**DRAFT MINUTES OF THE ANNUAL MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 25TH MAY AT 7.30PM AT ST. CHAD’S CENTRE**

**Present:** Cllrs. M. Greene (Chair), C. Brewster, S. Deely, M. Drew, P. Gillman, P. Guest, K. Hall, K. Wellsted, District Cllr. A. Day (until 9.55pm) and James Webb, Severn Trent (for item 4).

1 resident.

**1. Appointment of Chair**

Cllr. Deely proposed Cllr. Greene be appointed as Chair, seconded Cllr. Wellsted and carried unanimously. Cllr. Greene signed the appointment of office form.

**2. Apologies**

Apologies were received from Cllr. Carter (business commitment), District Cllr. Collins (personal commitment) and County Cllr. Matecki (personal commitment),

**3. Co-option to fill the vacancy on the Parish Council**

The Chair proposed Kathryn Hall be co-opted to the Parish Council, seconded by Cllr. Deely and carried unanimously. Cllr. Hall signed the appointment of office form.

**4. James Webb, Severn Trent, re. planning application to widen sewage pipe in village**

Mr. Webb briefly updated the meeting. He explained that a project manager was working on

this scheme. The project manager would be in touch when the plans had been completed.

There will be a public consultation. The work is scheduled for mid 2024. There are plans in

place in the event of heavy downpours. Cllr. Deely explained that properties had flooded due to the pumping station backing up. By upgrading the pumping station will this

ensure the waste is pumped away faster? The Parish Council was told that a wider pipe

would need to be fitted. Mr. Webb explained that the project manager is looking at the diameter of the pipe. Cllr. Deely asked when the planning application will be submitted. Mr. Webb said at the end of the year and representatives from Severn Trent will attend a meeting. Mr. Webb said if heavy rain is expected then Severn Trent will take measures to alleviate it. Once they receive the data they will act. This parish has been identified as a hot spot and will get priority treatment. Any signs of flooding should be reported to Severn Trent via Whatsapp, Facebook, email or phone. District Cllr. Day emphasised that we need to know the timescales for the improvements to the system. He requested a meeting with the project manager. It was agreed that a councillor would also attend. The clerk to arrange. The Chair asked if monitors had been put in place to monitor levels as was promised at the meeting in November? Mr. Webb said no monitors had been installed. Cllr. Deely asked what actions had been taken since meeting with us in November? It was not apparent that any actions had taken place. Cllr. Deely requested that a tanker be deployed to the pumping station, before the parish floods, to remove waste when heavy rain is forecast.

8.05 Mr. Webb leaves the meeting.

**5. Public Session**

There were no questions from the public.

**6. Appointment of Vice Chair and Financial Officer**

Cllr. Brewster proposed Cllr. Carter be appointed as Vice Chair, seconded by Cllr. Wellsted and carried unanimously. The Chair proposed the clerk be appointed as Financial Officer, seconded by Cllr. Deely and carried unanimously.

**7. Declarations of interest**

Cllr. Deely declared a personal interest in item 18(ii) as a member of his family is a trustee. The Chair declared a pecuniary interest in item 18(ii) as a member of the trust.

**8. Acceptance of the minutes of the previous meeting (April)**

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

The Chair asked the meeting if there were any objections to item 12 being discussed next. This will allow the resident to leave the meeting early if he wishes to. There were no objections.

**12. Recent activity on the Meadow**

The Chair briefly updated the meeting on the events on the Meadow last week-end. He agreed to list the sequence of events to gain an understanding of how to address/prevent these issues occurring in the future. Councillors agreed that there needs to be a process in place to ensure that we can address these issues promptly and effectively. Cllr. Hall agreed to draft a process with the clerk. The District Council were very prompt in asking their contractor to clean up the Meadow. District Cllr. Day was thanked for his involvement.

Councillors agreed that the highest priority is to secure the Meadow. The clerk confirmed that repairs have already taken place on the Meadow by our contractor. She has sought advice from a nearby parish, which has experienced similar issues, and been advised of a company which can help. A quote for a height restrictor was circulated. The clerk informed councillors that we have the smarter, safer parish fund which we can use for this emergency project. The clean-up operation and replacing of the posts has cost the parish approximately £1000. Cllr. Deely asked if we could request that the lock is covered to prevent damage. Cllr. Deely proposed, subject to satisfactory confirmation on the covering of the lock and timescale for installation, that we accept this quote. Seconded by Cllr. Wellsted and carried unanimously. It was emphasised that this should be installed urgently. The Sports and Social Club have had to close and cancel events and The Leopard Pub had to cancel bookings and close on Sunday. Residents have expressed safety concerns.

Councillors asked if we could improve communications to allow the barrier to be open unless there is the possibility of an illegal encampment taking place. Cllr. Hall agreed to arrange a debrief with the Police to see how this could work. The clerk to liaise with the District Council to see if they have a communication mechanism in place. The Chair agreed to liaise with the Sports and Social Club as this will affect deliveries to the Club. Cllr Brewster agreed to set up a Whatsapp group and look at communication within the parish.

It was further agreed that these measures need to be considered in conjunction with the Meadow Car Park project.

