

MINUTES OF
AN ORDINARY MEETING
OF
HARBURY PARISH COUNCIL
MINUTES ARE SUBJECT TO APPROVAL

Held in the Village Hall, Rooms, Harbury on Thursday 25th June 2009 Page 618

Present: Cllrs Lockley (Chairman), Patrick, Mancell, Knowles, Thornley, Hancock, Darlison and Grey

In Attendance: Mrs N Thompson (Clerk to the Council), District Cllr Patrick, District Cllr Mann, County Cllr Stevens, Mrs L Ridgley (Harbury News) and three members of the public.

09/078 APOLOGIES: Parish Cllr Baldwin. Cllr Thompson also sent his apologies for arriving at the meeting late.

09/079 DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

The following interests were declared by members:-

Cllr Thornley declared an interest in item 6v, Village Hall – member of the Management Committee and item 11i, Harbury Heritage Group – member of the group.

Cllr Patrick declared an interest in item 6v, Village Hall, -member of the Village Hall Management Committee and in item 11i, Harbury Twinning Association – member of the Association.

Cllr Hancock declared an interest in item 11i, Harbury Twinning Association – member of the Association.

Cllr Grey declared an interest in item 7i as he is a member of the Deppers Bridge Residents Association.

Cllr Lockley declared an interest in item 11i, Harbury Heritage Group – member of the group.

09/080 PUBLIC PARTICIPATION: Harbury Twinning Association: Mr & Mrs Humphreys and Mr Smith were in attendance as representatives of the Twinning Association and gave a brief representation on the Association's grant application. The village has been twinned with Samoia-sur-Seine for 11 years and the Association has formal links to the Parish Council. In order to help fund the recent, very successful, visit by the French to Harbury, funding had been applied for to the E.U and a comprehensive program of events themed around recycling had been planned in order to satisfy the grant criteria. Despite this however, the application had been unsuccessful. Cllr Mancell queried whether young people were involved in the Association and it was confirmed that there are 10 members under the age of 18 and that the Association hopes to foster greater links with the Primary School in the future. It was noted that this item will be discussed under item 11i Grants to Outside Bodies. The Chairman thanked the members of the Association for their attendance.

Cllr Thompson joined the meeting.

09/081 PRESENTATION BY CAROL ROBERTS, SDC EMPTY HOMES OFFICER

Ms Roberts explained her role which is to help with bringing empty residential properties back into use. Nationally there are approximately 1

million homes defined as being empty with 600-800 within Stratford District. In Harbury, there are currently 13 properties identified by the Council Tax database as being empty and of these 2 have been empty for over 5 years. District Authorities can help facilitate empty properties coming back into use by offering assistance grants for renovations and ultimately by using Compulsory Purchase Orders although the latter has never been used within Stratford District. There was some discussion regarding the former Post Office in Church Street which has been empty for 7+ years. It was explained that, under the current planning moratorium, the building could only be used for its present commercial purpose or be turned into affordable housing.

09/082 MINUTES - 28th May 2009

It was noted that under item 09/063 Appointment of Members to Serve on Working Parties, that Cllr Knowles should be included as a member of the Properties Working Party. Following this amendment, **it was resolved** that the minutes of the **Annual Meeting of the Parish Council** followed by an **Ordinary Meeting** of 28th May 2009 having been circulated be taken as read and signed as a true record.

09/083 REPORTS FROM OTHER BODIES

- i Harbury School Governors (AW) –Cllr Lockley reported that Mrs Jackson’s retirement had been formally announced to parents. Mrs Wilson who currently works part-time in the school office will replace Mrs Jackson as School Secretary from September and the School has also appointed a new part-time Finance Officer.
- ii Public Safety
Members voiced some concerns regarding the access to the field by vehicles after the Carnival as the central post of the barrier system had been removed and was missing for several days. Access to the field had also been possible through a small gap onto the grass from the car park and the clerk has ordered a new bollard in order to prevent this. There had also been a quantity of litter on the field after Saturday evening although this had not been as bad as in some previous years. The clerk explained that the temporary loss of the post had been due to a misunderstanding and that members of the Carnival Committee had carried out an extensive search for it to ensure its recovery. It was also noted that although there had been a PCSO present at the event, in future, villages will be expected to pay for policing of carnivals at standard overtime rates. It was agreed that the Clerk should write to the Carnival Committee expressing concerns regarding access and litter and also to Warwickshire’s Chief Constable regarding the future policing of carnivals and the lack of a full-time designated Sgt for Southam Police Station.
- iii Southam College (SH) – nothing to report.
- iv Twinning Association (SH)
Further to the discussion under Public Participation, Cllr Hancock reported that the recent visit by representatives from Samoia had been extremely successful with a large number of people working very hard behind the scenes in order to make all the events possible.

