**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 14TH DECEMBER 2023 AT 7PM AT ST. CHAD’S CENTRE**

**Present:** Cllrs. M. Greene (Chair), C. Brewster, L. Carter, M. Drew, P. Gillman, P. Guest, K. Wellsted, County Cllr. J. Matecki (until 8pm) and District Cllr. A. Day

2 members of the public.

**1. Apologies**

Cllr. K. Hall (family commitment) and District Cllr. M. Collins.

**2. Public Session**

The members of the public explained that they would like councillors to consider permitting a joint tenancy allotment agreement even though they do not reside at the same address. An email from the residents had been circulated to councillors prior to the meeting. This matter would be considered under item 15(iii).

The 2 members of the public leave the meeting.

**3. Declarations of interest**

Cllr. Gillman declared a personal interest in item 12(ii) and (iii) as a member of the board of the management company. The Chair declared a personal interest in item 14(viii) as a friend of the applicant. Cllr. Brewster declared a personal interest in item 14(viii) as a friend of the applicant. Cllr. Guest declared a personal interest in item 15(iii) as an allotment holder.

**4. Acceptance of the minutes of the previous meeting (November)**

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

**5. County and District Council Matters**

(i) To receive reports

County Cllr. Matecki reported that the County has secured funding for tree planting. The County is encouraging expressions of interest to be made. Parking fees will be increasing by more than 25%; the Chair questioned the rationale of such a change and Cllr. Matecki explained how this was in response to demand and also to make off-street parking more appealing – not simply to raise revenues. Fire and Rescue Consultation is live. The drop kerb on Harbury Lane has been inspected and officers have asked the developer to ensure it is made safe. Councillors said they didn’t believe this work had taken place. Cllr. Matecki said that he would follow up on this.

District Cllr. Day said any residents in social housing who have concerns should contact him. The District Council is promoting a ‘how you move’ app. He said he would send details to the clerk. He updated councillors on the Local Plan. A green belt review has been commissioned. The Chair requested a more detailed discussion on this important topic. District Cllr. Day agreed to arrange this. The District Council has seen a reduction in planning applications resulting in a significant decrease in revenue; he speculated that this may mean an end to the district’s council tax freeze of the previous two years. The installation of post boxes on the new developments is moving forward.

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

Councillors commented on the verges on Kingsley Road. There appears to be cars parking on zig zag lines outside the primary school with their engines running. It was noted how parents driving to the school should be using the Oakley Meadows entrance where there is adequate parking. A note in the magazine and an email to the Police asking if they could monitor the situation. The clerk will also ask the school to include it in their regular newsletter.

(iii) Seven Acre Close play area update

Installation will start on 22nd January. A resident has suggested the excess funding could be spent on benches outside the play area and trees. This suggestion has been passed to the District Council. The District Council will also be inspecting the site to ensure that the developer has carried out the work detailed on the planning conditions before they adopt the site.

(iv) Path to Oakley Wood; to review draft specification

The draft specification prepared by the District Council had been circulated to councillors prior to the meeting. The cost of phase 1 should be around £10,000 which could be funded by community infrastructure levy. The Chair proposed we agree this specification, seconded Cllr. Brewster and carried unanimously. It was further agreed that the Chair would liaise with the officer who drafted the specification to seek advice regarding consultants able to undertake this work.

(v) Footbridge update

No new report.

(vi) Heathcote Primary School; provision for additional cycle racks

The clerk explained that we are awaiting costings from the school. District Cllr. Day said that the District Council might be able to assist with this. The clerk to email the school, copying Cllr. Day.

(vii) Vickers Way improvements; update

County Cllr. Matecki said that the County had written to the developer asking for the junction to be marked up.

(viii) Heathcote Primary School; road safety concerns

County Cllr. Matecki reported that he met with officers and District Cllr. Day at the school to address the concerns raised. Officers looked at the bus stop and the junction on Harbury Lane. They are trying to arrange for the developer to carry out this work.

(ix) To consider street names for The Asps development

Cllr. Drew had circulated, prior to the meeting, a list of street names to be considered. Councillors agreed the following names; Feldon, Popple, Tithe, Hurdle, Quickthorn, Fisher Ferrars, Bagot, Medley and Wagstaffe. The clerk to inform the District Council.

