

HARBURY PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting Thursday 27 June 2019 Harbury Village Hall

Present:

Cllr S Allen

Cllr T Lockley (Chairman)

Cllr A Mancell

Cllr A Knowles

Cllr A Rutherford

Cllr J Thornley (from 7.50pm)

In Attendance:

Mrs A Biddle, Clerk to the Council

Mrs C Gwillam, Minute Secretary

Public:

Mrs L Ridgley, Harbury News

County Cllr R Stevens

Members of the public: 0

19/100 Apologies: Cllrs S Ekins, C Gibb, P Summers, K Thompson
Cllr Thornley will be late

19/101 Declarations of Interest: None

19/102 Dispensations: None

19/103 Public Participation

Mrs Ridgley was concerned about parking problems in the village putting the public at risk, particularly on pavements and at junctions. The council are aware, the environment working group have discussed it and the county highways are also aware of the problems.

19/104 Minutes:

- 1 It was **RESOLVED** to approve the minutes of the annual parish council meeting held on Thursday 16 May 2019 as a true and complete record of that meeting; they were duly signed.
- 2 It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 16 May 2019 as a true and complete record of that meeting; they were duly signed.
- 3 It was **RESOLVED** to approve the minutes of the extraordinary meeting of the parish council held on Thursday 30 May 2019 as a true and complete record of that meeting; they were duly signed.

19/105 Other Organisations:

1. Harbury Library

Cllr Lockley informed the council that the library had been awarded the Queen's Award for Volunteers in the Queen's Birthday Honours; there will be a formal presentation by the Lord Lieutenant of a crystal bowl which will be displayed. The library is an excellent facility for the village itself

and surrounding parishes and is a credit to the many volunteers who have contributed to this achievement.

2. Harbury School Governors

There had been a meeting with parents re the budgetary challenges over the next three years. Plans are in place to meet the shortfall and minimise effects by raising revenue and cutting costs.

3. Southam College

It seems apparent that the college will be on track for two years of the 3-year budget, but the third year is uncertain at present. The new sports hall is still waiting for planning permission.

4. Twinning Association

Report received and circulated, giving a comprehensive account of the festive weekend with host families and their French friends. Particular mention should be made of Sally Stringer who was presented with the medal of Samois-sur Seine by the mayor, Monsieur Didier Maus, in recognition of her efforts as liaison secretary over many years.

5. Village Hall

Nothing particular to report; grants are still being sought. The roof is giving cause for concern; a £2,000 refurbishment of all visible tiles will take place to start with to see if this alleviates most of the problem and then a decision can be made as to the next step.

6. Harbury Energy Initiative

Nothing to report.

7. SDC/WCC

SDC:

Nothing to report.

WCC:

Cllr Stevens' report was circulated, the main points being:

- General: The new WCC Director of Highways (Mr Scott Tompkins, an American) was taken on a tour of the district. Having spent the last 18 years in Gloucestershire, he is in the process of finalising his department's officer structure and, once finalised, Cllr Stevens will forward a copy to the clerk for information. It is encouraging to know that, once again, county highways will benefit from having an experienced highways engineer in charge.
- HS2: The early works are nearing completion. As the county's cabinet adviser on HS2 matters, Cllr Stevens is working hard to get better and more accurate communications as well as trying to get the other 3 district councils to accept their responsibilities and appoint a dedicated officer. The community forum, held on 12 June, was a lively meeting and attended by county council officers responsible for traffic diversionary routes as well as HS2 and their sub-contractors.

- Public Health: The Government's White Paper on health and social care is eagerly awaited. He pointed out that parish councils can do their bit by encouraging activities for the young and tackling loneliness issues of single and elderly residents.
- Armed Forces Covenant: As Armed Forces week, the flag was hoisted at Shire Hall with various events taking place over the county.
- Grants: There are still small grant opportunities for community benefit. The footpath in the cemetery is presently the subject of a feasibility study.

19/106

Planning:

1 19/01562/LBC

Previously we applied to have flagstone laid in the kitchen, hallway and downstairs toilet. We would now like to extend the installation of the same type of flagstones to the living room. Previously we had specified wooden floorboards to be installed but continuing the flagstones seems a more sensible approach

Western House, Station Road

It was **RESOLVED** to make no representations.

2 19/01590/FUL

Erection of a rear two storey extension and loft conversion with dormer to the rear.

18 The Beeches

It was **RESOLVED** to make no representations.

3 19/01417/FUL

Proposed part single storey part 2 storey extension to dwelling.

27 Deppers Bridge

It was **RESOLVED** to make no representations.

4 DISC/00218/19

Discharge of conditions relating to stone samples for stone face repair and mortar pointing details ref 19/00905/LBC

Harbury Windmill, Mill Lane

It was **RESOLVED** to make no representations, but to note the conservation officer's recommendation on type of stone.

5 APP/J3720/W/19/3228971 – planning ref: 18/03136/FUL

Allington House, 1 Farm Close

It was **RESOLVED** that Cllr Allen would draft a response to the appeal and forward to the clerk for circulation to the council before submission to PINS. This would be done as soon as possible as there is a deadline of 15 July.