- v Village Hall (JP)
Cllr Thornley reported that the fundraising committee has had further meetings with Comptons, a professional fundraising firm based in the village.
- vi WALC/ NALC – nothing to report.
- vii SDC & WCC Reports
SDC: District Cllr Patrick reported on the following:
- the Joint Area Committee which dealt with grant application requests has been suspended after one year of working.
 - Cllr Patrick has not received a response as yet to his question regarding the redundancy of the District's Conservation Architect. The clerk confirmed that the PC had similarly also not received a response.
 - There are some issues with collection of additional grass cutting green bins at the garage in Mill Street. Cllr Patrick will look into this further.
 - Two residents who have spent some years on the District housing list waiting for suitable disabled accommodation have now been moved to a bungalow within the village.
- WCC: County Cllr Stevens reported on the following:
- There is currently a re-organisation of Highways, however key members of staff should be retained for local area.
 - WCC has approved 2 extra verge cuts for this season.
 - The County is currently drawing up its road repairs list for 2010; parishes are urged to put in requests for repairs as soon as possible.

09\084 DEPPERS BRIDGE

A. Matters Arising

- i Harbury Station Bridge – nothing to report.

B Correspondence -none

C Members Items – none.

09\085 PLANNING

- i Permission Granted with conditions by SDC:
Harbury Depot, Station Road: Engineering operations to level part of the site within the area covered by 05/03788/LDE for open storage purposes.
The Bungalow, Mill Street: Proposed conversion of garage to dining room and replacement of rooflight with a dormer window to the first floor bedroom.
- ii Area Planning Committee: nothing to report.
- iii Parish Council Made No Representation On The Following:
Western Villa, Deppers Bridge: Conservatory to rear.
Chesterton House Farm, Mill Street: To relay the existing trackway to make safer access for farm vehicles and in the interests of road safety. To dig out, lay a mix of crushed stone and brick and finish with road planings. To create an earthen maize clamp (temporary).
- iv The PC Made Representations on the Following :
Sycamore House, Butt Lane: T1 sycamore: prune back canopy by 2m where overhanging roof and close to TV aerial. Balance canopy by reducing by same extent on 1 Pirie Close side: COMMENT: Although it would appear the work is

not urgent, the PC understands the reasons for wishing to reduce the crown of the tree away from the roof and TV aerial of Sycamore House. There seems to be less need however to “balance” the tree on the other side. The Council would wish to see greater detail on what work is to be done on this side – a reduction of 2m would seem to be ineffective and not needed but a greater reduction would be undesirable. The tree is subject to a TPO and as such surely greater detail needs to be included in the application.

- v Permission Refused by SDC:
Eastfields Farm, Deppers Bridge: Demolition of existing farmhouse and farm outbuildings and construction of a detached house and garage.
- vi Applications Withdrawn: none.
- vii Enforcement notices issued - none
- viii Appeals: none.
- ix Tree Preservation Order: none.

