**DRAFT MINUTES OF AN ORDINARY MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 14TH MARCH 2024 AT 7.30PM AT ST. CHAD’S CENTRE**

**Present:** Cllrs. M. Greene (Chair), C. Brewster (from 7.49 until 9.40pm), L. Carter, M. Drew, K. Hall, P. Gillman, P. Guest, K. Wellsted and District Cllr. M. Collins (until 9.03pm)

1 resident

**1. Apologies**

Cllr. Deely (personal commitment), District Cllr. Day (business commitment) and County Cllr. Matecki (business commitment). Cllr. Brewster will be arriving late.

**2. Public Session**

No questions from the public.

**3. Declarations of interest**

The Chair declared pecuniary interests in items 5(v) and 15(vi) as the company could be a client of his employer. Cllr. Gillman declared a personal interest in item 11 as a director of Oakley Meadow Management Company.

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

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

**5. County and District Council Matters**

(i) To receive reports

District Cllr. Collins reported that the planning officer for The Asps has forwarded to him a response from the developer addressing the Parish Council’s concerns. He said he would forward this correspondence to Cllr. Wellsted. Cllr. Collins said that he understands the Chief Executive will be looking at the land near Vickers Way which hasn’t been developed. The District Council will be putting a toddler swing, noticeboard and bins in the Seven Acre Close play area. The clerk said she had asked the officer if the play area would be included in the District’s Dog Control Orders. Cllr. Collins said he would take this forward.

7.49pm Cllr. Brewster joins the meeting.

The District Council will be reviewing the waste management contracts. Cllr. Drew asked about the provision for a Gypsy and Traveller Camp on Harbury Lane. Cllr. Collins said this was scheduled to happen once the stadium had been built.

The Chair briefly updated the meeting on a report received from County Cllr. Matecki. The Local Cycling and Wheeling Infrastructure Plan had been passed by the Cabinet. The County has a new Multiply Program aimed at adults without Maths GCSE C or above qualification. The Local Welfare Scheme opened on 4th March. This is for eligible residents who are struggling to afford energy and water bills.

(ii) Vickers Way improvements; update

County Cllr. Matecki’s report said that following his site visit in November the road markings on the Garrett Drive/Vickers Way junction have been painted which define traffic priority. Officers have added having double yellow lines painted on the corners of Garrett Drive/Harbury Lane to the Traffic Regulation Orders list. He is trying to get this fast tracked to be completed in 6 months.

(iii) Heathcote Primary School; road safety concerns update

Cllr. Matecki’s report said the developer has been asked to carry out a stage 3 road safety audit along Vickers Way and Garrett Drive at school drop off and pick up times in term time. This is to allow officers to consider painting yellow lines and zigzags at the school entrances.

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

Cllr. Matecki has reported that a temporary footpath through the Country Park can’t be completed because the District Council hasn’t acquired the land. He has asked for the vegetation on the Oakley Wood Road footpath to be cut back to make this path an option to be used until the country park path is complete. This route will also be audited by the Safer Routes to School team shortly. He has contacted Severn Trent regarding the raw sewage overflow and they now have a senior employee looking into this to ensure this matter is resolved before the school opens in September. Cllr. Matecki is also looking at other options like a temporary traffic order to reduce the speed limit or a temporary entrance to the school closer to the village. District Cllr. Collins said he has liaised with officers regarding the Severn Trent work. Severn Trent’s work has been delayed because they need to remove vegetation and birds are nesting in this vegetation. Cllr. Collins said once the safety audit has been received from the County Council the District Council will review the route to school and decide whether additional funding is required.

(v) Additional parking areas; Kingsley Road and Millway Drive update

District Cllr. Collins to investigate ownership of the green on Kingsley Road.

(vi) Path to Oakley Wood update

County Cllr. Matecki has reported that officers have forwarded indicative costs for a crossing to the Parish Council. Officers are looking at electricity supply plus possible contributions from future developments. The Chair updated the meeting on the costs; £250,000 for lights depending on supply issues. Councillors were asked whether we should move this forward by entering an agreement with Fusion21 for them to source a consultant to manage this project. The cost would be a maximum of £50,000. District Council officers have suggested this approach as they believe it could be difficult to source a consultant for this small project which requires a wide area of expertise. The Chair proposed that we move this project forward by registering with Fusion21, seconded Cllr. Carter and carried unanimously. The Chair to contact the District Council officer.

(vii) Footbridge update

No new update. Cllr. Brewster said he would chase for an update for April’s meeting.

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

District Cllr. Collins confirmed that Taylor Wimpey is not appointing a management company. It was agreed that the Clerk would try to arrange a meeting with a contact from Bloor Developments to establish their arrangements.

(ix) Replacement of dead trees on Oakley Meadows verges

The County Council Forestry/S38 team will be surveying Oakley Meadows in the summer with planting to follow later in the year.

(x) Safe route to Oakley School update

See item 5(iv).

(xi) Communities access to facilities at Oakley School

District Cllr. Collins asked the Chair to send him an email and he would investigate.

(xii) Update in respect of funds due for misallocated Parish Precept

District Cllr. Collins said that he would follow up on this and try to ensure that the Parish Council has a figure for this financial year by the end of the month.