6 WCC Minerals Plan 2018 – Policy MCS 10 Consultation

It was **RESOLVED** to make no comments.

7 Harbury (Churchlands) Cutting – Network Rail Scheme

A number of concerns were raised. The clerk will feed these back to Murphy's. It was proposed to set up a small liaison group with Murphy's to discuss these issues. Cllrs Rutherford and Allen volunteered to join this group.

8 Housing Needs Survey – review of draft questionnaire

This was deferred until the next meeting.

19/107

Properties

1 **Playing Fields**

(i) Update on new play equipment

Cllr Allen has compared prices as far as possible. She and the clerk will now arrange to meet the preferred suppliers on site to obtain a formal quote.

(ii) Update on consultation re proposed youth shelter

A quote is to be obtained before consulting on the location.

2 **Cemetery**

(i) Quotes for path resurfacing

Two quotes have been obtained but the clerk has stopped short of obtaining a third pending a decision by WCC Highways as to whether they can fund the re-surfacing. Cllr Stevens reported that WCC will only consider public paths. It was pointed out that the cemetery is a public space in just the same way as the playing field on which WCC installed the perimeter path last year. Cllr Stevens will discuss this further with WCC Highways. It was agreed to wait for WCC's decision before obtaining a third quote.

(ii) Chapel repair works

The clerk would meet with Cllr Ekins to agree the next steps and obtain quotes.

(iii) Approval of additional costs for new tap

Unfortunately, it appears that the wrong type of pipe has been used (Mdpe instead of Barrier), no stop tap was installed and there was no photograph taken of the open trench so that Severn Trent could check the work. The plumber has been informed but has quoted an additional sum to complete the work. There will also be a further cost to Severn Trent to re-inspect.

It was unclear as to whether the plumber had received all the relevant information about the installation. It was **RESOLVED** that Cllr Knowles and the clerk would examine the paperwork and contact the plumber to discuss further.

(iv) Friends of Harbury Cemetery

It was reported that this group is closing owing to a lack of volunteers. It was suggested that maybe ad-hoc working parties might take place, possibly Spring and Autumn. Cllr Lockley expressed the council's grateful thanks to

Cllr Summers and her band of helpers for their contribution over the last few years.

3 Car Park – quotes for car parking cleaning

This matter was still in abeyance as the car park needs cleaning before the white lines can be done. It was agreed to wait and see what comes of the liaison group's discussions with Murphy's who had helped with the white lining previously.

4 Allotments – long term management of vacant allotments

There are a few vacant plots at present which need strimming, and a couple in particular that need rotavating and clearing before they are let again.

It was **RESOLVED** to obtain advice from the grounds maintenance contractor re the renovation of the derelict plots and to arrange for the others to be strimmed.

19/108

Environment

1 Road closure – problems resulting from current road closures

Nothing specific to report.

2 Bus Service: Update on current service

There is a special offer on ticket prices from 20 July for an indefinite period, £5 adults/£4 children/£10 family of 5 return. The clerk would forward the relevant email to councillors as this information had not been received by them.

3 Traffic Issues

(i) Traffic monitoring at Deppers Bridge

Despite best efforts, it has not been possible to secure any funding from WCC. The HS2 window has now passed so there is no point in carrying out a traffic survey at the moment. It was agreed that the clerk would ask the police to carry out speed checks in the next month.

(ii) Wheelie bin sticks

After some discussion on whether to spend another £330 for 500 extra stickers as some residents were missed, it was **RESOLVED** not to proceed.

(iii) WCC options for managing village centre congestion

It was reported that there was going to be a meeting with WCC this coming Monday.

(iv) Parking problems at Binswood End Green

The car in question was still parking on the green, despite Cllr Lockley requesting them not to. The clerk is looking into any byelaw to prevent this, although the greens are already registered village greens and are designated protected open spaces within the NDP. The council had previously asked the clerk to obtain a quote for installing bollards but she was not certain exactly where they should be placed or how many would be required without further input from councillors. It was agreed that this

was an expensive and least desirable option and that perhaps it would be better to try using signage first.

It was **RESOLVED** that (i) 2 'no parking' signs be put on the grass area in question (ii) that the chairman formally write to the resident at fault and (iii) that enquiries be made to remove the road markings for the nearby bus stop or at least make it available for parking in the evenings when buses are not running.

4 Verges, Bush Heath Lane

WCC has given notice that they will be mending the potholes and reinstating the verge opposite Henry's later in July. The issues relating to the verge on Henry's side are ongoing. The 'Welcome to Harbury' sign, removed by developers for safe keeping, is still missing. The clerk will remind WCC about this.

5 HEI – appointment of parish council representation to HEI committee

There is no PC representative at present.

Cllr Thompson was nominated; the clerk would contact him as he was not present at the meeting.

19/109

Finance & General Purposes

1 Monthly financial report & bank reconciliation.

The reports were noted. There were no questions. However, Cllr Mancell asked why the finance reports were always issued so late on the morning of the PC meeting. The clerk explained that it was necessary to wait for the post to ensure any late invoices were included and that it took time to compile all the information.

