**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON 9TH MARCH 2023 AT 7.30PM AT ST. CHAD’S CENTRE**

**Present:** Cllrs. M. Greene (Chair), C. Brewster, R. Bullen, L. Carter, S. Deely, M. Drew, K. Wellsted, County Cllr. J. Matecki (until 9.40pm) and District Cllr. A. Day (until 9.40pm), Mr. S. Chohan (WCC County Highways) (until 8.50pm), Mr. M. Evershed (WCC County Highways) (until 8.35pm) and Mr. G. Stanley (WCC County Highways) (until 8.50pm).

5 members of the public.

**1. Apologies**

Cllr. C. Herbert (personal commitment).

**2. Mark Evershed (via Google Meet) re: Oakley Grove School Works**

Mr. Evershed apologised for not being present due to the weather conditions. He said the school build was on programme and largely on budget. Talking to the District Council and the trustees regarding the community use facility. Discussions are taking place to move land into the country park. The closure of Oakley Wood Road enabled the utility companies to access the site. Only one utility company left to carry out work at the entrance. Balfour Beatty are taking the next stage of work forward. They will be clearing the footpath along Oakley Wood Road shortly but Mr. Evershed did not have a date for the work.

Cllr. Carter asked if the 20 week’s timetable for the works was about to start. Mr. Evershed said the 20 weeks would start in approximately 8 weeks. All communications will go out at least 2 weeks before work is started. Clearing the footpath should be in the 8 week window.

Cllr. Carter asked about signage at the top of Oakley Wood Road and Mallory Road and at the site entrance directing construction traffic to turn left. Mr. Evershed said he had passed this request to the contractor and would follow up on this. He asked Cllr. Carter to resend his email requesting the signage.

Mr. Evershed said the green works are advanced. Lime has had to be added to the soil to stabilise it.

Cllr. Carter asked whether the 2,500 lorry loads of soil would be removed shortly. Mr. Evershed said they would be storing some of the soil at the southern end of the site for up to 3 years to top up the playing fields to ensure they are level. All soil which needs to be moved will be moved in the 8 weeks window.

Cllr. Deely said he didn’t think 20 weeks would be necessary for the S278 works. Mr. Evershed agreed.

Cllr. Deely asked if there had been any design changes. Mr. Evershed said there has been some changes since the summer. He said he would arrange for the latest plans to be sent to us. Cllr. Deely asked if any other changes are necessary could we be included in the conversations. Mr. Evershed said yes.

The Chair asked the probability of the school being ready for September 2024? Mr. Evershed said it is currently on schedule.

The Chair mentioned the costs relating to the school bus. Mr. Evershed said this wasn’t his area but a colleague was looking into this.

The Chair asked if residents had any questions for Mr. Evershed.

A resident said HGV’s were driving through the village. Mr. Evershed said all contractors should have been notified of the route via Harbury Lane. HaHH

A resident asked when the new classroom at Bishop’s Tachbrook Primary School would be built. Mr. Evershed said the build would be completed by the third week in July 2023. The tender was on budget.

**2. Shail Chohan (in place of Scott Tompkins) re. Oakley Grove School**

The Chair welcomed Mr. Chohan to the meeting. Mr. Chohan explained the process for granting the permit for the road works on Oakley Wood Road. His department was told about the need for a road closure permit in August 2022. The department disagreed with a 6 months’ closure on Oakley Wood Road and were negotiating with the contractor until December. Due to the urgent need for the build to start WCC had no choice but to use emergency closure powers for 5 days and then extend the closure.

The Chair asked how much challenge was made. Mr. Chohan said they started to try to shorten the closure.

Mr. Chohan was asked if closing a road to facilitate parking for contractors was a valid closure? Mr. Chohan said they wouldn’t have gone into details for such a long programme. The Chair said WCC granted an emergency closure for contractors to park their cars. Mr. Evershed explained that it would have been to enable the contractors to break into the verge and remove the vegetation. Mr. Chohan said he would have liked to work with Mr. Evershed much earlier than August.

The Chair asked if any residents had questions.

