**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL HELD ON THURSDAY, 20TH APRIL 2023 AT 9PM AT ST. CHAD’S CENTRE**

**Present:** Cllrs. M. Greene (Chair), C. Brewster, R. Bullen, L. Carter, S. Deely, M. Drew, C. Herbert, K. Wellsted

2 members of the public.

**1. Apologies**

County Cllr. J. Matecki (business commitment) and District Cllr. A. Day (business commitment).

**2. Public Session**

A resident asked if improvements would be made to the perimeter path. Cllr. Carter explained that the County Council had received funding towards safer cycle and walking routes to the new school but the Parish Council hasn’t been involved in the discussions. He explained that he was liaising with County Cllr. Matecki to try and get the Parish Council involved. The Chair suggested the resident attends another parish council meeting when County Cllr. Matecki might be present. If we receive any information we will share via the magazine.

There are no road markings at the junction near Heathcote Primary School. The clerk explained that a previous councillor had asked our previous county councillor if a mini roundabout could be painted on the road. The resident agreed this would solve the problem. The Chair said he believed the roads were still owned by the developer and this might be the reason for the delay. Cllr. Carter said he would liaise with County Cllr. Matecki on this issue.

Do we know when the Severn Trent planning application will be submitted? Cllr. Deely said it is expected in June.

**3. Declarations of interest**

The Chair declared a personal interest in item 6(iv), 14(viii) and 14(x) as the companies are his employer’s clients. He also declared a personal interest in item 14(iv) as he is a member of the trust. He reminded councillors of his dispensation for item 14(ii).

9.17pm a resident leaves the meeting.

Cllr. Deely declared a personal interest in item 14(iv) as a member of his family is a trustee and a pecuniary interest in item 5(v) as a nearby landowner.

The Chair asked the remaining resident if she had any questions. She said she would like to hear the update on item 8(i). Councillors said they had no issues with this item being brought forward.

**8. Traffic and Road Community Safety**

(i) Oakley Grove School traffic issues update

Cllr. Carter updated the meeting with the liaison work between the District Council, the Police, residents and the Parish Council in trying to stop the construction lorries travelling through the village. He believed most of the lorries are now using the route approved in the construction management plan. WCC project manager has said that there is an issue with approval for the S278 works. The consultants are in discussion with County Highways and a revised plan will be submitted to County Highways at the end of next week. The previously discussed plan for works (including the timings of any road closures) on the highway is now redundant. It was agreed that Cllr. Carter and the Chair should meet with the project manager to establish the issues and the traffic consequences for the parish.

9.38pm the resident leaves the meeting.

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

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

**5. Planning Matters**

(i) Planning application 23/0453 – 10 Tilsley Close

Councillors agreed to raise no comments.

(ii) Planning notice WDC/22CC010 – Bishop’s Tachbrook Primary CE School; granted

Noted

(iii) Planning notice 23/0178 – Middle Farm Barn, Oakley Wood Road; granted

Noted.

(iv) Planning notice 22/1872 – The Grove, Oakley Wood Road; refused.

Noted.

9.45pm Cllr. Deely leaves the meeting.

(v) Planning application 23/0193 – Wyslade Farm, Oakley Wood Road

Councillors agreed to raise no comments.

9.47pm Cllr. Deely returns to the meeting.

(vi) Planning application 23/0328 – Oakley Wood Farm Cottage, Banbury Road

Councillors agreed to raise no comments.

(vii) Planning application 23/0385 – 24 Miranda Drive

Councillors agreed to raise no comments.

(viii) Planning application 23/0315 – 9 Jubilee Way

This application doesn’t require permission.

(ix) Planning notice 23/0240 – 8 Hassall Close; granted.

Noted.

**6. County and District Council Matters**

(i) Footpath to Oakley Wood update

Cllr. Deely briefly updated the meeting. He has spoken to the WDC officer assisting with this project. WDC is looking at several options; councillors noted that this has taken a very long time and want to see more positive action taken in the coming months.

(ii) Issues and Options Consultation; response submitted

Noted.

(iii) Seven Acre Close play area update

The Chair reported that residents have looked at the plan and changes regarding the surfacing and equipment forwarded to WDC. The clerk to liaise with the officer responsible for this project and provide an update at May’s meeting.

(iv) Severn Trent planning application update

The clerk reported that she has now contacted Amy Spencer’s replacement at Severn Trent. He will be attending our May meeting to provide an update on the planning application for installation of a wider sewage pipe. It was reported that sewage had been flowing down Church Hill.

(v) Mallory Road minor road works update

The County Council’s contractor is aware this work is outstanding. The officer responsible will contact me once he has a date for completion of this work.

(vi) Harbury Lane traffic calming; update on officer assistance

Cllr. Carter said he would contact County Cllr. Matecki for an update.

(vii) County Council officer actions from March meeting update

Cllr. Deely briefly updated the meeting. He believes a condition has been discharged which could affect the design of the buildings. This has been raised with the District Council.

The clerk confirmed that the remaining actions have been closed.

(viii) Footbridge update

Cllr. Brewster reported that there is an update meeting on Monday.

(ix) Kingsley Road verges

The clerk said she had written to Bishop’s Tachbrook school asking them to remind parents, who drive to the school, of the Oakley Meadow entrance. The Chair said he would follow up on this. The verges near Church Hill are badly damaged. Cllr. Drew agreed to liaise with County Highways to see if grasscrete could be laid or bollards erected.

