**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 11TH JANUARY 2024 AT 7.30PM AT ST. CHAD’S CENTRE**

**Present:** Cllrs. M. Greene (Chair), C. Brewster, L. Carter, S. Deely, M. Drew, P. Gillman (until 10.14pm), K. Wellsted, District Cllrs. M. Collins (until 10.10pm) and A. Day (until 10.10pm)

6 members of the public

**1. Apologies**

Cllrs. K. Hall (work commitment), P. Guest (personal commitment) and County Cllr. J. Matecki (personal commitment).

**2. Public Session**

A resident updated the meeting on the HLM AGM he had attended recently. He said he was concerned that residents are not receiving value for money. District Cllr. Day asked if it was possible for the Parish Council to take over the maintenance of the development? The Parish Council understands HLM is sub contracted by Oakley Meadows Management Company.

4 residents expressed concern at reports that the allocated parking spaces on Millway Drive would be removed by the County Council. The Chair explained that questions should be directed to County Cllr. J. Matecki. His contact details can be obtained from the clerk or they can attend February’s meeting to address him directly.

Parking on Kingsley Road was brought to councillors’ attention.

5 residents leave the meeting.

**3. Declarations of interest**

Cllr. Gillman declared a pecuniary interest in item 17(vi) as a recipient.

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

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

District Cllr. Collins reported that a full council meeting had taken place to approve purchasing properties on The Asps. Post boxes are being installed on the new developments. There is a review of polling stations. There is no suitable community building on The Asps yet. The District is waiting for Government policies to enable them to get to net zero.

District Cllr. Day reported that he is liaising with officers regarding a community centre in The Asps.

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

Cllr. Collins reported that he had looked at Kingsley Road and understands there are 2 issues; by the green space and by the school. The clerk confirmed that she had written to the school asking if they could ask parents, via their newsletter, to use the Oakley Meadows entrance when driving their children to and from school. She has also asked the Police to patrol Kingsley Road entrance during dropping off and picking up from school times. The

Chair said he has been passed a proposed plan for additional parking in Millway Drive which has been passed to the County Council. He agreed to contact County Cllr. Matecki to see if this could be investigated. It was further agreed that this item should be discussed in February’s meeting when County Cllr. Matecki should be present.

The resident left the meeting.

(iii) Harbury Lane drop kerb update

Cllr. Drew said the drop has been marked with cones. The clerk was asked to seek assurances from County Highways that this meets road safety standards.

(iv) Path to Oakley Wood update

A draft tender document had been circulated to councillors. The Chair expressed concern at the increase in the fee proposal for the consultant. The clerk briefly updated councillors on her call with the officer assisting the parish. It appears that the District Council has resource issues and would like this work to be contracted to a consultant urgently. The Chair said we are still waiting for the costs from County Highways. These costs were requested in October and WCC officers were chased early in January for a response. The clerk was asked to follow up on this. Cllr. Deely mentioned the feasibility of a ‘soft market testing’ approach which the officer may want to advise on before agreeing to go to tender.

(v) Footbridge update

Cllr. Brewster had circulated prior to the meeting a brief update. The planning/modelling stage will be started in March. A map of the proposed paths, which mainly follows existing paths, was circulated.

(vi) Vickers Way improvements update

District Cllr. Day said that County Cllr. Matecki will be able to update February’s meeting.

(vii) Heathcote Primary School; road safety concerns update

County Cllr. Matecki to update February’s meeting.

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

District Cllr. Day said that he believes we need a safe route to school which doesn’t urbanise the area. The Chair said the scheme needs to be a sensitive temporary lighting scheme that ensures parents can safely permit their children to walk to school. If this isn’t installed in time for the opening of the school parents will drive causing traffic issues. Cllr. Carter said he has requested a meeting with the project manager responsible for this.

(ix) The Asps; maintenance of local green spaces update

District Cllr. Day reported that a large area of green space is due to be transferred to the District Council. He is liaising with officers to try and ensure that a management company isn’t appointed. The District Council is trying to get Bloor Homes to improve their environment plan in line with Taylor Wimpey.

**6. Chair Matters**

(i) To receive report

The Chair updated the meeting on the issues regarding the tax base figure. He explained that we have outstanding questions with the District Council and will not be able to agree the budget or set the precept until the next meeting.

(ii) Local plan

Councillors agreed that an informal discussion should take place on 18th January.

(iii) Engaging with new residents

Cllr. Brewster said we could produce a pack for new residents which could be passed to the showrooms. Cllr. Brewster to investigate.

**7. Country Park**

(i) To receive report

District Cllr. Day asked the Parish Council if they would like to manage the allotments in the Country Park. Councillors agreed that they would like to manage them as the Parish Council has the experience of managing allotments and already holds a waiting list for these plots. Cllr. Deely confirmed that no land acquisitions have taken place yet.

**8. School**

(i) To receive report

No new report.

(ii) Site visit

February agenda item.

**9. Technology and Digital Matters**

(i) To receive report

No new report.

(ii) Increasing community engagement update

Cllr. Brewster reported that an Asps Social Media account has been set up.

Cllr. Brewster had circulated, prior to the meeting, QR code designs. Councillors agreed that 10 should be purchased.

**10. Climate Change**

(i) To receive report

Cllr. Drew said he would be going to the Warwickshire Climate Alliance roadshow. Tree planting would be taking place next month.