A resident said this was poor communication and miscommunication. The site manager was quoted as saying ‘there was a 2 weeks’ period when the utility companies didn’t show up’. Children have been arriving late for school. No confidence that any scrutiny has been going on. Mr. Evershed said there is a delivery team which overseas this. Gavin Mitchell in County Highways has a weekly meeting with me. Day to day works sits with the contractor.

The Chair asked how can we ensure that the road is only closed when it needs to be closed? Mr. Evershed said he doesn’t know but will ask the question and ensure it doesn’t happen again.

A resident asked what is the S278 works and will disruption occur when a second contractor takes over? Mr. Evershed explained the works and the different roles of the 2 contractors.

A resident said this should be scrutinised and there needs to be a weekly overview. She has written to Gavin Mitchell and he doesn’t respond to her emails. The County Council needs to take responsibility for the closure of the road. Letters were received by some residents, but not all, about the closure. Mr. Evershed agreed to put communications out more regularly. The clerk said we requested a copy of the original letter for social media and our website but never received a copy. Mr. Chohan said he would let us have a contact for reporting issues.

A resident asked about confidence levels; could the contractor build a good school? Mr. Evershed said the contractor has an excellent reputation. Is there any school that they have built that we can view? Mr. Evershed said he would send an example of their builds.

Cllr. Bullen asked who is co-ordinating the work? Cllr. Deely explained the process.

A resident said when the road is closed people are still travelling in both directions. This is dangerous. CCTV would stop this.

8.35pm Mr. Evershed leaves the meeting.

**2. Graham Stanley (via Google Meet), County Highways, re. parking bays**

The Chair thanked Mr. Stanley for taking part in the meeting. Mr. Stanley said he needs clarification from the Parish Council as to where parking bays are needed and he will look into this. He explained the need for most residents in the area to agree to the works, the possibility that trees may need to be removed and £500 from the Parish Council to start looking at the area identified.

The Chair asked if any residents had questions.

A resident asked about parking bays in Millway Drive. Mr. Stanley said there was several areas to park in Millway Drive. The resident explained that part of the drive was dedicated parking. Mr. Stanley said according to Land Registry there are no dedicated parking areas in Millway Drive. He said he would forward the plan to the clerk.

8.50pm Mr. Stanley and Mr. Chohan leave the meeting.

5 residents leave the meeting.

**3. Public Session**

See item 2.

**4. Declarations of interest**

Cllr. Brewster declared a pecuniary interest in item 16(xiii) as a recipient. The Chair reminded the meeting of his dispensation for item 16(ii).

**5. Acceptance of the minutes of the previous meeting**

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

The Chair asked if councillors had any objections to the agenda being rearranged to allow Cllrs. Matecki and Day to leave the meeting. There were no objections.

**7. County and District Council Matters**

(i) To receive reports

County Cllr. Matecki briefly updated the meeting. All schools are on budget and on schedule for opening. Fare reductions on bus routes. 158 EV charging points have been installed in the county. The cost of living grant has been closed.

District Cllr. Day briefly updated the meeting. A planning application for the Town Hall has been submitted. This is connected to the movement of the District Council offices from Riverside House. The Pump Rooms will be having a new roof installed. Updates on all weather football pitch, bio-diversity plan, athletics track and new cycleway which should reduce traffic on Myton Road were given. Cllr. Day said a meeting had been held recently with the County Council and Cllr. Brewster attended to discuss a bridge near The Asps development. Cllr. Brewster had circulated, prior to the meeting, a note of the meeting for councillors. A workshop will be held shortly and it was agreed that Cllrs. Brewster, Deely and Wellsted should attend.

The Chair mentioned Park Homes and the need to find a suitable site for the residents. Cllr. Day said there are active discussions on-going

(ii) Footpath to Oakley Wood; to consider WDC officer assistance

Cllr. Day said there is an officer available who could assist. It was agreed that Cllr. Deely would contact the officer and update her on the situation.

(iv) Seven Acre Close/Anchitel Green play area and access update

The clerk confirmed that the access to the footpath to the solar farm is for Severn Trent only. The developer will be erecting signage shortly. The play area will not be installed until the summer. The clerk to liaise with the District Council regarding dates for when this will happen.