(x) Closure of Church Hill update

The clerk reported that County Highways acted very promptly to ensure this road was opened when Severn Trent had finished their work.

**7. Chair Matters**

(i) Clerk’s appraisal and salary review

May agenda item.

**8. Traffic and Road Community Safety**

(ii) Mud from construction traffic

Cllr. Carter said he was happy with the action taken by the site manager to organise road sweepers and move the wheel washing facility closer to the road.

(iii) Harbury Lane accessways

The Chair to investigate.

(iv) Speedwatch – considering new locations on new estates

Councillors agreed that we should request that the Police attend speedwatch patrols. We also need to engage with the new estates for volunteers to assist with speedwatch in these locations. Cllr. Carter to provide the clerk with dates. Cllr. Brewster to try and engage with the new estates via social media.

(v) Lionheart Avenue – temporary fencing

The clerk to follow up with the developer for an update on when this work will take place.

**9. School Matters**

(i) To receive report

No new report.

(ii) Update on transport to Oakley School pupils to Myton

The Chair said he believed this had been sorted.

**10. Climate Change Group**

(i) Bullen Building solar panels; site survey by the end of April

Noted.

(ii) School solar panels update

No new update.

(iii) Dead trees on new settlements

The Chair and Cllr. Drew to let the clerk know the locations of the dead trees.

**11. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster briefly updated the meeting.

**12. Country Park**

(i) To receive report

Cllr. Deely reported that there is a board meeting next Friday. A copy of the draft MOU had been circulated to councillors prior to the meeting. The Chair had suggested minor amendments. Cllr. Deely proposed we accept these amendments, seconded Cllr. Carter and carried unanimously. The clerk to forward to our solicitors.

**13. Amenities Matters**

(i) Car park on the Meadow update

Cllr. Herbert reported that she has updated the WDC officer who is liaising with our consultant for amendments to the draft tender document.

(ii) Magazine update

The clerk had circulated, prior to the meeting, the draft articles. Councillors were asked to let her know of any amendments. It was agreed that the Chair and Cllr. Wellsted would review the final draft before forwarding to our solicitor.

(iii) Play area inspection reports update

The clerk reported that the company, which installed the equipment, had repaired both gates.

(iv) Working Party update

Cllr. Wellsted briefly updated the meeting.

(v) New allotments update

May meeting update.

(vi) St. Chad’s Green; position of bench agreed

Noted.

(vii) King Charles III Coronation update

Social media and posters on the noticeboards have generated very little interest.

(viii) Meadow/driveway issues

Cllr. Herbert updated the meeting. The clerk is waiting for a quote from an electrician the Club has asked to look at the light.

(ix) Lighting on Meadow to Oakley Meadows pathway

The clerk to investigate.

(x) Housing needs survey – Heathcote Park

The Chair said the District Council is aware of this issue; it was agreed that we would keep this matter on the agenda and under review in the coming months.

(xi) Sewage issues on Church Hill and Mallory Road

The clerk to make Severn Trent aware.

(xii) Brownie litter pick.

The clerk informed councillors that the District Council will no longer provide litter pickers or arrange for rubbish to be collected from Parish Council land. She had liaised with the Brownies regarding their litter pick.

**14. Financial Administration**

(i) Draft accounts

The clerk had circulated, prior to the meeting, draft accounts.

(ii) Deed of Easement update

No new update.

(iii) To consider investment advice

May agenda item.

(iv) St. Chad’s Centre trustee update

No new update.

(v) To consider creating wards and increasing the total number of councillors by 3

The Chair proposed we ask the District Council to consider increasing the number of councillors to 3 with separate north and south wards, seconded Cllr. Wellsted and carried unanimously.

(vi) Allotment tenancy agreement update

Cllr. Wellsted and the clerk have reviewed the draft agreement provided by the National Allotments Society. 3 questions have been raised and we are awaiting a response from the National Allotments Society.

(vii) End of year tax form submitted

Noted.

10.10pm The Chair leaves the meeting and Cllr. Carter takes the Chair.

(viii) To consider renewing insurance policy

The clerk explained that our current provider is offering a one year free subscription with Parish On-line worth £162.00. The premium has increased by £70. Cllr. Brewster proposed we renew our policy, seconded Cllr. Herbert and carried unanimously.

10.12pm Cllr. Greene returns to the meeting and takes the Chair.

(ix) Memorial benches

It was agreed that the Parish Council would not consider any more requests for memorial benches until the Country Park is open.

(x) Passing of following accounts for payment

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

 Mrs. C. Hill – salary (April)

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

 Melt Creative Ltd. – website - £90.00

Mrs. C. Hill – reimbursement for mole work - £130.00

 Post Office Ltd – final invoice for garage - £742.26

 Mr. A. Gandy – grass maintenance - £150.00

 WALC – annual subscription - £1130.80

 Npower Commercial Gas Ltd. – Vehicle Activated Sign - £5.89

 BHIB Ltd. – insurance premium - £1179.23

 Post Office Ltd. – emptying of 2 bins - £678.48

**15. To thank retiring councillors**

The Chair thanked Cllrs. Bullen and Herbert for their hard work and commitment to the community.

**16. Date of next meeting**

Thursday, 25th May 2023.

The Chair closed the meeting at 10.35pm.