

**MINUTES OF THE ANNUAL MEETING OF HARBURY PARISH COUNCIL**  
**FOLLOWED BY**  
**AN ORDINARY MEETING**

Held in the Farley Room, Harbury Village Hall, Harbury on Tuesday 24 May 2011

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Present: Cllrs Lockley (Chairman), Thompson, Ekins, Hancock, Knowles,  
Lewis, Mancell, Patrick, Summers & Thornley

In Attendance: Mrs N Thompson (Clerk to the Council), District Cllr R Hamburger,  
Mr R Wright, Mr D Chiles, Dr J Wilkinson, Mrs L Ridgley  
(HarburyNews) and three members of the public

**11/061 APOLOGIES**

The Council accepted apologies from County Councillor Stevens as he was likely to join the meeting later.

**011/062 ELECTION OF CHAIRMAN**

The Chairman invited nominations for the position of Chairman. Cllr Lockley was nominated by Cllr Mancell and seconded by Cllr Hancock. There were no other nominations. **It was resolved:** that Cllr Lockley be elected as Chairman.

**011/063 SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIRMAN**

Cllr Lockley signed the Declaration of Acceptance of Office as Chairman.

**011/064 ELECTION OF VICE-CHAIRMAN**

The Chairman invited nominations for the position of Vice-Chairman. Cllr Thompson was nominated by Cllr Knowles and seconded by Cllr Thornley. There were no other nominations. **It was resolved:** that Cllr Thompson be elected as Vice-Chairman.

**011/065 ADOPTION OF STANDING ORDERS**

The NALC 2010 (Updated 2011) Model for Standing Orders for Parish Councils had been revised and adapted by the Clerk and Cllrs Lockley and Mancell in order to suit the needs of Harbury Parish Council. A copy of this revised version, which also showed the original sections, had been circulated to all members. Following discussion, **it was resolved:** that the Council adopt the Model Standing Orders as presented. The Clerk will do a final copy incorporating the necessary changes and circulate to all members.

**011/066 APPOINTMENT OF MEMBERS TO SERVE ON WORKING PARTIES**

The following appointments were made:

Planning: Cllr Patrick (Chairman), Cllrs Mancell, Thompson, and Knowles

Environment: Cllr Lewis (Chairman), Lockley, Thornley, and Patrick.

Finance & General Purposes: Cllr Mancell (Chairman), Cllrs Lockley and Hancock & Cllr Ekins.

Deppers Bridge: Cllr Ekins

**011/067 APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES**

The following appointments were made:

Village Hall Management Committee: Cllrs Patrick, Thornley and Thompson  
Harbury School: Ann Winchester. It was noted that Mrs Winchester may be coming to the end of her term of office and the Clerk was asked to check this.  
WALC: Members to attend meetings on a rotating basis.

**The agenda now followed that of an Ordinary Meeting.**

**011/068 DECLARATION OF INTEREST ON ITEMS ON THE AGENDA**

The following interests were declared by members:-

Cllr Thornley declared interests in item 6v, Village Hall as she is a member of the Village Hall Management Committee.

Cllr Thompson declared an interest in item 6v, Village Hall as he is a member of the Management Committee.

Cllr Patrick declared an interest in item 6v, Village Hall as she is a member of the Management Committee.

Cllr Lockley declared an interest in item 5, Harbury Library as he is a member of the Steering Group.

Cllr Hancock declared an interest in item 6v, Village Hall as her husband in the Chairman of the fundraising committee.

**011/069 PUBLIC PARTICIPATION:**

**Dr J Wilkinson (Ufton Parish Council) – Provision of Cycleway:** Dr. Wilkinson gave the Council a short update on progress made on the proposed cycleway linking Ufton with Harbury. Ufton Parish Council has been successful in gaining funding for a feasibility study and this has now been completed. The study gave three options for the proposed route of the cycleway of which, the provision of a ¼ mile section at the side of the existing B4452 is considered the best option. The costs given by WCC for providing this are around £94.5K, however this figure could be reduced by linking the scheme with routine maintenance of the road. Ufton Parish Council is currently researching funding options and wished to request that Harbury Parish Council reiterate their support, in principle for the scheme by way of a letter. This was agreed.