(v) Severn Trent planning application

The clerk reported that our main contact at Severn Trent has moved to another department. She is having difficulties finding her replacement. It was agreed that the clerk should write to a senior manager at Severn Trent to establish the situation regarding the planning application.

(vii) School transport; Oakley Grove pupils attending Myton School

Cllr. Matecki said he is liaising with officers to try and resolve this issue. He doesn’t believe a solution will be agreed until May or June. The Chair agreed to post on social media.

(viii) Harbury Lane traffic calming

Cllr. Carter mentioned the need for traffic calming on Harbury Lane near Heathcote Primary School. There is funding in the budget. Cllr. Carter to forward his scheme to County Cllr. Matecki. Cllr. Matecki to update April’s meeting on whether this can be incorporated into the Harbury Lane scheme county highways are currently working on or whether this will need to be managed as a separate scheme.

(x) Verges on Kingsley Road

District Cllr. Day said he believes the school traffic is causing some of the issues. Parents should be using the entrance from Oakley Meadows. The clerk was asked to write to the school to ask them if they could please remind parents of the new entrance.

9.40pm District Cllr. Day and County Cllr. Matecki leaves the meeting.

**6. Planning Matters**

(i) Planning application 23/0187/TCA – Village Green

The clerk explained that this application relates to the tree works recommended by our tree inspector in the conservation area.

(ii) Planning application 23/0240 – 8 Hassall Close

Councillors agreed to raise no comments or objections.

(iii) Planning application 23/0117 – Tollgate House, Banbury Road

This application was discussed. Cllr. Wellsted proposed we support this application which has been carefully designed, seconded Cllr. Deely and carried unanimously.

(iv) Planning application 23/0178 – Middle Farm, Oakley Wood Road

Councillors agreed to raise no comments or objections.

(v) Planning notice 22/0213 – 7 Touchstone Road; withdrawn

Noted.

**7. County and District Council Matters**

 (iii) SWLP Issues and Options Consultation; to agree a response

Cllrs. Deely and Wellsted updated councillors on this consultation. Different options were discussed with councillors agreeing that Cllrs. Deely and Wellsted should draft the response. The clerk to submit by 12pm tomorrow.

(vi) Mallory Road minor road works

The clerk explained that part of the work has been completed. County Highways are investigating why the work hasn’t been finished.

(ix) Management Companies

No new report.

**8. Chair Matters**

(i) To receive report

No new report.

(ii) School solar panels update

It is hoped that the work will take place when the additional classroom is added in the summer.

**9. Country Park**

(i) To receive report

No new update.

(ii) Memorandum of Understanding update

The clerk reported that our solicitor has forwarded the draft to the District Council’s solicitors.

**10. Neighbourhood Development Plan**

(i) To consider the Housing Needs Survey Report

The report had been circulated to councillors prior to the meeting. Cllr. Wellsted proposed we adopt the plan, seconded Cllr. Deely and carried unanimously. The clerk to inform WRCC and arrange for a copy to be placed on the website.

**11. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Roadworks associated with Oakley School

See item 2.

**12. School Matters**

(i) To receive report

See items 2 and 7(vii).

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

(i) To receive report

Cllr. Drew briefly updated the meeting.

(ii) Tree planting scheme update

Cllr. Drew thanked the working party for planting the trees in the orchard behind the Bullen building and the Oaks on St. Chad’s Green.

(iii) WCC Sustainable Futures Focus Group update

Cllr. Drew attended this discussion and briefly updated the meeting.

(iv) Bullen Building solar panels; site survey by the end of March

Noted.

**14. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster briefly updated the meeting.

**15. Amenities Matters**

(i) To receive report

No new report.

(ii) Car Park on the Meadow; to consider WDC officer assistance

Councillors agreed this offer of assistance should be investigated. Cllr. Herbert and the Clerk to liaise with the officer. The Chair agreed to liaise with the District Council regarding cost.

(iii) Magazine; to consider draft articles of Association

The clerk reported that our solicitor has been instructed and we are waiting for the draft Articles. It was agreed that the Chair, Cllr. Wellsted and the clerk would initially review the draft Articles to try and move this forward quickly.

(iv) Play area inspection reports update

The clerk reported that the company, which installed the equipment, has confirmed that an engineer will be fixing the post which is leaning in the next couple of weeks.

