

HARBURY PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting Thursday, 23 April 2020 at 7.30pm Remote Meeting

Present

| | | |
|-------------------------|---------------|-----------------|
| Cllr Lockley (chairman) | Cllr Allen | Cllr Gibb |
| Cllr Knowles | Cllr Mancell | Cllr Rutherford |
| Cllr Thompson | Cllr Thornley | Cllr Ekins |
| Cllr Balch | | |

Absent: None

In Attendance

Alison Biddle, Clerk to the Council
Carole Gwillam, Minute Secretary
County Cllr Stevens
District Cllr Harris

Public

Linda Ridgley, Harbury News
2 Members of the public

20/32 Apologies: None

20/33 Declarations of Interest: None

20/34 Dispensations: None

20/35 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on Thursday, 27 February 2020 as a true and complete record of that meeting; they were duly signed.

20/36 Coronavirus Covid-19 Emergency Planning

1 Update & Further Actions

The volunteer network is working well with more volunteers than people in need. Cllr Lockley has been invited to speak to Coventry & Warwickshire Radio about the response in Harbury. Cllr Thornley reported that she had received many thanks for the parish council's help. The village shops and their staff are all working hard and coping well. The PO will re-open next Monday. It was **RESOLVED** to set up an emergency response working party (ERWP) comprising Cllr Lockley, Cllr Thompson, Cllr Balch and Cllr Thornley.

2 Delegated Powers

It was **RESOLVED** to delegate council decisions to the clerk, in consultation with the chairman and vice-chairman, during any period of restricted activity declared by the Government in respect of the Covid-19 virus.

3 Annual Meeting

It was **RESOLVED** to defer the annual meeting of the parish council until 2021 and that current appointments, including the elected role of chairman of the council, should continue in the meantime.

4 Protocol for Remote Meetings

A draft protocol had been circulated to members prior to the meeting. It was **RESOLVED** to adopt the protocol without amendment.

5 Grant Scheme for Community Groups

It was **RESOLVED** to investigate the need to provide some financial support to village community groups which may be struggling as a result of the lockdown. The ERWP will gather information and make a recommendation to the council at the next PC meeting.

20/37 Public Participation

Members of the public had no issues or questions to raise.

20/38 Community Grants

1 Harbury Church – Heat, Light and Stone Project

This application had been on the agenda for the March PC meeting which had been cancelled. Following consultation with councillors, the clerk had made a delegated decision to award £1176 (of the requested £2,500) which was the remaining grants budget for 2019/20, with a view to paying the balance of £1,324 in the new financial year of 2020/21. It was therefore **RESOLVED** to award a further grant of £1,324 towards professional fees. A total of £2,500 has now been granted towards this project.

2 Future Energy Project

Further clarification had been obtained regarding the nature of this project and its funding. It was noted that there is no financial link between Harbury e-Wheels and the project and that e-Wheels is merely a conduit for the grant application to the Rural Communities Energy Fund. It was **RESOLVED** to award a grant of £2,000 towards the cost of consultancy fees for the feasibility study.

20/39 SDC & WCC

SDC:

- SDC has been trying to reach businesses needing support as a result of the lockdown. Approx. 1700 have taken up the funding so far but another 1000 have not yet applied. One of the care homes might go under if they don't take up the loan.
- Most people in the area are complying with the lockdown restrictions.
- The green bin charge has been deferred until next year.
- Cllr Harris is not aware of any shortages of PPE.

- Planning officers are currently working from home and contentious applications will be determined by the head of planning under delegated powers in consultation with members of SDC's planning committees.

WCC:

- The coronavirus has dominated everything over the last month.
- The council now has 200 officers working from home.
- Many council staff are volunteering as drivers to deliver food parcels etc.
- Cllr Stevens receives a regular weekly update on the situation in Warwickshire, number of deaths etc.
- There is a lot of information on WCC's website for people in need.
- Cllr Stevens congratulated the parishes for the way they have looked after their residents at this difficult time.
- HS2 has been given permission to commence the second phase of construction of the railway. They have policies in place to ensure safe working practices.

20/40 Planning

1 20/00913/TREE

T1 - Japanese cherry – Fell; T2 – hawthorn – Fell

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=Q841R8PM0GL00>

Temple Cottage, Temple End

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

2 20/00944/TREE

T2 - leylandii - Reduce height by 6 metres and prune in lateral growth by up to 1.5 metres T3 - western red cedar - Fell and grind stump

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=Q8D83RPMJ9Z00>

Lower Harbury Hall, Bull Ring Farm Road

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

3 Delegated Responses – as per Appendix A

Noted.

4 Housing Needs Survey – Update on age targeted survey

Cllr Allen advised that this is still under consideration.

5 Harbury NDP

It was **RESOLVED** to approve the amendment to the designated area of the Harbury NDP following the recent application by Bishop's Itchington PC to amend their own designated NDP area. The clerk will complete the paperwork and forward it to SDC.

20/41 Environment

1 Street Lighting

(i) Annual Maintenance Contract

It was **RESOLVED** to formally approve the renewal of the maintenance contract for 2020/21.