**6. Chair Matters**

(i) To receive report

No new report.

(ii) Local Plan update

District Cllr. Collins briefly updated the meeting on progress. Cllr. Wellsted updated councillors on the workshop he attended. He said the workshop was looking at strengths and weaknesses around sites, historic views and footpaths. The general opinion was that infrastructure needs to be in place before the housing is built. Cllr. Wellsted said the criteria being used by the District Council differs from the criteria agreed by councillors. It was agreed that he should review this and update councillors.

(iii) Engaging with newer parts of the Parish – update

The Chair had drafted a letter and chart and forwarded to Cllr. Wellsted and the clerk for comments. He agreed to circulate this to councillors. It was agreed that contact details for community groups should be included. The clerk to liaise with Heathcote Primary School, the Sports and Social Club, Bishop’s Tachbrook Primary School, St. Chad’s Centre for information on community groups.

**7. Country Park**

(i) To receive report

Cllr. Deely had circulated, prior to the meeting, an update. District Cllr. Collins said he was hopeful that some of the land would be transferred to the District Council this week. He reported that a site visit was taking place tomorrow with another landowner to move the transfer of that land forward. The land to the west will be transferred last.

**8. School**

(i) To receive report

No new report.

(ii) Site visit

Cllr. Deely had reported that residents living close to the school have been offered a site visit.

The clerk was asked to find out if councillors and the wider community could be given this opportunity.

**9. Traffic and Road Community Safety**

(i) To receive report

No new report.

(ii) Oakley School update

It was reported that some residents in the parish have received a leaflet about proposed road works. It was agreed that a copy of this leaflet should be shared on social media and in the parish magazine.

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

The Chair briefly updated the meeting on County Cllr. Matecki’s report which followed a meeting he had with the Road Safety officer. It appears that Harbury Lane is very different from the road allowed the scheme in Kenilworth. The officer is willing to meet with councillors to explain further. The officer has asked colleagues and the Police to look at reducing the speed limit to 30mph but no one supports this. Cllr. Matecki has suggested other methods to reduce speed; vehicle activated signs around school drop off and pick up times, road kerb build outs. Cllr. Hall asked for information regarding the process, the assessment criteria and details regarding why Kenilworth is different to Harbury Lane. She also asked for information regarding the officers, including the Police, who have supported the Road Safety Officer in her assessment. It was agreed that the Chair would write to County Cllr. Matecki.

8.54pm the resident leaves the meeting.

(iv) Signage removal; requested

The clerk said she has requested that unnecessary signage be removed.

**10. Climate Change**

(i) To receive report

Cllr. Drew briefly updated councillors.

(ii) Recycling Scheme update

Cllr. Hall said she had cancelled February because of the works to the driveway. The next drop off date would be 23rd March.

(iii) Bullen Building; solar panels update

Cllr. Drew said the scheme still isn’t working. The batteries have been removed to be recharged but there are issues with the installation. The clerk was asked to follow up on this.

**11. Management Companies**

(i) To receive report

Cllr. Gillman briefly updated the meeting on the planting of trees on the management company land. No news on whether he has been successful in securing trees from the HS2 funded scheme. The management company has carried out a site audit. Quotes are being obtained for the green maintenance contract. He will be arranging for 3 bins to be moved to Highways land. The Management Company has informed him that residents will be responsible for maintaining some of the streetlights. Cllr. Gillman said he has referred them to the developer as he understands streetlights will be maintained by the County Council.

**12. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster briefly updated the meeting.

9.03pm District Cllr. Collins leaves the meeting.

(ii) Increasing community engagement update

Cllr. Brewster showed councillors the QR code plaques. It was agreed that they would be displayed in the noticeboards. The clerk would ask if one could be displayed near the co-op.

**13. Amenities Matters**

(i) To note report

The clerk briefly updated councillors; 2 residents on allotments waiting list, trees in allotments have been cut back, some repairs have taken place on play equipment in Jakeman Way play area, lock has been changed on Meadow allotments resulting in 2 complaints. Instructions were posted on social media on how to open the gate and both residents appear to be able to assess the allotments now.

(ii) Car park on the Meadow update

Cllr. Guest briefly updated the meeting. The work is nearly finished. Councillors were asked to consider whether speed bumps were required on the driveway. Cllr. Carter proposed that we fund bolt on speed bumps, seconded Cllr. Guest and carried unanimously. Cllr. Carter said he would investigate the cost and liaise with Cllr. Guest regarding the installation costs. Cllr. Guest reported that we had received a concern regarding the specification for the tarmac and the height of the drain. The contractors and our consultant have confirmed that the specification is correct. It is a higher more durable specification than originally required because of the lorries that deliver to the Club. Ideally the drain height should have been 10mm higher. The contractor has said he can fix this now, but it would mean a patch around the cover, or within 12 months if we experience issues. This was discussed and councillors agreed to leave the height of the drain and if we experience issues to ask the contractor to fix.

A quote of £9,553.30 has been received from National Grid for connecting power to the car park for the EV chargers. Cllr. Guest proposed we accept this quote, seconded Cllr. Carter and carried unanimously. The clerk to respond to National Grid.

