**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 8TH DECEMBER 2022 AT 7PM AT ST. CHAD’S CENTRE**

**Present:** Cllrs. M. Greene (Chair), C. Brewster, R. Bullen (until 10.15pm), L. Carter, S. Deely (from 7.30pm) M. Drew, C. Herbert (from 7.20pm), R. Hunt, K. Wellsted, County Cllr. J. Matecki (until 10.20pm), District Cllr. A. Day (until 10.20pm), Ms. E. Deeley and D. Weldon plus 4 other representatives from Deeley Group Ltd. (for item 2 only), Mr. M. Biggs and Mr. M. Evershed (via video link) from Warwickshire County Council (for item 3 only)

Approximately 35 members of the public.

**1. Apologies**

District Cllr. D. Norris (business commitment).

**2. Eleanor Deeley, Deeley Group Ltd. Re. Leopard Pub**

Ms Deeley and Mr. Weldon presented a scheme to the meeting. The scheme comprised of 20 hotel rooms at The Leopard Pub, a GP surgery, a link from the development into the country park plus 8 bungalows. The GP surgery would consist of 6 consulting rooms.

7.20pm Cllr. Herbert joins the meeting. The Chair asked members of the public if they would like to raise questions before Deeley Group leave the meeting.

7.30pm Cllr. Deely joins the meeting.

Residents raised concerns regarding the need for a GP surgery when there is already one in the village, visibility issues with the new buildings being sited on land in the conservation area and close to listed buildings, no affordable housing, a current lack of adequate parking for the pub, what happens to the existing GP surgery. A resident also requested a photo montage for the winter months when the leaves are no longer on the trees and a photo montage showing the GP surgery.

8pm Deeley Group representatives leave the meeting.

**3. Mark Evershed (via video link) and Matt Biggs, Warwickshire County Council re. Construction Management Plan for Oakley School**

Cllr. Carter presented to the meeting assisted by Mr. Mark Evershed and Mr. Matt Biggs. The works will be for 20 weeks starting this Monday. Oakley Wood Road will remain open one way from south to north. The Chair thanked County and District Council officers and councillors for working with the Parish Council to ensure the least disruptive option for residents without delaying the opening of the school in September 2024. Mr. Mark Evershed explained that utility companies will need to undertake work and they will produce their own construction management plans. Mr. Evershed promised to inform the Parish Council if the utility companies’ construction management plans differ from the one agreed as part of the planning discharge. They will try to restrict the movement of soil to the end of this period. Construction hours are 7.30am until 5pm with occasional night-time working. It was noted that the construction management plan had not been approved yet and residents complained that they hadn’t been able to obtain a copy of the road closure application form. County Cllr. Matecki agreed to arrange for copies of the application form to be sent to residents and the clerk. Residents expressed concern at the short notice, the fact that The Asps development did not have a need to close roads, there was no public consultation and due process had not been followed. Mr. Evershed said he has sought legal advice and been told that this is being done legally but quickly. Residents mentioned the weight limit on Oakley Wood Road and asked who is liable for any damages caused to properties. Mr. Evershed responded the company that has caused the damage. Concern was expressed regarding notifying the bus companies and residents by Monday. Mr. Evershed said there is a communications meeting tomorrow which will address these issues. A leaflet drop to residents has been arranged for tomorrow and Saturday. Mr. Evershed agreed to update the Parish Council tomorrow following the communications meeting. Mr. Evershed confirmed that the site will shut for 2 weeks over Christmas and Oakley Wood Road will be fully open. A resident pointed out that the planning application was approved in 2019 and yet residents have just been told the road is to be closed on Monday. Why has it taken so long to organise? Mr. Evershed explained that the County Council was alerted 3 months ago by the contractor that they wanted a 6 month road closure. A resident close to the site asked if these residents could share a car park with the developer. Mr. Evershed agreed to look into this.

Mr. Briggs and Mr. Evershed left the meeting.

**4. Public Session**

See items 2 and 3.