(ii) Inspection of Steel Columns

It was **RESOLVED** to formally approve the cost and the order for the inspection of the steel columns.

20/42 Properties

1 Playing Fields

(i) CCTV Village Hall /Playing Field Car Park

The village hall committee has agreed to go ahead with a shared CCTV scheme but needs to discuss the cost with the parish council.

(ii) Skate Park Repairs

It was formally **RESOLVED** to approve the quote for the skate park repairs.

(iii) Deppers Bridge Play Area – Car Park Repairs

The clerk asked whether the council would like a more substantial repair involving the laying of hardcore and a small extension of the parking area or if they would prefer to simply reinstate the ground where it had become rutted, and then re-seed as per the original quote. It was agreed to proceed with the work specified in the original quote.

2 Cemetery

(i) Chapel Repair Works

Cllr Ekins reported that the contractor is looking for some suitable roof tiles (Imperial size) to replace those which are broken. The clerk advised that she might know someone who can help. She will forward the details to Cllr Ekins.

(ii) Quotes for Path Re-surfacing

This item was deferred to “Confidential Items” later in the meeting, following the exclusion of the public.

20/43 Finance & General Purposes

1 Bank Reconciliation Reports

The reports for the 1 October 2019 to 31 March 2020 have all been checked by Cllr Mancell and had been circulated prior to the meeting for members to note. There were no questions.

2 **Budget Report**

The final budget report for the year ended 31 March 2020 had been circulated. There were no questions.

3 **Insurance Renewal**

The renewal documents have not yet been received. This item was deferred until the May PC meeting.

4 **New Model Financial Regulations 2019**

A final draft had been circulated prior to the meeting. It was **RESOLVED** to adopt the new financial regulations without amendment.

5 **New Website**

The clerk had asked councillors for their comments on what should be retained from the current site. She was asked to circulate this email again next week. It was **RESOLVED** to run a competition for photos for the new site. Perhaps a prize could be offered. It was agreed to discuss the details of this further by email.

20/44 Accounts for Payment

It was **RESOLVED** to approve the accounts for payment, to include formal approval of the accounts payable on 26 March 2020, as per Appendix B; Cllrs Allen and Lockley to authorise payment.

20/45 Reports & Questions

- Harbury School had been open over the Easter period for some children. Online working has been very successful, and the school is now preparing for when it eventually re-opens. Thanks were recorded to the teachers both at Harbury and Southam for all their hard work.
- Please could the grounds maintenance contractor look again at the recent repairs to the playing field as the reinstated ground appears to be lower than the surrounding field. Please would they also tidy up the top half of the field, where it was flooded, and the bonfire site, as well as the tyre tracks caused during the recent mowing. The clerk will discuss with the contractor but there may be an extra charge incurred.
- Please would the clerk contact Murphy's again with a view to them helping improve the playing field drainage?

20/46 Exclusion of Public & Press

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972 in order to discuss the following matters:

1 **Clerk's Contract**

It was **RESOLVED** to approve revised contracted hours of 21 per week and a fixed point salary at SCP 30 pro rata from 1 August 2020.

2 **Warwickshire Pension Fund Administration Draft Strategy**

It was agreed to make no comment on the draft document.

3 Mobile Coffee Shop – Playing Field Car Park

Someone has enquired about running a mobile coffee shop from the playing field car park to service events on the playing field such as football. Some concerns were raised about taking up parking space, but this could be resolved by using the hard standing area on the field, just beyond the bollards at the end of the car park. Another concern is the impact on local clubs/organisations who provide hot drinks for events to raise funds. It was agreed to ask the applicant to do some research with the sports clubs to find out if there is a need for this service and whether it would have any negative impact on local fund raising efforts. They should be asked to come back to the council with their findings for the council to give the matter further consideration.

4 Cemetery Path

It was **RESOLVED** to approve the quote from Serfis to include re-surfacing of both paths.

20/47 Date of Next Meeting

The next ordinary meeting of the parish council will take place on Thursday, 28 May 2020 at 7.30pm. The venue is yet to be confirmed but it is likely that this will be a remote meeting. Details will be published with the agenda in due course.

The meeting closed at 8.49pm.

Signed Chairman Date.....

APPENDIX A
Planning Applications – Delegated Responses
23 April 2020

- 1 **20/00506/TREE**
T1 – beech- Fell; T2 – beech – clean out the crown and reshape to create a balanced crown following the removal of T1 and T3; T3 – beech - Fell
New Stone House, Temple End
<http://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=Q60702PMGNM00>
No representation

- 2 **20/00502/TREE**
T1 and T2 conifers – Fell
Chesterton House Farm, Mill Street
<http://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=Q60479PMGMQ00>
No representation

- 3 **20/00831/TREE**
G1 – conifers x 16 – Fell
<http://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=Q7E6Z5PMMT800>
Harbury Village Club, Crown Street
No representation

- 4 **20/00598/COUQ**
Change of use of agricultural building to 1 no. 'larger' dwelling house under Class Q, Part 3, Schedule 2 of GDPO. The building is the barn to the furthest north of the site.
<http://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=Q6EQ12PM0IH00>
The Barn, Spiers Barn Farm, Chesterton Road
No representation

- 5 **20/00588/FUL**
Creation of a four-bed dwelling house and vehicular access with allocated parking spaces and integral garage.
<http://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=Q6D8FLPMIFJ00>
39 Farm Street
Object (full statement available on e-planning)

- 6 **20/00439/FUL**
Construction of one dwelling and associated works.
<http://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=Q5OUO7PMMY300>
Land adjacent 41 Farm Street
Object (full statement available on e-planning)

7 **19/02862/FUL (amended)**

Demolition of the disused Old New Inn and the construction of 7 residential dwellings with associated works.