**Mr R Wright – Development of Land at Dovehouse Autos Site:** Mr Wright outlined current progress on the possible development of land at the former Dovehouse Autos site, Vicarage Lane. Pre-application advice had been received from Stratford District Council and, following this, a revised version of the plans had been produced; it was noted however that these plans will be subject to change as the project develops. Following SDC advice, parking had now been incorporated within the boundary of the site and this had reduced the number of houses included meaning that, in order to be feasible, the properties will need to be three and/or four bedroomed. It is likely that this is will be private housing although Mr Wright acknowledged that affordable housing would be of greater benefit to the village. It was noted that members had not had adequate notice of the plans in order to comment at the present time but that the Planning W/P will consider them and make comments in due course.

**011/070 MINUTES - 28th April 2011**

**It was resolved** that the minutes of the **Ordinary Meeting** of the Parish Council of 28th April 2011 having been circulated be taken as read and signed as a true record.

### **011/071 HARBURY LIBRARY**

Cllr Lockley outlined progress made since the April meeting. The Business Plan is nearing completion and a representative from the Steering Group will attend a Community Library Forum being hosted by WCC on 3<sup>rd</sup> June. Cllr Lockley has attended a meeting of the PCC, who gave “in principle” support to the plan being formulated subject to a number of issues, mainly legal and financial, being resolved first. The Steering Group will now forward the Business Plan, once it is finished for approval from WCC; following this, further meetings between representatives of the Parish Council and the PCC will be necessary. It was agreed that a copy of the Business Plan will be circulated to members of the Parish Council once it is ready. Cllr Mancell pointed out to members that the Council is being asked to support the running costs of the Wight School not just the library and that it will be necessary to clarify what proportion of these costs are acceptable. It was noted that the Pre-School already pay a proportion of the running costs based on the square footage of their occupancy of the building.

Parish Council Response to the Library Consultation: Cllr Lockley had drafted a response from the Council as a whole to the Libraries consultation and this had been circulated to all members. **It was resolved:** that this draft should be accepted without amendment and that the Clerk should forward this as the PC’s representation.

### **011/072 REPORTS FROM OTHER BODIES**

- i Harbury School Governors (AW) – nothing to report
- ii Public Safety – nothing to report
- iii Southam College (SH)  
Cllr Hancock has recently been part of a group assessing the whole building of the College in order to prioritize future improvement and building work. It is planned that major work on the roof and the windows in the main block will be carried out this summer. A new “House” will be formed in September due to rising student numbers. Cllr Hancock commented that she will be retiring from the Governing body in October following many years as a Governor and it would be ideal if the College were able to co-opt another Harbury representative.
- iv Twinning Association (SH)  
Representatives from Samoia will be arriving on the 2<sup>nd</sup> and 3<sup>rd</sup> June.
- v Village Hall (JP)  
Cllr Thornley reported that new curtains for the Hall have been ordered and a further fundraising event will be held on 18<sup>th</sup> June. A letter had been received from Mr Lawrence on behalf of the Heart of Harbury Games, thanking the Council for grant funding for the event. It is hoped that this event will raise further funds for the Village Hall.
- vi WALC/ NALC – nothing to report.

- vii SDC & WCC Reports
  - SDC:** The Chairman welcomed District Cllr Hamburger to his first Parish Council meeting. Cllr Hamburger is still learning about the role and had nothing further to report.
  - WCC:** It was agreed that this item could be taken later in the agenda after the arrival of Cllr Stevens.
- viii Consultation on Area Committees and Localities
  - It was agreed to defer this item in order to wait for further information from Cllr Stevens.

### **011\073 DEPPERS BRIDGE**

#### **A. Matters Arising – nothing to report.**

#### **B Correspondence - none**

#### **C Members Items**

- i Royal Wedding Picnic
  - It was noted that the picnic held by residents of Deppers Bridge to celebrate the Royal Wedding had been successful and that the play area had been left in good order after the event.

### **011\074 PLANNING**

#### **A Decisions on Planning Applications**

- i Permission Granted with Conditions:
  - Chesterton House Farm, 8 Mill Street:** Proposed erection of agricultural barn
- ii The PC made no Representation on the Following: nothing to report.
- iii The PC Made Representations on the Following:
  - 6 Chapel Street:** COMMENT: The Parish Council would request that the planning officer visit this site in order to see the property and get an idea of the possible impact on neighbours. The PC feels that the proposed extension will restrict light to no. 5 Chapel Street and could detrimentally affect neighbours as it will be a two storey extension which extends beyond the current building line. Other properties in this road have been restricted to the building line when adding extensions.
  - Kingston Grange Farm Landfill, Banbury Road, Lighthorne:** COMMENT: As Harbury already has a composting plant and tip close to the village with lorry movements we would not wish to see further lorries using the B4452 to Bishops Itchington and onto the M40 or making use of the B4452 and Butt Lane on their way to/from the Fosse. Currently, laden lorries are limited to approach the Ufton Landfill site via Southam or the Fosse via the B4452 but unladen there is less restriction on their movements and we do get a considerable number returning via the routes described.
- iv Permission Refused by SDC: nothing to report
- v Applications Withdrawn: nothing to report
- vi Appeals: nothing to report