B Other Planning Matters

- i Bush Heath Lane Development
The report on the consultation event held in May had been circulated to all members. It was noted also that further e-mail correspondence had been received from a resident of Manor Road and this had also been circulated. With regard to the HN Survey there was some discussion as to whether this could now be considered out of date as it had been published in August 2004. Cllr Lockley however pointed out that phase one was for 22 houses only which was less than needed to satisfy demand in 2004; it was unlikely that this demand had decreased. Cllr Mancell questioned at what point it had originally been agreed to carry out a new survey; the clerk was requested to check the minutes to verify this. Following further discussion, **it was resolved:** that clerk request further clarification from WRCC and SDC as to the numbers of residents currently on the housing waiting list before deciding whether the HN survey needs to be renewed at this point. It was further agreed that the clerk should give feedback to WRCC and WRHA on the lack of a footpath from the development to link with Bush Heath Lane. This had previously been requested by the Parish Council.
- ii Leycester House Farm, Chesterton Road
Cllr Patrick reported that she had visited the site and spoken at length to the owner regarding the proposed plans. Following this, her recommendation would be that the Council returns a response of “no representation”. **It was resolved:** that this recommendation be accepted.

C Correspondence - none

D Members Items

09/086 PROPERTIES

A Arising from the Minutes

- i BMX Project

Cllr Thornley reported that she had attended a meeting with David Morgan of Stratford CVS and that a grant bid will shortly be submitted to Sport England to include the BMX track, tennis courts renovation and the Harbury School swimming pool. The grant bid will encompass a large number of projects for the Stratford area including a number within villages.

ii Playground Reports

There were no external playground reports this month as these will be next carried out in July. The following items of work were discussed:

- picnic table: the work has been completed but the clerk has asked the contractor to sand down the edges of the table a little more.
- Paving slabs: this work is still outstanding; the contractor hopes to start in the near future but will need to set aside at least 2 clear days in order to complete.

Aerial runway: it is hoped that the work on this will be completed in the near future; the contractor is currently awaiting the delivery of the timber. The contractor will also be able to install the new small bollard for the entrance to the field.

iii Cemetery Risk Assessment

The Properties W/P had visited the Cemetery and carried out an informal review of the staked memorials. The clerk had reported that, although a small number of relatives have organized remedial work to memorials, around 60 remain staked. Following discussion, **it was resolved:** that the clerk will ask for a quotation from the company that carried out the initial inspection for hand testing of the staked memorials given new guidance on testing issued at the beginning of this year. Memorials still considered dangerous may need to be laid down in the future following further consultation.

B Correspondence -none

C Members Items

i Chains to Entrance – Deppers Bridge Play Area

It had been noted that the chains at the entranceway to the Deppers Bridge Play Area are lying on the ground due to the post being loose. It was agreed that the clerk will ask Mr Hall to reinstate the post and ensure the chain is taut.

09\087 ENVIRONMENT

A Arising from the Minutes

i Street Lighting – nothing to report.

ii Traffic Management

The Environment W/P had met earlier in the week with Graham Stanley, Senior Traffic Engineer at WCC. The group had discussed three items of traffic calming measures for the village: pavement bollards in Binswood End, three village “gateways” for Binswood End, Temple End and Butt Lane and a small traffic island for Temple End. Cllr Lockley circulated pictures of alternative gateway ideas to members. It was agreed that the signage showing the village name and twinning details was most acceptable rather than wooden gateway styles. The W/P proposed that it should meet again with Mr Stanley on the 14.7.09 to see the final plans and that there should be a “open morning” display of the plans on the 18.7.09 at the Tom Hauley Coffee morning in order that residents can make any comments. This was agreed.

iii Village Improvements

Cllr Baldwin reported that the Environment W/P had discussed the following issues at their meeting:

- Climate Change: The W/P wanted to implement some initiatives to help tackle climate change in the village and the wider environment but wanted to avoid being seen as “dictating” to residents. The idea of a “Climate Change Forum” on the website was discussed: residents would be able to post ideas, suggestions and comments and there would also be a link to the WCC Climate Change Partnership. The Council, via the quarterly reports, would report back on the forum and any ideas with merit could be taken on by the Council as initiatives for the future. It was agreed that the clerk should make enquiries about getting this idea set up on the website.
- Spring Bulbs: The W/P recommended that the Council purchase a further 500 native species daffodil bulbs for planting in the Autumn. The Clerk had provisionally agreed that the Harbury Scouts would be able to help with planting these. **This was resolved.**

B Correspondence - noneC Members Items

i Highways Matters

The following matters were reported by members:

- the Harbury sign is missing from the Fosse Way (Middle Road) junction and the clerk was requested to report this to Highways.
- There is a leak of some description bubbling up in the road in Mill Street opposite the Water Pumping Station. It was suggested that this could be an underground spring.
- There is a large pothole in Temple End adjacent to the 30mph sign.

