorbikes. The Chair thanked the Events Group for organising Tachfest.

(xv) Meadow; complaint re. use of pitch by registered club

The clerk reported that she has written to the registered club who used our pitches without requesting permission and she has also called them. No response.

**15. Financial Administration**

(i) Bank balances

The following balances were reported:

Current account: £486,579.70

Investment account: £63,512.94

(ii) Bank reconciliation

September agenda.

(iii) Deed of Easement update

No new update.

(iv) Transfer of allotments update

No new update.

(v) Training feedback

Cllr. Wellsted and the clerk attended a course arranged by the Allotment Society which was worthwhile.

(vi) To consider joining the National Allotment Society

Cllr. Wellsted proposed joining the National Allotment Society for their knowledge and to gain access to their templates for rental agreements, seconded Cllr. Drew and carried unanimously.

(vii) Sports and Social Club lease; signed await copy

The Chair reported that this has finally been signed.

(viii) Pension contribution schedule update

September agenda.

(ix) On-line banking update

September agenda.

(x) Outdoor gym surfacing; warranty confirmed for a year

The clerk reported that the supplier has confirmed the warranty for a year. Cllr. Deely has a date in his diary in 2023 to inspect the surfacing with the supplier.

(xi) Resignation and vacancy

The Chair reported that Cllr. Keung has resigned. He thanked her for her contribution to the community. The resignation will be reported to the District Council and vacancy advertised via the website, noticeboards and magazine.

(xii) 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 (July)

 Mr. D. Herbert – play area inspections - £340.00 (includes painting of youth pod)

 Mr. A. Gandy – grass cutting - £475.00

 WALC – training (Wellsted and clerk) - £72.00

 Accounting Data Services Ltd – internal audit fee - £360.00

 Melt Creative Ltd – support package - £90.00

 Wybone Ltd – BMX track bin - £625.64

 National Allotment Society – subscription - £55.00

**16. Date of next meeting**

8th September 2022.

The Chair closed the meeting at 10.18pm.