**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 13TH OCTOBER 2022 AT 7.30PM AT ST. CHAD’S CENTRE**

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

1 member of the public.

**1. Apologies**

Cllr. C. Brewster (personal commitment) and County Cllr. J. Matecki.

**2. Public Session**

A resident asked if the Parish Council had made any progress with parking on Millway Drive. The resident also mentioned the need for EV chargers for terrace properties. Chargers could be incorporated into a layby on this road. The Chair said the Parish Council wanted to review the parish to identify areas where parking is an issue and to try and find a solution. Cllr. Deely said County Highways are responsible for any changes to the highway. Cllr. Drew highlighted the issue on Kingsley Road. The clerk was asked to liaise with County Cllr. Matecki to identify an officer who could assist the parish.

The resident leaves the meeting.

**3. Declarations of Interest**

The Chair reminded councillors of his dispensation for items 16(ii) and 16(iii). Cllr. Deely declared a pecuniary interest in item 16(v) as a Friend of Oakley Wood. Cllr. Wellsted declared a pecuniary interest in item 16(v) as a Friend of Oakley Wood. Cllr. Herbert declared a pecuniary interest in item 15(xiv) as a member of the Events Group.

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

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

**5. Planning Matters**

(i) Planning notice 22/1215 – 55 Touchstone Road; granted.

(ii) Planning application 22/1456 – Asps Farm, Banbury Road

Cllr. Wellsted reported that there appears to be no reasoning behind the delays to this work. The clerk was asked to liaise with the planning officer.

(iii) Planning application 22/1526 – Wiggerland Wood Farm, Banbury Road

Councillors had noted the concerns from the trustee and neighbour regarding the boundary and use of the water treatment works. The clerk was asked to liaise with the planning officer to establish if the applicant would be submitting revised plans and an explanation regarding the water treatment works.

(iv) Enforcement action of Oakley Wood Road update

The Chair reported that the enforcement officer would be providing an update on Wednesday.

**6. Warwickshire County Council Matters**

(i) To receive report

Small and medium enterprises can apply for grants up to £20,000 for energy saving measures.

The clerk said she has just been informed that County Cllr. Matecki has funding in his councillor grant fund. Cllr. Drew proposed that we apply for £500 towards the fruit trees on the land behind the Bullen Building, seconded Cllr. Wellsted and carried unanimously. Cllr. Wellsted proposed we apply for £1785 towards the noticeboard at the entrance to the Meadow, seconded Cllr. Drew and carried unanimously. The clerk was asked to submit 2 grant applications.

(ii) Harbury Lane active travel connection update

District Cllr. Day reported on behalf of County Cllr. Matecki that Harbury Lane path is being designed.

**7. Chair Matters**

(i) To receive report

The Chair reported that we have received a response from the Planning Officer in respect of our request for a condition on the Chapel Hill Farm planning application. Councillors agreed that Cllr. Wellsted should liaise with the applicant and update the next meeting.

(ii) Community Policing update and to note recent crime

The Chair reported that a meeting has been arranged for next Friday. Cllr. Herbert said she was unable to attend. It was agreed that the Chair should take part and report back to the next meeting. The Chair reported that he was aware of details relating to the recent crime and reported on a further incident in the play area.

(iii) Footpath to Oakley Wood update

District Cllr. Day said the District Council was waiting for a response from the agent to the landowner.

(iv) Management Companies update

No new update.

(v) Sewage issues; Church Hill and Oakley Wood Road update

The Chair reported that the water company is happy to investigate these issues but has stressed that this is due to rainwater entering the sewage system. They have applied twice for a permit from the County Council to carry out works on Oakley Wood Road to remove tree roots and reline the pipe but this had been declined. Councillors agreed that local authorities should be working with the utility companies; this is raw sewage on our paths.

(vi) Mallory Road – fresh water leak

The Chair briefly updated the meeting. This has been resolved.

(vii) Derelict house fire at Heathcote

The meeting was briefly updated. It was agreed that the site requires secure fencing to be erected promptly.