**5. To consider a dispensation in respect of Oakley Grove School**

The clerk explained that she has sought advice from the monitoring officer at the District Council and he has advised that she grants a dispensation to councillors to discuss the school. If the dispensation wasn’t granted the council would struggle to be quorate with the number of councillors who are affected by the road works associated with this application.

**6. Declarations of interest**

The Chair reminded councillors of his dispensation for items 18(iii) and 18(iv).

**7. Planning Matters**

(i) Planning application 19/1030 – Oakley Grove Phase 3, land off Harbury Lane and Oakley Wood Road; discharge of condition 10 (educational phase)

Councillors agreed that the leaflet drop mentioned by Mr. Evershed must go ahead as a matter of urgency and bus companies and local businesses need to be informed. Disappointment was expressed regarding the lapse of 2 years before the County Council appointed a project manager and started to move this application forward. Cllr. Wellsted proposed that we support the approach detailed by Mr. Evershed as a secondary school is needed, seconded the Chair and carried unanimously. It was further agreed that a letter should be drafted in the New Year to the Leader of the County Council expressing our disappointment in this process and the additional public funding required following this slow procedure.

Residents leave the meeting.

(ii) Planning notice 22/1257 and 1256 – Wiggerland Wood Farm, Banbury Road; granted.

Noted.

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

Cllr. Bullen briefly explained the application. He said the application lacked detail regarding the location of the primary school and whether there would be a bridge. Bio-diversity appears to have not been enforced. The detailed lighting scheme hasn’t been submitted. There is no mention of the neighbourhood plan. Green spaces have shrunk. The clerk to liaise with the planning officer.

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

Cllr. Wellsted expressed concern that the applicant is not meeting BT12 in the neighbourhood plan. The clerk to liaise with the officer.

10.15pm Cllr. Bullen leaves the meeting.

(v) Planning notice 22/0684 – Wyslade Farm, Oakley Wood Road; withdrawn

Noted.

(vi) Planning notice 22/0484 – land off Europa Way, Tachbrook Country Park; granted.

Noted.

(vii) Planning notice 22/1250 (reserved matters) – Oakley Grove School; approved.

Noted.

(viii) Planning notice 22/1503 – 77 Vickers Way; granted.

Noted.

(ix) Enforcement action at The Grove, Oakley Wood Road update

The Chair reported that the process has started.

**9. County and District Council Matters**

(i) To receive reports

County Cllr. Matecki informed councillors of funding available to assist residents with the cost of living crisis.

(ii) Footpath to Oakley Wood update

District Cllr. Day said he is following up on this.

(iii) County Councillor grant funding update

Cllr. Matecki said he would be granting £900 towards the notice board at the Meadow and £260 toward the trees behind the Bullen Building. Councillors thanked him.  
10.20pm County Cllr. Matecki and District Cllr. Day left the meeting.

(iv) Parish led projects support

The clerk had circulated before the meeting a letter from the District Council. Councillors agreed that a project manager is required to manage the Meadow car park. Cllr. Hunt said he had experience in this field and was willing to assist. The clerk to arrange for the documents to be uploaded to the drive. District Cllr. Day to be updated on the situation.

**10. Chair Matters**

(i) To receive report

No new report.

(ii) Community Policing update

The clerk reported that she is still waiting for a response to her email. There is an event on 12th January at 1pm to discuss issues with the Police and Crime Commissioner. The Chair asked the clerk to respond requesting meetings are held outside of working hours. The clerk to forward the invitation to councillors.

(iii) Solar panels on community buildings update

The Chair said he has today received information from the school regarding a quote for the installation of solar panels. This has been forwarded to councillors. The clerk said this project would qualify for funding received from the grant of gift signed with the Chesterton Fields solar company. The PTA would need to submit a S137 request.

(iv) Management Companies update

No new update.

**11. School**

(i) To receive report

Cllr. Deely reported that he is pursuing the additional temporary land to be included in the Country Park until required by the school. He will keep councillors updated.