(x) Pedestrian access requirements for the opening of the new school update

County Cllr. Matecki explained that some residents may object to lighting on Oakley Wood Road because it urbanises the road. The project manager for the school is looking at a safe route through the country park for children. The Chair asked if the route would be lit? Cllr. Matecki said he didn’t know. Cllr. Brewster asked if temporary lighting could be installed? The Chair said we must have a safe route to the new school. Cllr. Guest asked if we could have the safe route to school assessment for this site sent to us? Cllr. Matecki to investigate and report to January’s meeting.

(xi) Weedkiller reduction trials

District Cllr. Day said these trials will not be taking place.

**6. Chair Matters**

(i) To receive report

No new report.

**7. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Oakley School update

Cllr. Carter said he is regularly emailing the project manager but is not receiving a response. County Cllr. Matecki asked Cllr. Carter to send him an email and he will follow up on this.

8pm County Cllr. Matecki leaves the meeting.

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

No new update.

(iv) Sign repairs/removal – Oakley Wood Road

The clerk said she has asked for signs to be removed and repaired. Cllr. Carter said this work hasn’t taken place. The clerk was asked to forward the emails to County Cllr. Matecki.

**8. Country Park**

(i) To receive report

No new report.

**9. School**

(i) To receive report

District Cllr. Day suggested a site visit. Councillors agreed that this is an excellent idea. Cllr. Day said he would try to arrange this.

**10. Technology and Digital Matters**

(i) To receive report

No new report.

(ii) Increasing community engagement update

Cllr. Brewster said he had investigated QR codes. The approximate cost is £10 per badge. The clerk said there is funding in the budget. Councillors need to decide how many badges are needed, where they should be located and whether they link to the website or social media. Cllr. Brewster to liaise with Cllr. Wellsted.

**11. Climate Change**

(i) To receive report

Cllr. Drew briefly updated the meeting on the Warwickshire Climate Alliance. They are organising road shows with repair shops.

(ii) Recycling scheme

No new update.

**12. Management Companies**

(i) To receive report

HLM AGM on 10th January.

(ii) Tree update

The management company has issued the works contract for planting trees to replace the trees that died.

(iii) Maintenance of land adjacent to allotments

Cllr. Gillman reported that the land outside 64 Holt Avenue should be levelled shortly. The management company has agreed to maintain this strip of land.

**13. Amenities Matters**

(i) To note report

The clerk had circulated, prior to the meeting, a brief update on the allotments; 10 tenancy agreements have been signed.

(ii) Car Park on the Meadow update

Cllr. Guest reported that the work on the car park is going according to plan. However, the contractor, our consultant and himself inspected the base layer of the driveway. Our consultant confirmed that it requires removing and a new base laid. Details had been circulated to councillors prior to the meeting. The additional cost would be approximately £60,000. The clerk asked if additional quotes should be sought? Cllr. Guest said he believed the quote was justified considering the amount of work involved. Obtaining additional quotes would delay the work and potentially increase the cost as the equipment would be moved offsite. This company is very obliging and have said they will work with the Club to try and limit disruption. Cllr. Carter said that a traffic management plan would need to be put in place. It was also noted that this work needs to be carried out in the winter months ideally in January when the Club, the play area, Meadow, BMX track and allotments will be less busy. The clerk said CIL funding allocated to traffic calming projects could be reallocated to this project as the County Council has rejected our budgeted schemes. January agenda item.

The clerk was asked to liaise with the Club.

(iii) Magazine; draft articles update

January agenda item.

(iv) Working Party update

The clerk asked if the working party would be able to fix the key safe to the St. Chad’s Centre building and fix a new lock to the Meadow allotments fence. Cllr. Gillman said they should be able to do this. There are issues with the flail mower. The clerk said she has asked our grass contractor if he would look at it and advise where the repairs should be undertaken.

(v) Communications with Police

January agenda item.

(vi) Oakley Meadows allotments update

An allotment holder has requested an area for a delivery of wood chips. Cllr. Wellsted asked the clerk to find out why he needs the wood chips.

(v) Communications with Police

January agenda.

(vii) Tree work update

The clerk confirmed that the work on the village green has been completed satisfactorily. She has received a quote for removing the tree stumps of £600. There are limited companies that provide this service. Cllr. Wellsted proposed we accept this quote and arrange for the stumps to be removed as soon as possible, seconded Cllr. Drew and carried unanimously. We have received a further quote of £480 for the cutting back of the trees in the allotments. This work is in the budget. Cllr. Wellsted proposed we accept this quote, seconded Cllr. Gillman and carried unanimously.

(viii) Village Green; request for Carols on the Green

Councillors agreed unanimously to approve this request.