09\088 FINANCE AND GENERAL PURPOSESA Arising from the Minutes

i Grants to Outside Bodies:

Harbury Twinning Association: The Association had applied for a grant to help fund some of the costs involved in hosting the recent French visit. Representatives of the group had also previously explained that they wished to do more activities with young people possibly involving the Primary School. It was noted that grants cannot normally be granted retrospectively for activities already carried out although the Twinning Association had originally applied for a grant prior to the recent French visit. The previous application had been rejected due to the possibility of funding from the EU. Following discussion, **it was resolved:** that a grant of £500 be made with the provision that this should be used principally for activities for young people.

Harbury Heritage Group: Cllr Thompson declared an interest in this matter as his wife is the treasurer of the Heritage Group.

Correspondence and a spreadsheet showing the cost of equipment needed to set up the room had been received from the Heritage Group and these had been circulated. It was noted that a previous grant of £500 had been made to the Group via Harbury School as the Heritage Group had not at that time become formally constituted. Following discussion, the clerk was asked to verify with the Head Teacher that this grant is still available for the group to use. **It was resolved;** subject to satisfactory assurances from Harbury School regarding the

status of the previous grant, a further grant for purchase of equipment for £500 should be made.

ii Audit 2009

The Statement of Annual Accounts and Annual Governance Statement had been circulated to all members in advance of the meeting. It was noted that a satisfactory review of the internal audit had been carried out. **It was resolved:** that the Chairman signs the Statement of Accounts and Governance Statement as being a true record of the Council's financial affairs. The clerk will now forward the accounts to the external auditor for the completion of the audit.

iii Power of Well Being

Following on from the training session received by members of the council during April, the clerk has now completed section 7 of the CiLCA portfolio and submitted this to SLCC for marking. Cllr Lockley had drafted a Statement of Community Engagement and this had been circulated to all members for comments and amendments. **It was resolved:** that the Statement of Community Engagement be adopted with amendments by the Council.

iv Quality Parish Status

Cllr Lockley, Mancell and the clerk had met to discuss the updated requirements for re-application for Quality Parish Status. Cllr Lockley explained that the Council meets all the current requirements with the exception of a Training Needs Statement which will need to be drafted. There was also some discussion on how to best meet the section on test 8, "Promoting Local Democracy and Citizenship" and the clerk was asked to seek further guidance on this from WALC.

v Book Exchange

Cllr Lockley had met with the Librarian and Libraries Manager at WCC to discuss the possibility of a "book exchange" at Harbury Library. Residents would be able to drop off old paperbacks and pick up new ones in exchange free of charge in the foyer of the library on the same days that the library is open. The Library service has agreed to be supportive of this idea. Members felt that this was a good idea and Cllr Lockley will check if the Library service has any spare bookshelves that could be used initially and will also check that the Harbury Pre-School has no objections.

B Correspondence - none

C Members Items

i Office Equipment

The clerk requested permission to purchase a new filing cabinet for the office as the two existing ones are full. After a new one has been purchased, one or possibly two of the old ones could be sold secondhand; the cost of a new cabinet would be approximately £190. **This was resolved.**

09/089 ACCOUNTS FOR PAYMENT As per Appendix B. Details are available on request from the clerk.

09/090 ANY OTHER BUSINESS

i Swine 'Flue

Cllr Stevens said that he had sent a number of updates on the current situation with swine 'flue out to parish councils. WCC is considering how best to co-ordinate schools, transport etc if a major outbreak hits the region.

ii Biffa Liaison Meeting

Cllr Thornley reported that there will be a Liaison Meeting on the 9th July; it was agreed that she and Cllr Patrick would attend.

09/091 ADDITIONAL ITEMS FOR NEXT AGENDA - none.

09/092 DATE OF THE NEXT MEETING

The next Ordinary Meeting of the Parish Council will be held on **Thursday 23rd July 2009** at 7.30pm in the Village Hall.

The meeting closed at 10.00pm.

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