(v) Storage facilities; garage 10 returned to WDC

The clerk reported that the wooden tables in the Bullen Building are no longer required by the PCC. She would ask the Events Group if they would like to burn them on the annual bonfire.

(vi) Meadow driveway; to consider costs of new noticeboard

April agenda item.

(vii) Allotments; removal of a shed

The clerk reported that our contractor has said the shed is secure. Additional items appear to have been added. The clerk was told by the allotments manager that they belong to the PCC. The PCC doesn’t know of any items being stored in this shed. It was agreed that we should consider including in the allotments’ tenancy agreement that allotment holders, without sheds, can use this shed and the garage to store equipment needed for managing their allotment plot.

(viii) Tree maintenance work; tree surgeon to be instructed

It was agreed that this work should take place September/October once the birds have finished nesting.

(ix) Working Party

See item 13(ii).

(x) New allotments; work requested

Our contractor has been instructed to spray the paths and mow between the plots.

(xi) To consider permitting a bench on St. Chad’s Green; await meeting

The clerk reported that she has liaised with our grass contractor who is happy for another bench to be installed on this green.

(xii) King Charles III Coronation update

Cllrs. Brewster and Deely reported that they have asked residents via social media to come forward with ideas. One response. They will be posting on social media again. The clerk to liaise with Cllr. Herbert for an update.

(xiii) WI request for cake stall on Village Green on 20th May

The clerk to request a risk assessment and confirmation that the WI has public liability insurance.

(xiv) To consider wording for plaque on bench in play area

Cllr. Deely proposed we agree this wording, seconded Cllr. Brewster and carried unanimously. The clerk to respond to the resident.

(xv) Jubilee tree update

Cllr. Deely explained that the County Council has refused permission for a tree to be planted on the Lionheart Avenue island. It was agreed that a tree to commemorate the Jubilee would not be planted in the parish.

(xvi) Play area on Seven Acre Close/Anchitel Green

The clerk to find out who will be managing this area.

**16. Financial Administration**

(i) Bank balances

The following balances were reported:

Current account: £502,587.36

Investment account: £63,601.88

(ii) Deed of Easement update

No new update.

(iii) To consider financial risk assessment

The clerk had circulated to councillors, prior to the meeting, the updated risk assessment. This assessment is updated on a regular basis.

(iv) On-line banking update

On hold until after the election.

(v) To consider investment advice

April agenda item.

(vi) Elections

The clerk said she had nomination packs for any resident who wants them.

(vii) Police attendance at Parish Council meeting; no response

The clerk was asked to email the Police and Crime Commissioner requesting attendance from the safer neighbourhood team at our April meeting.

(viii) Annual Parish Assembly; to agree a date

It was agreed that this will take place before the April ordinary meeting.

(ix) To consider allotment tenancy agreement

The clerk said the template from the National Allotments Society is on the drive. Cllr. Wellsted agreed to review the template.

(x) Play area inspection training postponed

Due to low attendance the training has been postponed until September.

(xi) Pension Regulator – declaration submitted

Noted.

(xii) St. Chad’s Centre trustee

It was noted that there are 2 Parish Council nominated trustee vacancies vacant. It was agreed that the Chair and Cllr. Brewster would write an article about the role for the magazine and social media.

10.38pm Cllr. Brewster leaves the meeting.

(xiii) Passing of following accounts for payment:

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

 Mrs. C. Hill – salary (March)

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

 Melt Creative Ltd. – website - £90.00

 Lodders Solicitors LLP – finalising allotments transfer - £1920.00

 Mr. C. Brewster – reimbursement for website domain - £16.67

 Mrs. C. Hill – expenses (Dec-Mar) - £309.21

 Bishop’s Tachbrook Parent Teacher’s Association – S137 funding - £15,000

 Freedom Nurseries Ltd. – fruit and oak trees - £369.92

 Mr. D. Herbert – additional work removing vegetation and emptying garage - £390.00

10.40pm Cllr. Brewster returns to the meeting.

**17. Date of next meeting**

It was agreed that the April meeting would be rescheduled, due to the Easter holidays, from 13th April to 20th April.

The Chair closed the meeting at 10.42pm.