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

**Present:** Cllrs. M. Greene (Chair), R. Bullen, L. Carter, M. Drew, C. Herbert, K. Wellsted, District Cllr. A. Day and Ms. A. Spencer, Severn Trent Water (for item 2 only)

Approximately 30 members of the public.

**1. Apologies**

Cllrs. C. Brewster (personal commitment), S. Deely (personal commitment), R. Hunt (illness) and County Cllr. J. Matecki.

**2. Amy Spencer, Catchment Lead, Severn Trent Water**

Ms. Spencer briefly explained the issues around the reoccurring flooding on Oakley Wood Road and outlined the proposed plan. Severn Trent has allocated funding towards this project which will involve doubling the size of the pipe from the bottom of Mallory Road to the brook. It is hoped that this project will be completed in March 2024. They have been in contact with the owners of the properties recently affected by the flooding and are working with them. Ms. Spencer said she is still waiting for the full design details for the scheme which she will share with residents at a parish council meeting. Cleansing of areas affected by flooding should be carried out within 48 hours. Flooding should be reported as soon as possible. Road sweepers will be used in future. Sensors are being installed which should alert Severn Trent to any flooding.

**3. Public session**

A resident pointed out to Ms. Spencer the foul smell which comes from Oakley Meadows development. Ms. Spencer said she would investigate. Any residents experiencing foul smells should contact the clerk who will pass their details to Ms. Spencer and she will arrange for a smell sensor to be fitted.

The Chair asked if residents had any more questions for Ms. Spencer. There were none.

The Chair thanked Ms. Spencer for attending the meeting. Ms. Spencer left the meeting.

A resident mentioned issues her neighbour has with a tree overhanging Kingsley Court. District Cllr. Day asked the resident to send him an email and he would ask officers to investigate.

A member of the WI expressed concern at the closure of Oakley Wood Road and the impact it will have on elderly residents relating to medical/emergency assistance. People will be isolated.

District Cllr. Day read out a statement from County Cllr. Matecki.

A resident asked about the route for the construction traffic. The Chair pointed out that the Parish Council had a guarantee from the District Council that lorries would not go though this village.

Residents expressed concern at having to exit on to the Banbury Road. The Chair said he hoped that traffic signals would be placed on junctions if these were the routes out of the village.

Residents voiced concern that the road would be closed with no visible work taking place adding to the misery being experienced by residents.

Have the stakeholders been notified? A resident explained that the application form requests that stakeholders are notified. She said she doesn’t believe the school bus companies are aware. The clerk was asked to liaise with the County Council. Delaying school bus routes could push children over the statutory limit for time permitted travelling on school transport to school.

All routes around this parish have highways work currently taking place. Does the County Council not monitor this to ensure this doesn’t happen? The traffic delays will be horrendous during peak hours.

Residents said they expected a highways officer or our county councillor to be present. District Cllr. Day explained that our county councillor was unable to attend but had prepared a statement which he had read out. A resident asked what could be more important than the closing of a major route?

This application was approved on 5th November 2019. Why has it taken WCC so long to sort this? They have had 37 months.

The Chair explained that if this application isn’t approved there could be a delay to the school opening by September 2024.

A resident said the statement read out by District Cllr. Day said the closing of OWR would be discussed on 15th. The Chair explained that the District Council Planning Committee is meeting on Tuesday and an application for the school is on the agenda.

Approximately 29 members of the public left the meeting.

**4. Declarations of Interest**

The clerk said she believes 7 councillors have an interest in item 6(i) as it will affect access to and from the village and will result in increased traffic levels in the village. She recommended at the extraordinary meeting on 7th November 2022 that the Parish Council applies for a dispensation at the December meeting as the November meeting agenda had already been published. This dispensation is needed to ensure the Parish Council is quorate. Cllr. Herbert declared a pecuniary interest in item 15(xiii) as a member of the Village Events Group. The Chair reminded councillors of his dispensation for items 16(iv) and (v).