2 Approval of new bank mandate

It was **RESOLVED** to add Cllr Knowles to the mandate. The application was signed by the clerk and Cllrs Lockley and Mancell. Cllr Knowles had also signed.

3 Consideration of grant application from Banana Moon Nursery for replacement AED cabinet

This cabinet was approved by the ambulance service and was a vital piece of equipment to have in the village.

It was **RESOLVED** to approve this application in the sum of £750 (including installation).

19/110

Sports Club Licence: Review of draft document

The club's solicitor has produced a draft which the clubs are now reviewing before it is shared with the parish council.

19/111

VE Day 2020 – Consideration of village commemoration of 75th Anniversary

This will take place on 8 May 2020. Cllr Thompson had asked the clerk to include it as an agenda item, but as he was not present at the meeting, this would be deferred until the next meeting.

- 19/112 Community Emergency Plan – agreement of arrangements for review**
This required updating; Cllr Rutherford volunteered to take the lead.
- 19/113 Accounts for Payment**
It was **RESOLVED** to approve the accounts for payment as per Appendix B; Cllrs Allen and Mancell authorised payment.
- 19/114 Reports & Questions**
- Cllr Thornley reminded council of the next Councillors’ Corner; this Saturday, together with the pop-up market.
 - Cllr Mancell reported that the speed sign in Mill Street was broken and sited in the wrong place; the clerk would ask WCC to remove it.
 - Cllr Rutherford queried the cameras in the car park. The clerk had contacted the Crime & Safety Officer at SDC who had referred the matter to the police. Cllr Rutherford would follow this up and the clerk would provide him with contact details.
 - Cllr Lockley asked about the possibility of providing public charging points for electric cars. He suggested that the Environment Group discuss this matter with HEI.
- 19/115 Exclusion of Public & Press**
There was no confidential business to discuss.
- 19/116 Date of Next Meeting**
The next ordinary meeting of the parish council will take place on Thursday 25 July 2019 at 7.30pm in the Farley Room, Harbury Village Hall.
- Cllr Lockley tendered his apologies in advance as he would be on holiday; Cllr Thompson would chair the meeting.

The meeting closed at 9.05pm.

Signed Chairman Date.....

APPENDIX A

Planning Applications – Delegated Responses 27 June 2019

- 1 **19/01369/TPO**
T1 yew – crown raise to a height of 3.5 metres above ground level. Removal of epicormic growth from the lower stem. Perform up to a 1.5m overall crown reduction and shaping of tree to improve appearance.
Fairview House, 26 Vicarage Lane
No representation

- 2 **19/00581/FUL**
Re-configure the main entrance, including the provision of additional storage space together with enlarging the entrance steps with the provision of an access ramp with balustrading.
Village Hall, South Parade
No representation

- 3 **19/01300/COUQ**
Conversion of a disused steel framed agricultural barn into a dwelling house and construction of a lean-to garage. Prior approval (use class C3).
Stapenhall Farm, Deppers Bridge
No representation

- 4 **19/01240/FUL**
Proposed side and rear two storey extension and replacement front porch.
15 Ivy Lane
No representation

- 5 **19/02146/FUL**
Change of use from offices to photography studio
Gresham House, High Street
No representation but customers should be encouraged to make use of nearby car parks rather than adding to the village centre congestion by parking on the road.

APPENDIX B Accounts Payable

Accounts for approval 27 June 2019						
Urgent accounts paid since the last meeting and requiring formal approval of the council						
Payee	Payment ref	Net	Vat	Gross		
		-	-	-	-	
Severn Trent Water Ltd (new cem tap)	190511	986.84	197.37	1,184.21		
WCC (traffic feasibility study)	chq 300002	500.00	-	500.00		
BT (phone & broadband)	direct debit	165.78	33.15	198.93		
		1,652.62	230.52	1,883.14		-
Accounts for payment on 27 June 2019						
Payee	Payment ref	Net	Vat	Gross		
Staff costs	190601-60	1,582.06		1,582.06		
E.ON (s/lights electricity)	190605	266.18	53.24	319.42		
T Lockley (APM refreshments)	190606	19.24		19.24		
Edge IT Systems (Office 365 renewal)	190607	464.40	92.88	557.28		
Frank Mann Farmers (mowing playing field)	190608	308.00	61.60	369.60		
Canal Import Ltd (APM wine)	190609	59.83	11.97	71.80		
SDC (bin emptying)	190611	363.55	72.71	436.26		
J & S Wright (new cem tap)	190612	450.00	90.00	540.00		
Kyles (annual report printing)	190613	115.00	23.00	138.00		
Harbury Village Hall	190614	68.00		68.00		
Frank Mann Farmers (grds m'nance)	190615	895.55	179.11	1,074.66		
C E King (play area painting)	chq 300003	257.39	-	257.39		
C E King (play area painting)	chq 300004	422.58	-	422.58		
Adams & Munson (office rent)	s/order	305.00	-	305.00		
	Sub-totals	5,576.78	584.51	6,161.29		-
	TOTALS	7,229.40	815.03	8,044.43		-
		-		-		
		-		-		
N.B.						
190610 cancelled and replaced by cheque no 300003						