**8. School**

(i) To receive report

District Cllr. Day reported on behalf of County Cllr. Matecki who understands construction of the secondary school should be completed by August 2024. The heat pump noise has been resolved. Oakley Wood Road will be closed for 6 months starting in November. Cllr. Carter expressed concern saying this would split the parish in 2 with children in Warwick Gates having a 25 minute longer journey to reach school during the winter months. Diverting traffic onto the Banbury Road via Oakley Wood Road and Mallory Road will create issues with traffic trying to join an already busy road during peak times. The County Council is fully aware of our concerns regarding safety at these junctions. Is there a revised construction plan being considered by the District Council? The clerk was asked to liaise with the planning officer. The Chair asked if this would affect the cycleway/safe route to school from the village to Warwick Gates? Councillors agreed that the Chair should write to County Highways with our concerns and Cllr. Carter should work with the clerk to highlight issues to the planning officer. District Cllr. Day further commented that cost is under control.

Applications for school places in year 7 at Oakley School should be submitted by 31st October.

**9. Country Park**

(i) To receive report

Cllr. Deely briefly updated the meeting. He mentioned a Jubilee Tree. Councillors agreed this was a good idea. Cllr. Deely said he would investigate locations and liaise with councillors.

(ii) Memorandum of Understanding update

District Cllr. Day reported that he understands this is being delayed because of issues with the land. The Chair said he can’t understand why this document can’t be agreed and signed. District Cllr. Day said he would arrange a meeting with the Chief Executive to discuss this matter. Councillors agreed that the Chair and Cllr. Deely should be present.

**10. Neighbourhood Plan**

(i) HNS update

Cllr. Wellsted reported that the survey had been circulated to councillors. It was agreed that this survey should accompany the December edition of the magazine. The clerk said she has received a quote of approximately £520.00 for delivery of the survey with the magazine. WRCC require 14 days’ notice for printing the survey. The Chair proposed we ask for the survey to be delivered with the magazine, seconded Cllr. Carter and carried unanimously. Cllr. Wellsted and the clerk to co-ordinate.

**11. Traffic and Road Community Safety**

(i) To receive report

Cllr. Carter reported he is disappointed with the quality of the work on Severn Acre Close and is working with the developer to arrange for this to be resolved. The developer is trying to obtain a works permit from the County Council to address this issue. It was agreed that the clerk would contact County Cllr. Matecki to ask if he could assist with this.

(ii) Severn Acre Close signage

Cllr. Carter said he agrees with the suggestion of additional wording under the street name sign and is liaising with the developer.

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

(i) To receive report

Cllr. Drew briefly updated the meeting. The working party will be clearing the area behind the Bullen Building to enable planting of fruit trees later this year or early next year.

(ii) Solar grant; to consider approving a deed of gift

The clerk had circulated, prior to the meeting. This grant will provide the parish with £70,000 towards community benefits for the installation of rooftop solar, environmental enhancements or energy saving initiatives. The Chair reported that Bishop’s Tachbrook Primary School would like to install solar panels. The Chair proposed we sign this agreement, seconded Cllr. Drew and carried unanimously. The clerk was asked to liaise with the company to find out when this funding would be available and to liaise with the primary school to find out whether solar panels are required and, if so, to establish a cost. It was agreed that the Bullen Building would benefit from solar panels. Cllrs. Deely, Herbert and Drew agreed to meet and to put together a solar proposal to power an alarm, a light, to charge tools and to investigate CCTV.

**13. Technology and Digital Matters**

(i) To receive report

No new report.

**14. To consider co-opting to the Parish Council**

Cllr. Drew reported that 2 candidates had been interviewed. Both were very good candidates. Councillors asked the clerk if both could be elected. The clerk explained that we are only allowed 9 councillors and we have one vacancy. There is an election in May and all residents who expressed an interest in this vacancy will be able to seek election in May. Cllrs. Drew and Herbert briefly updated the meeting on both candidates. The clerk asked councillors to write their preferred candidate on a slip of paper. The votes were counted with Rick Hunt narrowly securing the majority. Cllr. Herbert proposed we co-opt Rick Hunt, seconded Cllr. Drew and carried unanimously. Cllr. Herbert agreed to write to both councillors.