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

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

**6. Planning Matters**

(i) Planning application 22/1250 – Oakley Grove School, Land at Oakley Wood Road; to consider representation at the Planning Committee Meeting on 15th November

This application was discussed. Councillors agreed to consider the Construction Management Report in this application as County Cllr. Matecki had indicated in his report that this would be included in this application. The clerk said she was unclear as to whether the correct procedure had been followed in respect of applying for a road closure notice. She understands that stakeholders should be contacted prior to the application being submitted. The clerk was asked to request a copy of the application form. District Cllr. Day said that the Construction Management Plan needs to be discharged by the District Council. The Chair proposed that we object to this planning application as we have not had sight of the Construction Management Plan and we do not believe due process has been followed, seconded Cllr. Carter and carried unanimously. Cllr. Wellsted proposed Cllr. Carter represents the Parish Council at the Planning Committee Meeting, seconded Cllr. Herbert and carried unanimously.

(ii) Planning application 20/0878 (discharge of conditions) – Lower Heathcote Local Centre, Vickers Way, Harbury Road

Noted.

(iii) Planning application 22/1610 – Asps Farm, Banbury Road

December agenda item.

(iv) Planning application 22/1620 – Asps Farm, Banbury Road

December agenda item.

(v) Planning application 20/1642 (discharge of conditions) – Asps Farm, Banbury Road

Noted.

(vi) Guide Dogs; site meeting update

Cllrs. Brewster, Bullen, Deely, Drew and Wellsted attended. It was noted that this was a very helpful visit and the Guide Dogs were thanked for inviting us.

(vii) 22/1527/LB – Wiggerland Wood Farm, Banbury Road

The clerk reported that the full application had been discussed last month. Cllr. Wellsted proposed no representative, seconded Cllr. Carter and carried unanimously.

(viii) 22/1456 – Asps Farm, Banbury Road; no response from County Highways to our concern. Officer has advised considering a further response

Cllr. Carter reported that the response from Highways has now been received and they are objecting with good reasoning. Cllr. Carter proposed we object, seconded Cllr. Wellsted and carried unanimously.

(ix) Enforcement action at The Grove

The Chair reported that this is being processed.

(x) Planning notice 22/1295 – 15 De Stretford Drive; approved

(xi) Planning application 21/2144 – Chapel Hill Farm update and to agree a response

Cllr. Wellsted briefly updated the meeting on the application. Cllr. Drew proposed we support this application, seconded Cllr. Herbert and carried unanimously.

(xii) Planning notice 22/1159 – Unit 4, Lower Heathcote Square, Vickers Way; granted.

**7. County and District Council Matters**

(i) To receive report

No new report.

(ii) Footpath to Oakley Wood update

District Cllr. Day reported that officers are engaging with the agent.

**8. Chair Matters**

(i) To receive report

No new report.

(ii) Community Policing update

The Chair briefly updated the meeting on his meeting with Inspector Wayne Boulton. Inspector Boulton said that Police would be visible at the Bonfire Event. He also said that the community policing team covers the whole parish. The clerk said she would place the posters on the noticeboard. Cllr. Herbert said she didn’t recall seeing the Police at the bonfire event. The clerk was asked to report this to Inspector Boulton and arrange for officers to attend another event.

(iii) Solar panels on community buildings update

The Chair said he would arrange another meeting with the school to discuss the cost and timescale. The clerk reported no response from WALC on whether the PTA could apply for S137 funding. She has spoken to experienced clerks who agree that this method of funding could be used. She is unable to contact NALC directly so must rely on WALC for a response.

(iv) Management Companies update

No new update.

**9. School**

(i) To receive report

No new report.

**10. Country Park**

(i) To receive report

District Cllr. Day reported that he has noted the Council’s comments regarding extending the boundary and has passed them to the Chief Executive.