(iii) Magazine; draft articles update

The Chair reported that this is currently with our solicitors.

(iv) Working party update

The Working Party planted whips along Oakley Meadows allotments fence. There is an issue with the flail mower. The clerk is trying to arrange for this to be mended.

(v) Communications with Police

The clerk reported that there is a website for reporting speeding. This has been mentioned on social media and will be mentioned in the magazine. She is trying to get a monthly report on where speeding issues are occurring in the parish. She is also trying to get connected to the correct Warwickshire Connected team for the parish.

(vi) Play area; to install a communications board

The Chair asked the clerk to obtain a photo of the board to enable councillors to decide where it could be sited in the Meadow play area.

(vii) To consider permitting Tachfest on the Meadow on 6th July

The Chair proposed we permit this event, seconded Cllr. Drew and carried unanimously.

(viii) Oakley Meadows allotments; requests from meeting

The clerk briefly updated councillors. Cllr. Wellsted proposed the following; greenhouses/polytunnels could be erected on the plots provided they contained no glass. Councillors would need to approve dimensions. Sheds would also be permitted provided dimensions were agreed by councillors. Allotment holders would be responsible for the security/contents insurance for their shed. The area near the gate could be used for temporary storage of bulk deliveries like compost until the fruit trees were planted. Seconded Cllr. Brewster and carried. 2 councillors abstained.

**14. Planning Matters**

(i) The Asps planning application update

The clerk said she has requested that we are notified before conditions are discharged because of concerns expressed around the school.

(ii) Planning application 24/0117 – land south of The Grove, Oakley Wood Road

Cllr. Wellsted briefly updated the meeting. He said there is no statement in the neighbourhood plan for or against the idea of glamping pods. Councillors said they had no objection to the idea of glamping pods but were concerned about road safety issues. The access being on Oakley Wood Road in the 50mph speed limit area of an unlit road near a bend. Concern was also expressed regarding the size of the car park with no allowance for a disabled parking space or visitor spaces. Cllr. Guest proposed we object to this application, seconded Cllr. Hall and carried unanimously. It was agreed that Cllr. Wellsted would draft a response to the application.

(iii) Appear decision: land at Squab Hall Farm; upheld

Noted.

(iv) Planning application 24/0159 – 88 Kingsley Road

Councillors to raise no objections or concerns. The clerk to respond.

(v) Planning notice 23/1612 – 7 Royal Boulevard; granted.

Noted.

**15. Financial/Administration**

(i) Bank balances

The following bank balances were reported:

Current account: £488,090.40

Investment account: £64,309.44

(ii) Deed of Easement approval

The clerk reported that our solicitor has said they are still waiting for the developer’s solicitor to respond to a question on plan 1.

(iii) To consider quotes for cycle racks

The clerk had circulated, prior to the meeting, quotes received from the School. The Chair proposed we accept the quote for £4,500, seconded Cllr. Drew and carried unanimously. The clerk to inform the school and request confirmation that they will be managing the risk assessment and work on site.

(iv) Risk assessment

The clerk informed councillors that the risk assessment was on the drive and had been updated. It would be continually reviewed throughout the year.

(v) To appoint internal auditor

The Chair proposed Accounting Data Services Ltd, seconded Cllr. Carter and carried unanimously.

9.38pm The Chair leaves the meeting and Cllr. Carter takes the Chair.

(vi) To review insurance policy.

The clerk advised councillors that the policy had increased by £150. The company had been informed of the installation of solar panels on the Bullen Building. Cllr. Brewster proposed we accept this quote, seconded Cllr. Wellsted and carried unanimously.

9.39pm Cllr. Greene returns to the meeting and takes the Chair.

(vii) To consider quotes for water troughs in Oakley Meadows allotments

The clerk explained that the water troughs would replace the 2 standpipes which should reduce use and the potential for taps to be left on. The troughs are like the troughs installed in the Meadow allotments. Cllr. Gillman proposed we accept this quote, seconded Cllr. Wellsted and carried unanimously. The clerk to arrange for the troughs to be installed.

(viii) To agree a new bank signatory

The Chair proposed we add Cllr. Gillman to our bank signatories, seconded Cllr. Wellsted and carried unanimously. The clerk to arrange.

9.40pm Cllr. Brewster declared a pecuniary interest and left the meeting.

(ix) Passing of following accounts for payment:

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

Mrs. C. Hill – salary (March)

Mr. D. Herbert – play area inspections - £400.00

Melt Creative Ltd. – website - £90.00

Haystoun Construction Ltd. – car park - £102,553.12

Element Tree Care Ltd. – allotment trees - £480.00

Mrs. C. Hill – expenses (Jan-Mar) - £337.46

Post Office Ltd. – emptying of bin - £32.62

Freedom Nurseries Ltd. – whips for Oakley Meadows allotments - £239.40

Mr. C. Brewster – reimbursement for website renewal plus QR codes - £89.65

Ms. H. Hancox – overpayment for allotment plot - £7.50

**16. Date of next meeting**

Thursday, 11th April 2024.

The Chair closed the meeting at 9.42pm.