**12. Country Park**

(i) To receive report

Cllr. Deely briefly updated the meeting. District Cllr. Day will now be attending the board meetings. The timescale keeps moving.

(ii) Memorandum of understanding update

Cllr. Deely reported that District Council officers have confirmed that the draft has been sent to our solicitors. The clerk to liaise with our solicitor.

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

(i) To receive report

Cllr. Drew briefly updated the meeting.

**14. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster briefly updated the meeting.

**15. Neighbourhood Development Plan**

(i) HNS

Cllr. Wellsted reported that the surveys have been sent out. 75 replies have been received.

**16. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Seven Acre Close update

Cllr. Carter reported that this scheme is now finished.

**17. Amenities Matters**

(i) To receive report

No new report.

(ii) Car Park on the Meadow update

See item 9(iv).

(iii) Magazine update

No new update.

(iv) Inspection reports

Annual inspections will be taking place shortly.

(v) Storage facilities update

The clerk confirmed that one garage has been returned to the District Council.

(vi) BMX track update

The notice is in the noticeboard. Cllr. Herbert reported that the old bin has been removed.

(vii) Allotment; removal of a shed

The clerk to write to the allotments manager.

(viii) Tree maintenance work

Planning application is being prepared.

(ix) Jubilee tree

Cllr. Deely had circulated, prior to the meeting, several options for the location. Cllr. Wellsted proposed option 3 be accepted, seconded Cllr. Drew and carried unanimously.

Cllr. Deely agreed to take this forward.

(x) S&SC entrance

The clerk to chase the contractor for a quote.

(xi) Working party update

Cllr. Wellsted reported that the working party is meeting on Saturday.

(xii) Warm hubs

Cllr. Herbert briefly updated the meeting. It was agreed that Cllr. Herbert would attend the WALC meeting on 10th January and update members at January’s meeting.

(xiii) To approve purchase of new lights for second Christmas tree

The Chair proposed this expenditure up to £100, seconded Cllr. Brewster and carried unanimously. It was agreed that Cllr. Wellsted would purchase the lights.

**18. Financial/Administration**

(i) Bank balances

The following balances were reported:

Current account: £518,677.28

Investment account: £63,527.80

(ii) Draft budget

The clerk had circulated, prior to the meeting, a draft budget. Councillors agreed to forward comments to the clerk before January’s meeting.

(iii) Deed of Easement

No new update.

(iv) Transfer of allotments update

No new update.

(v) On-line banking update

Cllr. Brewster confirmed he can access details on-line. Cllrs. Carter and Herbert to see if they can. Cllr. Deely to follow up access arrangements with the bank.

(vi) Internal auditor training course feedback

The clerk reported that this course run by Worcestershire Association of Local Councils was excellent. They answered 2 questions WALC had been unable to respond to; could the PTA apply for S137 funding and details on where the Parish Council should invest CIL funds. The PTA is an independent, voluntary group and is, therefore, able to apply for S137 funding. Details have been forwarded on investments which the Clerk has forwarded to our Chair. Councillors asked the clerk to follow up on the investment advice.

(vii) To consider portfolio

See item 9(iv).

(viii) Passing of following accounts for payment:

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

Mrs. C. Hill – salary (December)

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

Melt Creative Ltd. – website - £90.00

Mrs. C. Hill – reimbursement for distribution of HNS - £680.40 + £81.60 (collection of boxes from the parish) = £762.00

Mr. A. Gandy – grass cutting (November) - £210.00

Post Office Ltd. – final rental for garage no. 9 - £553.56

Friends of Oakley Wood – S137 funding - £100.00

Glasdon UK Ltd. – 2 picnic tables - £2839.94

Fenland Leisure Products Ltd. – spring for play area gate - £46.00

Cadman Printers Ltd. – BMX track notice - £45.60

**19. Date of next meeting**

12th January 2023 at 7.30pm

The Chair closed the meeting at 11pm.