(ix) To consider a request from the Club for tree trunks/trees to secure the car park/Meadow boundary

The clerk was asked to obtain a cost for placing approximately 4 tree trunks along the boundary to stop vehicles driving onto the Meadow.

**14. Planning Matters**

(i) The Asps planning application update

Cllr. Wellsted briefly updated the meeting. He explained that Taylor Wimpey appeared to have a good green plan but Bloors have not. Councillors agreed that this was unacceptable. Cllr. Wellsted was asked to draft a letter. There is no information on the local centre. No allotments although the clerk has been asked to write to the developer asking if they could review this. The local green space officer has also confirmed that a management company will be appointed. District Cllr. Day asked if the clerk could forward this confirmation to him and he will take this matter forward.

(ii) Appeal notice for land at Squab Hall Farm (23/0768)

Noted.

(iii) Planning notice 23/1365 – 16 Oak Court; granted

Noted.

(iv) Planning notice 23/1206 – 18 Shylock Grove; granted

Noted.

(v) Planning notice 23/1408 – 24 Penfold Close; granted

Noted.

(vi) Planning application 23/1557 – 10 Antrobus Gardens

This application was discussed. Councillors agreed to raise comments regarding whether the design conforms to the District Council design policy and whether this application would cause light issues for the neighbouring property.

(vii) Planning notice 23/1405 (variation) – Barn, Middle Barn, Oakley Wood Road; granted.

Noted.

8.55pm Cllr. Greene passed the Chair to Cllr. Carter and left the meeting. Cllr. Brewster left the meeting.

(viii) Planning application 23/1572 – 21 Oakley Wood Road

Cllr. Wellsted briefly updated councillors. It was agreed that the Parish Council would support this application as the design would enhance the village by using wood.

9pm Cllr. Greene returns to the meeting and takes the Chair. Cllr. Brewster returns to the meeting.

(ix) Planning notice 23/1417 – 64 Holt Avenue; granted

Noted.

(x) S211 notice granted for Ash tree on Village Green

The clerk explained that the District Council Tree Officer regarded this tree as dangerous due to the loss of several large branches, including the snapping of the main trunk, close proximity to the highway and a public footpath.

**15. Financial/Administration**

(i) Bank balances

The following bank balances were reported:

Current account: £558,191.71

Investment account: £64,028.48

(ii) To note draft budget and set a deadline for any final requests

The draft budget had been circulated to councillors. The Chair asked if we could request information regarding the tax base figure as it appeared low compared to the development occurring in the parish. A deadline of 8th January was set for councillors to respond to the clerk on the budget.

9.05pm Cllr. Guest leaves the meeting.

(iii) Meadow allotments; to consider special circumstance requests and to consider correspondence

The clerk had circulated, prior to the meeting, requests from 4 allotment holders. Councillors agreed to grant 2 requests under 6.1 for named residents to assist with cultivating the plots. Councillors also agreed to grant to 1 allotment holder under 9.1 for the plot to be offered to a named resident if the tenancy is terminated and the named resident would terminate the plot which they cultivate. The reasoning behind this decision was because both allotment plot holders have contributed financially to the purchase and erecting of a shed and it is a shared facility.

9.07pm Cllr. Guest returns to the meeting.

(iv) Request from PCC for funding towards the churchyard wall

The Clerk had circulated prior to the meeting the correspondence from the PCC. She informed councillors that she understands that there is no legislation that permits Parish Councils to funds repairs to church owned property. The Clerk was asked to respond to the PCC.

(v) To consider and adopt new pay scales for the clerk retrospective to 1st April 2023

Details of the NALC recommended new pay scales had been circulated to councillors. The Chair proposed we adopt these new scales, seconded Cllr. Carter and carried unanimously.

(vi) Passing of following accounts for payment:

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

 Mrs. C. Hill – salary (December)

 Mr. D. Herbert – play area inspections plus maintenance - £725.00

 Melt Creative Ltd. – website - £90.00

 Mr. S. Cox – repairs to driveway lighting - £990.00

 Element Tree Care Ltd. – parish maintenance - £1512.00

 Element Tree Care Ltd. – fell Ash tree on green - £1500.00

 BT Brownies – S137 - £500.00

 BT Rainbows – S137 - £500.00

 Mrs. C. Hill – expenses (Oct-Dec) - £178.17

 Mr. A. Gandy – grass maintenance - £140.00

**16. Date of next meeting**

Thursday, 11th January 2024 at 7.30pm.

The Chair closed the meeting at 9.15pm.