9pm the resident leaves the meeting.

**9. County and District Council Matters**

(i) To receive report

The clerk had circulated, prior to the meeting, the report from County Cllr. Matecki. It was noted that the County Councillors Grant Fund has opened. Cllr. Wellsted proposed we apply for funding towards the barrier, seconded Cllr. Drew and carried unanimously. The clerk was asked to complete the application form.

District Cllr. Day briefly updated the meeting and reported that he is on the District Planning Committee.

(ii) Harbury Lane active travel connections update

Cllr. Wellsted attended the meeting and an update has been circulated to councillors. County Council officers have said they are willing to attend the June meeting to provide an update. It was agreed that they should be invited to this meeting. The clerk to action.

(iii) To consider and agree a name for the road to Oakley School

The clerk reported that suggestions had been circulated prior to the meeting. Cllr. Wellsted proposed Rose Aylmer Road which is the title of a poem by Walter Savage whose mother was heiress Elizabeth Savage of Bishop’s Tachbrook. Seconded by Cllr. Guest and carried unanimously. The clerk to respond to the District Council.

**10. Chair Matters**

(i) To receive report

No new report.

9.12pm the clerk leaves the meeting.

(ii) Clerk’s appraisal and salary review

The Chair discussed the appraisal document he had prepared (and circulated prior to the meeting) and this was accepted by all councillors. Cllr. Drew proposed a salary change for the clerk, seconded by Cllr. Deely and carried unanimously. The Chair agreed to write to the clerk with the outcome of the appraisal process.

9.17pm the clerk returns to the meeting.

(iii) To review areas of focus and councillor responsibilities

The following areas of councillor responsibilities were agreed: Cllr. Brewster – Technology, Digital and Communication plus the footbridge project. Cllr. Carter – Traffic and Road Community Safety. Cllr. Deely – Country Park, footpath to Oakley Wood, new school plus assisting on planning. Cllr. Drew – Climate Change plus working party. Cllr. Gillman – management companies plus working party. Cllr. Guest – Meadow car park project. Cllr. Wellsted – planning. Cllr. Hall – communications with the Police. Cllr. Hall said she would like to understand the areas available before committing to additional responsibilities. The Chair to produce a list of focus areas and responsibilities.

**11. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Oakley Grove School update

The clerk had circulated, prior to the meeting, the updated plans provided by the project manager. These plans are currently with County Highways to determine whether they are sufficient for this project. If they are do not meet County Highways approval it is estimated that around £5 million funding will need to be found by the County Council for this project. Councillors agreed unanimously that this funding shortfall should not be deducted from the school budget. It was further agreed that more information is required on the design and whether these plans are the most recent updates. District Cllr. Day said he would like to speak to the portfolio holder. In the absence of Cllr. Carter it was agreed that the Chair would attend this meeting. District Cllr. Day said he would arrange the meeting.

**13. Climate Change Group**

(i) To receive report

No new report.

(ii) Bullen Building solar panels; to consider options following site survey

The clerk had circulated, prior to the meeting, the quote. Cllr. Drew explained this would allow 3 lights and a double power socket with battery storage. Cllr. Drew proposed we accept this quote, seconded Cllr. Wellsted and carried unanimously. The clerk to instruct the company.

(iii) School solar panels update

The clerk explained that the school roof requires a survey as it might not be suitable for solar panels. Cllr. Wellsted said this cost can often be offset against the cost of installing the panels if the roof is deemed suitable. The clerk to pass this information to the PTA.

(iv) Dead trees on new settlements update

Cllr. Drew had produced a report highlighting the dead trees. The clerk was asked to forward the report to the District Council, who will ensure the developer replaces the dead trees.

**14. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster briefly updated the meeting. The post regarding the country park received significant traffic.

(ii) Engaging with new developments

Cllr. Brewster reported that he is investigating how to engage digitally with the new developments. Cllr. Hall said she is happy to work with Cllr. Brewster on this project. Cllr. Brewster said he would update the June meeting on a way forward.

**15. Country Park**

(i) To receive report

Cllr. Deely reported that the transfer of the land is slowly moving forward. The country park is still due to open when the school opens. The southern end of the park will need to be redesigned due to the work Severn Trent are carrying out on the pumping station.

(ii) MOU update

Cllr. Deely to let the clerk know if the plan attached to the MOU is correct. The clerk to then respond to our solicitor.

**16. Amenities Matters**

(i) To note report

The clerk had circulated a report to councillors.

(ii) Car Park on the Meadow update

The clerk reported that the WDC officer assisting us is waiting for a revised tender document from the consultant. Once the document is received it will be sent to the Parish Council and officers in WDC with expertise in procurement and, hopefully, construction for comments. The clerk said she has requested 2 EV chargers are included in the tender document but with capacity for more to be added in the future.

(iii) Magazine; draft articles update

The Chair and Cllr. Wellsted to review the draft.

(iv) Working party update

No new update.

(v) PCC request for use of Village Green on 10th June

The clerk confirmed that a risk assessment has been received. Councillors approved this request to use the green. The clerk was asked to make the Police aware of this event as they may wish to attend to engage with residents.