(ii) Recycling scheme update

The next dropping off date is 20th January.

**11. Management Companies**

(i) To receive report

Replacement trees will be planted shortly on Oakley Meadows. Oakley Meadows Management Company has held its first AGM with HLM in attendance.

(ii) Maintenance of land adjacent to allotments

Soil has been flattened.

**12. Traffic and Road Community Safety**

(i) To receive report

The Chair reported that he is trying to arrange for a representative from County Highways to attend our meeting to explain recent decisions that have been made regarding the Banbury Road and our request for reduced speed limits on Harbury Lane and Oakley Wood Road. The officer has declined to attend. This matter has been passed to County Cllr. Matecki. February agenda item.

(ii) Oakley School update

Cllr. Carter reported that he is trying to arrange a meeting with the project manager to discuss the road works and safe school route.

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

February agenda item.

(iv) Signs repairs/removal – Oakley Wood Road

Cllr. Matecki had agreed to pursue this.

(v) Street light repairs; Oakley Meadows

Cllr. Gillman reported that these repairs are taking place.

**13. Amenities Matters**

(i) To note report

The clerk briefly updated councillors. All plots on Oakley Meadows have been rented. 5 residents are currently on the allotments waiting list. A meeting is being arranged with the Oakley Meadows allotment holders. Requests are being received for sheds and greenhouses. Village green tree stumps being removed shortly. Meadow allotment tree work taking place in March. Awaiting a quote for tree trucks for the Sports and Social Club car park. Jackman Way play area is being inspected by the District Council following complaints.

(ii) Car park on the Meadow update

An update from Cllr. Guest had been circulated prior to the meeting. Cllr. Deely expressed concern about the soft spots in the groundwork. He agreed to liaise with Cllr. Guest. Cllr. Carter agreed to draft a traffic management plan for the driveway works. The clerk to contact the contractor to find out when the driveway works will start. It was noted that residents will need to be made aware of this work.

10.10pm District Cllrs. Collins and Day leave the meeting.

(iii) Magazine; draft articles update

It was agreed that the Chair and Cllr. Wellsted should have a follow up meeting with our legal adviser.

(iv) Working party update

No new update.

(v) Communications with Police

See item 5(ii).

**14. Planning Matters**

(i) The Asps planning application update

See items 5(i) and 5(ix)

(ii) Planning notice 23/1572 – 21 Oakley Wood Road; granted

Noted.

(iii) Planning application 23/1612 – 7 Royal Boulevard

This application was discussed. Cllr. Wellsted confirmed there were no issues with conforming with the neighbourhood plan. He did express concern as to whether the application followed the District Council’s design guidelines. Cllr. Wellsted proposed that we bring the officer’s attention to the design guidelines, seconded Cllr. Deely and carried unanimously.

(iv) Planning notice 23/1557 – 10 Antrobus Gardens; granted.

Noted.

(v) Planning notice 23/0193 – Wyslade Farm, Oakley Wood Road; granted.

Noted.

(vi) Planning notice 23/1502/LB – Mallory Court Hotel, Harbury Lane; granted.

Noted.

**15. To consider 2024/25 budget**

See item 6(i).

**16. To consider response from the District Council in respect of the 2024/25 tax base, and, if possible, agree 2024/25 precept**

See item 6(i).

**17. Financial/administration**

(i) Bank balances

The following bank balances were reported:

Current account: £510,032

Investment account: £64,167

(ii) Deed of Easement update

The Chair reported that our solicitor has asked if we could consider whether the restriction can be certified by “a conveyancer” to prevent any delays in obtaining the consent from us where a deed of covenant has been provided. A conveyancer would be a legal adviser. The Chair proposed we accept this amendment, seconded Cllr. Carter and carried unanimously. The Chair to liaise with our solicitor.

(iii) To consider quote for cycle racks

February agenda item.

(iv) To consider approving additional work on the S&SC driveway (December minutes)

The clerk explained we have budgeted £123,791 including consultant’s fees for this project. Councillors would need to consider reallocating £40,000 from the CIL funding for traffic and road safety. Our consultant has confirmed that this work is necessary. The Chair proposed we reallocate this funding to the Meadow car park project which covers the driveway, seconded Cllr. Wellsted and carried unanimously.

(v) To consider agreeing additional on-site meetings with the consultant on the car park project because of the driveway and surface issues

The clerk reported that Cllr. Guest has asked councillors to consider 2 additional visits at £340 per visit. The Chair said having met with the contractor and consultant on-site he believes these visits are necessary. Cllr. Deely proposed we agree this expenditure, seconded the Chair and carried unanimously.

10.14pm Cllr. Gillman left the meeting.

(vi) Passing of following accounts for payment

Passing of following accounts for payment:

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

 Mrs. C. Hill – salary (January)

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

 Melt Creative Ltd. – website - £90.00

 Mr. G. Hoyle – winding clock - £100.00

 St. Chad’s PCC – churchyard maintenance - £550.00

 Post Office Ltd. – uncontested election fee - £300.00

 Haystoun Construction Ltd. – Meadow car park - £48,129.10

 Mr. P. Gillman – working party expenses - £46.49

**18. Date of next meeting**

Thursday, 8th February 2024 at 7.30pm.

The Chair closed the meeting at 10.16pm.