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

**Present:** Cllrs. M. Greene (Chair), C. Brewster, S. Deely, M. Drew, P. Guest (until 9.49pm), K. Wellsted, County Cllr. J. Matecki (until 8.20pm) and District Cllr. M. Collins (until 8.20pm)

1 member of the public.

**1. Apologies**

Cllrs. Carter (business commitment), Gillman (business commitment) and Hall (personal commitment). District Cllr. Day.

**2. Representatives from Severn Trent**

2 representatives were invited but neither was able to attend.

**3. Public session**

A resident asked about the private parking on Millway Drive. County Cllr. Matecki explained that this area was designated as a public highway and should not be private parking. He said this matter was with the County Council’s legal team and they would be writing to residents. Cllr. Deely asked if the adoption documents confirming the designation of this area would be shown to the residents? County Cllr. Matecki confirmed that they would be available for residents to see.

**4. Declarations of interest**

Cllr. Guest declared a pecuniary interest in item 16(viii) as a recipient. The Chair declared a personal interest in item 15(ii) as the applicant is a client of his employer.

**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 the Chair and carried unanimously. The Chair signed the minutes.

**6. County and District Council Matters**

(i) To receive reports

County Cllr. Matecki reported that a public consultation on the fire service would start shortly. A pilot scheme on safe areas around schools is currently taking place. If this is successful it could be extended to other areas. County Cllr. Matecki explained the system the County follows for adopting roads based on a S278 or S38 agreement. A small section of Vickers Way and Garrett Drive has been adopted and there is a S38 agreement in place. He explained that officers are liaising with the developer, who still has responsibility for the remainder of these roads, about additional road markings. A regulation order would need to follow to make the markings enforceable. The clerk asked if enforcement officers would travel to the parish to enforce. County Cllr. Matecki said he believed they would but would confirm.

Cllr. Drew mentioned the road surface on Harbury Lane that needs attention.

Cllr. Deely mentioned a steep drop on the kerb of Harbury Lane. Cllr. Deely to mark a map with the location and send to Cllr. Matecki.

Cllr. Guest asked about the safer route to Oakley School along Harbury Lane. He pointed out that people walk along the verge which is dangerous. Cllr. Matecki said he is hoping that the footpaths closest to the school will be ready when the school opens. The Chair said he is concerned about the footpath from the village to the school which will be through the Country Park. District Cllr. Collins said he doesn’t know if this will be ready for when the school opens; however, it is more likely than not that it won’t be ready in time The Chair asked what happens if it is not ready? Councillors pointed out that Oakley Wood Road is a 50mph unlit road. Is this route a safe route to school? County Cllr. Matecki agreed to liaise with the Safe Route to School Team to find out if this route had been assessed; however, he believed they were likely to sanction the route as safe (citing other examples); the Chair and various councillors expressed their concerns in respect of this matter. Cllr. Deely asked for a copy of the audit report. Cllr. Matecki asked Cllr. Collins if the District Council could prioritise the path? Cllr. Deely explained that the pumping station works should be starting at the earliest in summer 2024 in that area.

District Cllr. Collins reported that he has raised the sewage incident on Mallory Road. It will be cleared up again. Kenilworth pool decision will be decided at full council. Peer review has highlighted that the council needs to improve handling data which he will be involved in.

(ii) Parking areas; Kingsley Road, Commander Close and Millway Drive update

December agenda item.

(iii) Seven Acre Close play area update

December agenda item.

(iv) Path to Oakley Wood

Cllr. Deely reported that he had met District Cllr. Day and a district council officer on-site. He understands the officer is meeting with the Chief Executive and has been promised an update from that meeting.

(v) Footbridge update

No new update.

**7. Chair Matters**

(i) To receive report

No new report.

(ii) To consider funding an exercise to value land for the path to Oakley Wood

The Chair proposed that we ask the District Council to arrange for the land to be valued, seconded Cllr. Wellsted and carried unanimously.

**8. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Oakley School update

The Chair reported that Cllr. Carter has just received confirmation that the roadworks will commence early next year. He is trying to arrange a meeting with the project manager to understand the details.

(iii) Banbury Road junction

County Highways has rejected the proposed junction warning system as being incompatible with County Highway policies & procedures. The four criteria, as stated in the policy are personal injury collisions (PICs) within the past three years, traffic speed, traffic volume and local environmental factors eg; schools, informal crossing points etc.  If the proposed locations do not meet all four criteria, then a new VAS cannot be considered.