**B Other Planning Matters****i Hereburgh Way, Bush Heath Lane**

It was noted that a response had been received from Linfoot Homes regarding the footpath from Hereburgh Way to the junction of Manor Road and that this had stated that the footpath was in accordance with WCC guidelines and, as such, the developers did not see the need to extend it further or provide a dropped kerb. The Clerk will contact the Area Surveyor again about this.

**County Cllr Stevens joined the meeting.****ii High Speed Rail Link – Response to Consultation**

It was noted that this item had been deferred from the March meeting and the Council needed to decide if it wished to make a formal response to the HS2 consultation and, if so, what that response should be. It was noted that “Roadshows” on the proposed line will be held in Ladbroke and Southam on the 3<sup>rd</sup> and 4<sup>th</sup> June. Following discussion, **it was resolved:** that the Council should draft a response opposing HS2, five members in favour, 4 against and 1 abstention. Cllr Lewis requested that the details of how Cllrs had voted been recorded in the minutes; it was noted that those councillors voting in favour of the proposal were Cllrs Thompson, Ekins, Hancock, Patrick and Thornley, those voting against were Councillors Knowles, Mancell, Lewis and Summers, Cllr Lockley abstained from the vote. Cllr Patrick will draft the Council’s response in the first instance and circulate to all members.

**C Correspondence – none****D Members Items – none****11/075 REPORTS FROM OTHER BODIES****i Consultation on Area Committees and Localities**

Cllr Stevens explained that the consultation has arisen as a result of the Localism Bill which proposes to abolish the current Area Committees, strengthen the Area Forum structure and potentially share grant funding previously administered by the Area Committees to the Forums. There is also a suggestion that, in some areas, Forums could take on a role similar to Parish Councils where PCs do not exist. Members agreed that local Forums should not in any way replace Parish Councils and that the Clerk should respond to the consultation accordingly. Cllr Stevens said that there was no information at present on what will happen with the Area Committee grants this year but that this should be resolved by July/August.

**011/076 PROPERTIES****A Arising from the Minutes****i BMX Project**

Work to improve the drainage on the track had been carried out and the whole area had been weed sprayed. The Properties W/P had met with a local resident who is a BMX enthusiast and who had suggested ways in which the layout of the track could be improved. Cllr Thornley had also visited a track at Bishops Tachbrook. It was agreed that Cllr Thornley should contact a recommended contractor to discuss how the track layout could be slightly amended.

## ii Playground Reports

The following items were noted:

**Aerial Runway:** The work to replace the access ramp to the runway has now been completed.

**Painting of Equipment:** A quotation for the painting of all equipment at the Harbury play area had been received; this was for £525. **This was resolved.**

**Picnic Table:** The new table is on order and a new position for it has been decided; this is on the near side of the basketball court adjacent to the aerial runway.

**Gratings and Car Park Post:** A new car park post is on order and should be delivered within the next two days. Repairs to the broken gratings in the car park have also been arranged and should be carried out shortly.

**Surfacing – Large Swings:** The Clerk had been given three options from Durasport on the damaged surfacing under the large swings: short term repair involving filling the gaps with wetpour – approx. £500. Durasport would not recommend this however and could give no guarantees that it would not open up again quite quickly. To cut out the damaged section and repair – approximately £850 – again they would not offer a guarantee that this would be a permanent solution to the problem. To cover the existing area with synthetic grass - £2236 – this would be a permanent long term solution. The Clerk had also contacted WCC to see if the Area Committee grants will be available again this year, however no information on this is available at the moment; this is expected in approximately 4 -6 weeks. It was agreed that members felt that a temporary repair costing in excess of £500 did not give adequate value for money and that it may be better to properly research the costs of covering the whole surface with synthetic grass or other substance; the Clerk was requested to carry out this research and report back to the Council.