9.55pm District Cllr. Day leaves the meeting.

**17. Planning Matters**

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

This application was discussed. Councillors agreed to object as the application does not comply with Policy BT11 and Policy BT12 part 1 of the Neighbourhood Development Plan.

The clerk to respond.

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

Councillors agreed to object as this application does not comply with Policy BT11 and Policy 12 part of the Neighbourhood Development Plan. The clerk to respond.

(iii) Planning notice 23/0328 – Oakley Wood Farm Cottage, Banbury Road; granted.

(iv) Planning notice 23/0385 – 24 Miranda Drive; granted.

(v) Planning application 23/0564 – 64 Holt Avenue

Councillors agreed to raise no comments or objections. The clerk to respond to planning

(vi) Planning application 23/0480 – 5 Othello Avenue

It was agreed to raise no comments or objections. The clerk to respond to planning.

(vii) The Grove, Oakley Wood Road

The legal notice is being drafted by the District Council requesting the building is demolished.

(viii) Planning application 23/0648 – Unit 3, Lower Heathcote Square, Vickers Way

Councillors agreed to raise no comments or objections. The clerk to respond to planning.

**18. Financial/Administration**

(i) Bank balances

The following balances were reported:

Current account: £564,652.66

Investment account: £63,708.32

9.55pm The Chair left the meeting and Cllr. Brewster took the Chair. Cllr. Deely also left the meeting.

(ii) To consider our representation on the St. Chad’s Centre Trust

Cllr. Wellsted proposed Susan Watt is reappointed as our representative, seconded Cllr. Drew and carried unanimously. It was noted that we have 2 trustee vacancies.

9.56pm Cllr. Greene returns to the meeting and takes the Chair. Cllr Deely returns to the meeting.

(iii) Allotment Tenancy Agreement

A copy of the draft agreement has been circulated to councillors for comments. The clerk to update the agreement.

(iv) To review standing orders

The clerk reported that there were no legal updates to the orders. Councillors agreed no revisions were required.

(v) To review financial regulations

The clerk reported that there were no legal updates to the regulations. The Chair proposed the regulations are not amended, seconded Cllr. Brewster and carried unanimously.

(vi) To review bank signatories

The Chair proposed Cllrs. Brewster, Carter, Deely and Drew remain as signatories with Cllr. Wellsted being added to replace the 2 councillors who have retired, seconded Cllr. Guest and carried unanimously. The clerk to arrange for the bank mandate to be updated.

(vii) To review asset register

The clerk had circulated, prior to the meeting, a copy of the asset register. Councillors were advised to report any discrepancies to the Clerk. The Clerk said she would be inspecting the street furniture shortly.

(viii) To review standing order payments

Cllr. Brewster proposed we continue with the standing order to Google for the parish Google drive facilities and email accounts (approximately £50 per month dependent on number of accounts) seconded Cllr. Deely and carried unanimously. It was noted that the clerk’s pension is paid by standing order. The calculation is provided to councillors monthly prior to the meeting.

(ix) To consider reappointing councillors to external committees

It was agreed that Cllr. Brewster would represent the Council on committees and at meetings associated with the footbridge, Cllr. Carter would represent the Council at meetings associated with the Harbury Lane active travel scheme plus Oakley School traffic management, Cllr. Deely would represent the Council on the Board of the Country Park and at meetings associated with the footbridge.

(x) To review the general reserves policy

June agenda item.

(xi) To review compliance with existing laws; data protection, human rights, health and safety, equal opportunities, discrimination/disability, employment and PAYE

The clerk confirmed that we are registered with the ICO, risk assessments are carried out and circulated to councillors and the clerk has been given a P60.

(xii) On line banking update

Cllrs. Carter and Deely to progress.

(xiii) To agree meeting dates

The Chair had circulated, prior to the meeting, suggested dates. Cllr. Deely proposed we accept these dates, seconded Cllr. Brewster and carried unanimously. The clerk was asked to reserve Heathcote Primary School for the June meeting with the remaining meetings being held at St. Chad’s Centre in the foyer.

(xiv) Training

Cllrs. Gillman and Guest are registered on the ‘off to a flying start’ course and Cllr. Gillman is also registered on the Code of Conduct training.

(xv) To consider quote for electrical work to the Sports and Social Club driveway

The clerk had circulated, prior to the meeting, a quote received from the Club’s electrician. Cllr. Brewster proposed we accept the quote of £420 for the repairs to the faulty lights, seconded Cllr. Wellsted and carried unanimously. The clerk to inform the Club.

(xvi) 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 (May)

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

 Melt Creative Ltd. – website - £90.00

Mr. D. Herbert – installation of picnic tables - £895.00

Mr. A. Gandy – grass cutting - £450.00

Higgs LLP Solicitors Office Account – legal advice - £2700.00

BT Sports and Social Club – electrical repairs on driveway - £115.00 to be offset against July’s rent payment

WALC – training (Gillman) - £36.00

**19. Date of next meeting**

8th June at 7.30pm at Heathcote Primary School.

The Chair closed the meeting at 10.10pm.