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=PZ44C1PMFNM00>

Old New Inn, Farm Street

Object (full statement available on e-planning)

8 **20/00220/FUL**

Demolition of garage to cottage (Barn 1), new portico to stable block (Barn 2), demolition of porch to Temple House and amendments to street elevation, new front extension to stable block (Barn 4), new link extension between stable block (Barn 4) and outbuilding (Barn 7), and new façade to steel barn (Barn 5).

<http://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=Q4K6RSPMHUG00>

Temple House, Temple End

No representation

APPENDIX B
Accounts Payable

| Accounts for approval 23 April 2020 | | | | |
|---|--------------------|------------------|---------------|------------------|
| Urgent accounts paid since the last meeting and requiring formal approval of the council | | | | |
| Payee | Payment ref | Net | Vat | Gross |
| | | - | - | - |
| All Saints HLS Fund (grant) | 200401 | 1,176.00 | - | 1,176.00 |
| Arrowscape (2018/19 website hosting & m'nance) | 200402 | 756.00 | - | 756.00 |
| King Ramps Ltd (skatepark repairs) | 200403 | 2,780.00 | 556.00 | 3,336.00 |
| | | - | | - |
| | | - | | - |
| | Sub-total | 4,712.00 | 556.00 | 5,268.00 |
| Accounts for payment on 23 April 2020 | | | | |
| Payee | Payment ref | Net | Vat | Gross |
| Staff costs | 200404 to (| 1,618.40 | | 1,618.40 |
| E.ON (s/lights electricity) | 200409 | 266.18 | 53.24 | 319.42 |
| WALC (annual subs) | 200410 | 681.00 | 104.00 | 785.00 |
| SDC (cemetery rates) | 200411 | 596.16 | - | 596.16 |
| Viking (desktop speakers for laptop) | 200412 | 11.46 | 2.29 | 13.75 |
| Arrowscape (2019/20 website hosting & m'nance) | 200413 | 792.00 | | 792.00 |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| Adams & Munson (office rent) | s/order | 378.50 | - | 378.50 |
| Frank Mann Farmers (grds m'nance) | s/order | 953.47 | 190.69 | 1,144.16 |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Sub-totals | 5,297.17 | 350.22 | 5,647.39 |
| | TOTALS | 10,009.17 | 906.22 | 10,915.39 |

| Accounts for approval 26 March 2020 | | | | |
|---|--------------------|-----------------|---------------|-----------------|
| | | | | |
| Urgent accounts paid since the last meeting and requiring formal approval of the council | | | | |
| Payee | Payment ref | Net | Vat | Gross |
| | | - | - | - |
| Harbury Heritage Group (grant) | 200217 | 990.00 | - | 990.00 |
| Harbury Pre-school (grant) | 200218 | 1,464.00 | - | 1,464.00 |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Sub-total | 2,454.00 | - | 2,454.00 |
| Accounts for payment on 26 March 2020 | | | | |
| Payee | Payment ref | Net | Vat | Gross |
| Staff costs | 200301 to 0 | 1,582.10 | | 1,582.10 |
| E.ON (s/lights electricity) | 200305 | 249.01 | 49.80 | 298.81 |
| Pirms (1/4ly play equipment inspection) | 200306 | 91.00 | - | 91.00 |
| Harbury Village Hall (room hire) | 200307 | 63.75 | - | 63.75 |
| WCC (allotments rent) | 200308 | 325.00 | - | 325.00 |
| WALC (training - J Balch planning)) | 200309 | 30.00 | | 30.00 |
| Edge IT Ltd (new cllr email set-up) | 200310 | 30.00 | 6.00 | 36.00 |
| Frank Mann Farmers (D Bridge barrier)) | 200311 | 275.00 | 55.00 | 330.00 |
| A Biddle (expenses) | 200312 | 7.75 | | 7.75 |
| WCC (s/light emergency call out) | 200313 | 89.45 | 17.89 | 107.34 |
| Viking (stationery) | 200314 | 115.47 | 4.23 | 119.70 |
| WALC (training - J Balch e-learning) | 200315 | 20.00 | | 20.00 |
| BT (b/band & phone) | d/debit | 163.25 | 32.65 | 195.90 |
| Adams & Munson (office rent) | s/order | 378.50 | - | 378.50 |
| Frank Mann Farmers (grds m'nance) | s/order | 895.55 | 179.11 | 1,074.66 |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Sub-totals | 4,315.83 | 344.68 | 4,660.51 |
| | TOTALS | 6,769.83 | 344.68 | 7,114.51 |