## v Cemetery Risk Assessment

Cllr Hancock reported that the Properties W/P had visited the Cemetery again to re-assess the situation with the remaining staked memorials. As a result of this visit, the Working Party wished to recommend that the Council seek formal permission for laying the memorials flat as necessary. It was agreed that, as a minimum, the Diocese should be kept informed of any such action taken. The Clerk was instructed to begin compiling the necessary information in order to report to the Diocese and also to gain a quote for the laying down of the affected memorials.

B Correspondence - noneC Members Items

## i Playground Items

Members reported the following items for the Clerk's attention:

**Basketball Court:** It had been commented that one corner of the new hard play surface was slightly lower than the surrounding grass and that this would eventually result in grass penetrating the surface at the corner and breaking it up. It was agreed that this should be leveled if possible.

**Wooden Surrounds to Equipment:** It was reported that some of the wooden surrounds are broken and in need of repair.

**Cover Plates for Alligator Teeth:** These are also broken and do not fix in position properly.

It was reported that the surface in the children's play area is uneven. The Clerk will gain a quotation to improve this as far as is possible.

### **011\077 ENVIRONMENT**

#### A Arising from the Minutes

- i Street Lighting  
Five new LED lights have been installed in Manor Orchard, Heber Drive and Sutcliffe Drive.
- ii Village Improvements – nothing to report.
- iii Traffic Management – nothing to report.
- iv Harbury Energy Group  
The Member of Parliament has agreed to speak at the open event planned to take place at the school on 8<sup>th</sup> October. Around 20-30 homes in the village had agreed to have solar panels fitted to them.

#### B Correspondence -none

#### C Members Items

- i Streetlighting – Hereburgh Way and Manor Rd  
A member of the public had asked if it would be possible to have a new streetlight installed between the new development at Bush Heath Lane and Manor Road. It was agreed however that this would not be possible in this instance.

### **011\078 FINANCE AND GENERAL PURPOSES**

#### A Arising from the Minutes

- i Audit 2011 & Review of Audit  
A copy of the internal audit report had been circulated to all members. The Council considered the findings of the audit and whether the audit itself represented good value for money and gave enough information for members to be adequately informed about the accounts. It was agreed that the current internal audit was sufficient for the Council's needs at the present time.
- ii Parish Office – Revised Lease 2011 – 2014  
A revised three year lease had been circulated to members of F & GP for review and comments. It was proposed that the terms of the lease be accepted with the following amendment added to page 1, section entitled "The Rent": "The rent will be reviewed after one year, for avoidance of doubt by 1<sup>st</sup> July 2012 with increases limited to no more than 5% or RPI, whichever is the lower, for the remaining years, where these increase must be of a cost reflective nature". Following discussion, **it was resolved:** that with the inclusion of this amendment, the lease should be accepted and signed on behalf of the Parish Council.
- iii Grants to Outside Bodies: nothing to report
- iv Parish Plan  
The Parish Plan update questionnaire had now been completed. It was noted that there are two main options for evaluating the results; the Council could request a

report of “raw data” only from SDC and then analyze the results in house; the cost for producing this report from SDC would be £30. The charge for complete analysis and production of a report from SDC on the results would £600; examples of previous reports completed for other Parish Councils had been circulated to members. It was noted that response to the survey had been low and may considered to be unrepresentative of the village and it was questioned whether it would be cost effective to analyze a relatively small number of responses. It was also noted however, that no one within the Council has the necessary experience or time to complete this type of work and that, having conducted the survey, the results should be properly analyzed. The funding for this work will be covered by the grant given by SDC. Following discussion, **it was resolved:** that the Council should accept the quotation of £600 for analysis of the survey results, proposed by Cllr Lockley and seconded by Cllr Mancell, eight in favour and two against.

B Correspondence - none

C Members Items

i Budget Monitoring

Cllr Mancell requested that the system of budget monitoring be re-introduced as this had not been done recently. It was agreed that this item would be included on the agenda for the June meeting.

**011\079 ACCOUNTS FOR PAYMENT Proposed by Cllr Patrick and seconded by Cllr Lewis. Full details available on request from the Clerk.**

**011\080 ANY OTHER BUSINESS – none.**

**011\081 ADDITIONAL ITEMS FOR NEXT AGENDA – none.**

**011\082 DATE OF THE NEXT MEETING**

The next Ordinary Meeting of the Parish Council will take place on Thursday 23rd June at the Village Hall.

The meeting closed at 9.00pm.

Signed.....Date.....