(ii) Memorandum of Understanding update

A draft should be ready by the end of the month.

**11. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Seven Acre Close update

Cllr. Carter reported that the street works have taken place and the street name plate has been ordered.

(iii) Update on developer road usage/closures

See item 6(i).

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

(i) To receive report

Cllr. Drew’s report had been circulated. Cllr. Drew briefly updated the meeting.

**13. Technology and Digital Matters**

(i) To receive report

No new report.

**14. Neighbourhood Development Plan**

(i) HNS update and to appoint a leaflet distributor

Cllr. Wellsted briefly updated the meeting. The clerk had circulated 2 quotes for distributing the leaflet. Cllr. Herbert proposed we accept the lower quote, seconded the Chair and carried unanimously. It was further agreed that the clerk would arrange for the leaflets to be collected from Cllr. Wellsted by the distribution centre. This would be an additional cost of less than £100.

**15. Amenities Matters**

(i) To receive report

No new report.

(ii) Car park on the Meadow update

Cllr. Herbert reported that she and Cllr. Deely met with a potential project manager. The clerk was asked to liaise with WALC to find out if there is a construction, design and management document we should be adhering to. The clerk confirmed that the project manager would require his own insurance cover. Cllr. Herbert to liaise with the candidate.

(iii) Magazine update

No new report.

(iv) Play area inspection reports

Discussion continues with the company who installed the surfacing to find out when they will look at the surfacing/gate issue.

(v) Storage facilities update

Garage number 9 is empty. The clerk to return the key to the District Council. Cllr. Wellsted said he would look at the contents of garage number 10.

(vi) Grass maintenance contract update

Our contractor is carrying out extra tasks.

(vii) BMX track update

Cllr. Herbert said she would arrange for the old bin to be removed. The printers are waiting for materials to print the notice.

(viii) Allotment; removal of shed

Cllr. Herbert reported that the Events Group didn’t need the wood. The clerk to liaise with the 2 residents who possibly use this shed.

(ix) Meadow fence update

This has been completed.

(xi) Working Party update

Cllr. Wellsted reported that the working party were clearing the area behind the Bullen Building.

(xii) Kingsley Road vegetation

See item 3.

(xiii) Fireworks/bonfire feedback

Councillors thanked Cllr. Herbert for helping to arrange this annual event. It was noted that parking had generated complaints. Cllr. Herbert explained that the District Council had been involved in the arrangements and she had followed their advice. The clerk said she had received one complaint regarding traffic and climate change.

**16. Financial/Administration**

(i) Bank balances

Bank balances

The following balances were reported:

Current account: £524,966.25

Investment account: £63,521.01

(ii) Bank reconciliation

The bank reconciliation had been circulated prior to the meeting. A copy is attached to these minutes.

(iii) Draft budget

December agenda.

(iv) Deed of Easement update

No new update.

(v) Transfer of allotments update

No new update.

(vi) On-line banking update

Cllrs. Brewster and Carter’s forms were signed by Cllrs. Herbert and Bullen.

(vii) Internal auditor training course

It was agreed that the clerk should attend an internal auditor’s course on 21st November.

(viii) To consider portfolios

December agenda item.

(ix) National salary review update

NALC has issued the national salary award for clerks with effect from 1st April 2022.

(x) To note allotment rent rise in line with October’s CPI

October’s CPI is 11.1%. The allotment rent will increase from £21 to £23 per plot with effect from January 2024.

(xi) Passing of following accounts for payment:

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

 Mrs. C. Hill – salary (November) plus backdated salary increase

 Mrs. C. Hill – expenses (April 22-November 22) - £441.32

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

 Mr. A. Gandy – grass maintenance plus fencing -£685.00

 Melt Creative Ltd. – website - £90.00

 WALC – internal audit training - £55.00

**17. Date of next meeting**

8th December 2022 at 7pm.

The Chair closed the meeting at 10.15pm.