(iv) Harbury Lane active travel connections consultations plus OWR/Harbury Lane speed reduction; update

County Cllr. Matecki said he would arrange for the Parish Council to be updated on this project.

8.20pm County Cllr. Matecki and District Cllr. Collins leave the meeting.

(v) Vickers Way improvements; update

See item 8(i).

**9. Country Park**

(i) To receive report

Cllr. Deely explained that, whilst a solution to undertake the park in two phases had been agreed by the board, on the advice of Officers, the Chief Executive has intervened, and this will now be one project due to cost restraints. The Chief Executive has assured the Board that the land transfers are currently being signed and has given a deadline of 30th November for the land to have been transferred.

(ii) To discuss pedestrian access requirements for the opening of the new school

See item 6(i).

**10. School**

(i) To receive report

No new report.

**11. Management Companies**

(i) To receive report

Cllr. Gillman had circulated a report prior to the meeting. He has been appointed as a director of HLM and is looking into the service levels residents should be expecting.

(ii) Tree update

Cllr. Gillman had reported that he is challenging the HLM quote for replacing 30 dead trees on the Oakley Meadows development. He is waiting for a copy of the soil sample from HLM which he will pass to a local nursery who will be able to advise appropriate trees for the site.

**12. Technology and Digital Matters**

(i) To receive report

No new report.

(ii) Increasing community engagement update

Cllr. Brewster reported that he has asked our website provider to look at this. We seem to be getting repeat questions. We can build a page with these questions and answers. Cllr. Wellsted asked if we could have a QR code to direct residents to specific pages. The code can be advertised around the village on noticeboards and posts. Cllrs. Brewster and Wellsted to meet to discuss further.

**13. Climate Change**

(i) To receive report

No new report.

(ii) Solar panels on Bullen Building installed

Cllr. Drew explained that the company had revisited the site to address the issue with the batteries not appearing to charge. He would monitor the situation.

(iii) Recycling Scheme update

Cllr. Hall had provided a report which was circulated prior to the meeting. There is a dedicated page on the website. Bishop’s Tachbrook School will be getting involved and there is a plan to involve Heathcote Primary School. Next drop off is on 25th November.

**14. Amenities Matters**

(i) To note report

The clerk had circulated prior to the meeting a report to councillors. The Sports and Social Club haven’t arranged for the lights to be fixed on the driveway. They have now submitted a revised quote to the clerk. The posts on the Sports and Social Club car park have recently been inspected by our grass contractor. He has reported that some are missing and some are loose. The clerk has informed the Club and asked our maintenance contractor to provide a quote for repairing or replacing the posts. Cllr. Guest said this will be a temporary fix as the wooden posts will rot. Cllr. Deely suggested obtaining a quote for metal replacement posts. Cllr. Guest said he would obtain a quote from the contractors working on the car park. We can then present both quotes to the Club for a decision as they contribute 50% to the costs of maintaining the car park. Councillors agreed that this was an excellent idea. The clerk to inform the Club. Letters plus contracts are being sent to the existing allotment holders. The clerk said she only has an address for one of the 6 non resident allotment holders. If she is unable to obtain contact details she will put the letters and contracts in a waterproof bag on their allotment plots.

(ii) Car park on the Meadow; to appoint a contractor

Cllr. Guest explained that he and our consultant had met with 2 of the companies who had provided the best value for money quotes. The recommendation provided by the consultant had been circulated to councillors prior to this meeting. Cllr. Guest proposed we appoint Haystoun Construction as per our consultant’s recommendation, seconded Cllr. Deely and carried unanimously. They can start work the week in November and hope to be finished by mid January. It was agreed that Cllr. Guest and our consultant would monitor progress and report to Council. Cllr. Guest made councillors aware that if the subbase of the driveway is not of sufficient quality it will need to be replaced. This would incur additional expenditure. The driveway will need closing for 24 hours when the tarmac is laid. The Club and allotment holders have been made aware and we will be liaising with them. Cllr. Deely proposed that Cllr. Guest together with our consultant are authorised to make minor design changes due to a tight timescale, seconded Cllr. Wellsted and carried unanimously. These changes can then be reported to councillors. It was further proposed by the Chair and recommended by our consultant that we sign a JCLI contract with the appointed contractor, seconded Cllr. Deely and carried unanimously. It was further agreed that the Chair and Cllr. Guest would sign the contract.

(iii) Magazine; draft articles update

The Chair reported that he has sent his comments to Cllr. Wellsted.

(iv) Working party update

Cllr. Wellsted briefly updated the meeting on scarifying the wildflower area on the Meadow and strimming around the BMX track. They would be clearing up after the bonfire and clearing the main path from Holt Avenue to the solar park.