**15. Amenities Matters**

(i) To receive report

The clerk reported that the picnic tables have been ordered. Training course dates for 2023 should be available shortly.

(ii) Car Park on the Meadow update

Cllr. Herbert reported that our consultant has updated the tender document. She has approached a project manager who wishes to understand more about the project. It was agreed that Cllrs. Deely and Herbert would meet with the project manager to discuss the role.

(iii) Magazine update

No new update.

(iv) Play area inspection reports

The play area gate requires a new spring. The clerk to order. Parts are required for the adult gym equipment which totals approximately £300. It is hoped that our play area inspector will be able to fit the parts. The supplier has advised that the repairs are minor and should be able to be fitted by our inspector.

(v) Storage facilities update

The garages continue to be emptied. It is hoped that they will be empty by the middle of November and can be returned to the District Council.

(vi) Grass maintenance contract update

The clerk confirmed that our resident contractor is willing to continue maintaining our green spaces in 2023/24. He has also agreed to look at additional tasks.

(vii) BMX track update

The notice should be ready shortly. The old bin needs to be removed. Our grass contractor will be tidying the vegetation around the track.

(viii) Allotment; removal of a shed

The clerk has asked the Events Group if they would like the wood from the shed for the bonfire. Awaiting a response.

(ix) Meadow fence update

Our grass contractor has agreed to see if he is able to lift the fence and insert replacement posts.

(x) S&SC entrance

The clerk has asked a local contractor for a quote for a mulch or netting to be placed around the shrubs.

(xi) S&SC bench update; position agreed

Cllr. Drew and the clerk met a representative from the Sports and Social Club and a position has been agreed. The wording on the plaque will be simple with a name and dates.

(xii) Kingsley Court; vegetation

The clerk reported that a resident has asked for an overhanging branch to be removed and a bush cut back. Cllr. Drew and the clerk looked at the tree, which has recently been inspected and was not highlighted as needing attention, and the vegetation and agreed that this is the responsibility of the resident. The garden doesn’t appear to lack sunlight due to overgrown trees as in previous cases whereby the Parish Council has funded work on parish owned trees. The clerk to respond to the resident.

(xiii) Severn Trent breakfast event update

Cllr. Deely briefly updated the meeting.

9.45pm Cllr. Herbert leaves the meeting.

(xiv) To consider request for fireworks/bonfire on the Meadow on 4th November

Cllr. Deely proposed we approve this request, seconded Cllr. Carter and carried unanimously. The clerk said she would liaise with the organisers for the risk assessment and details of the public liability insurance. She has recently inspected the posts and they all appear to be stable. She will check them again prior to this event taking place and liaise with our grass contractor to ensure any holes are filled and molehills dispersed on the field. She will also ask the Events Group to carry out an inspection on the day.

9.47pm Cllr. Herbert returns to the meeting.

**16. Financial/Administration**

(i) Bank balances

The following balances were reported:

Current account: £532,159.84

Investment account: £63,518.31

(ii) Deed of Easement update

The Chair reported that our solicitor is waiting for a response from the developer’s solicitor. He agreed to chase the developer.

(iii) Transfer of allotments update

See item 16(ii).

(iv) On-line banking update

Cllr. Herbert’s form was approved and signed by Cllrs. Carter and Deely. The clerk to forward to the bank.

9.48pm Cllrs. Deely and Wellsted leave the meeting.

(v) To consider S137 applications

The Clerk reported that we have received one application for £100 from The Friends of Oakley Wood for funding towards a website and noticeboards. They are asking 4 parishes to contribute. The Chair proposed we agree this request, seconded Cllr. Carter and carried unanimously. The clerk was asked to write to The Friends of Oakley Wood.

9.50pm Cllrs. Deely and Wellsted return to the meeting.

(vi) Passing of following accounts for payment:

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

 Mrs. C. Hill – salary (October)

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

 Mr. A. Gandy – grass maintenance - £435.00

 Melt Creative Ltd. – website - £90.00

**17. Date of next meeting**

10th November 2022.

The Chair closed the meeting at 10pm.