(v) Communications with Police

Warwick Central Police have announced that they are going to be visible at Heathcote Primary School for parking issues.

(vi) Oakley Meadows allotment update

Cllrs. Drew, Guest and Wellsted have marked and numbered the plots on Oakley Meadows. The gate has been secured against fly tipping. Emails will be sent to residents on the waiting list shortly offering them a plot.

(vii) Tree work update

Work on the Village Green and Meadow due to take place on 16th and 17th November.

(viii) Fireworks event feedback

Councillors reported that this was a good event. The only issue was parking and this will need to be considered further for future events.

(ix) Annual inspections

The reports have been circulated to councillors. The holes on the Meadow were filled before the fireworks event. There are minor repairs required on the play area and outdoor gym equipment. The BMX track requires the minor holes monitoring.

(x) Mallory Road flooding update

The Chair said the level of support provided after the recent sewage overspill was unacceptable; the most severely affected residents had been left in an unacceptable position. Cllr. Deely said it looks like the improvements to our sewage system has been delayed until summer 2024. The clerk has asked for a meeting with the water company and councillors but has not received a response.

**15. Planning Matters**

(i) Planning notice 23/1294 – 77 Vickers Way; granted

Noted.

9.30pm The Chair leaves the meeting. Cllr. Brewster takes the Chair.

(ii) Planning application 23/1502/LB – Mallory Court Hotel, Harbury Lane

Cllr. Wellsted briefly outlined the application. He said he couldn’t see any conflict with BT10 since the proposal mainly involves removing 1970’s style sanitaryware. This will help to improve an important local business. The Chair proposed we support this application, seconded Cllr. Deely and carried unanimously.

9.32pm Cllr. Greene returns to the meeting and takes the Chair.

(iii) Planning application 23/1408 – 24 Penfold Close

Councillors agreed to raise no comments or objections.

(iv) Planning application 23/1405 – Barn, Middle Farm, Oakley Wood Road

Councillors agreed to raise no comments or objections.

(v) Planning application 23/1417 – 64 Holt Avenue

Cllr. Wellsted explained the history of this application. He proposed requesting a condition asking for any damage to the rear of the property on Parish Council land to be made good to the Council’s satisfaction. Seconded the Chair and carried unanimously.

(vi) Planning notice 23/1036 – Oakley Wood Crematorium; granted

Noted.

(vii) Planning application 23/1365 – 16 Oak Court, Heathcote Park

Councillors agreed to raise no comments or objections.

(viii) Planning notice 23/0507 – Woodland Farm, Banbury Road; granted

Noted.

(ix) Planning application 23/1206 – 18 Shylock Grove

Cllr. Wellsted said he couldn’t identify any negative impact on number 16 but proposed the Council commented by stating that if there is no negative impact on number 16 and the design is in line with the design guidelines then the Parish Council raises no objections, seconded Cllr. Drew and carried unanimously.

**16. Financial/Administration**

(i) Bank balances

The following bank balances were reported:

Current account: £571,982.18

Investment account: £63,957.86

(ii) To consider a discount for Oakley Meadows allotment holders

Cllr. Wellsted proposed a 50% discount on the rent for Oakley Meadows allotment holders in 2024. He explained that the plots required considerable work. Cllr. Guest seconded this proposal. Carried unanimously.

(iii) To consider reviewing the allotment rent for non residents

December agenda item.

(iv) Deed of Easement update

No new update.

(v) Policing and Budget Engagement Session

The clerk had circulated the dates to councillors.

(vi) S137 applications

The clerk had circulated, prior to the meeting, an application from the Rainbows and an application from the Brownies. The Chair proposed we grant £500 to the Rainbows and £500 to the Brownies, seconded Cllr. Wellsted and carried unanimously.

(vii) To note correspondence passed to our insurance company

Noted.

9.49pm Cllr. Guest leaves the meeting.

(viii) Passing of following accounts for payment:

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

 Mrs. C. Hill – salary (November)

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

 Melt Creative Ltd. – website - £90.00

 Mr. A. Gandy – grass cutting - £360.00

 Mr. S. Sidaway – mole removal - £70.00

 Mr. P. Guest – allotment materials - £33.30

 Mrs. C. Hill – key safe/padlocks/chain - £113.96

 Playsafety Ltd – annual inspections - £406.20

**17. Date of next meeting**

14th December 2023 at 7pm.

The Chair closed the meeting at 9.58pm.