

**HARBURY PARISH COUNCIL**

**Minutes of the Ordinary Parish Council Meeting  
Thursday 24 May 2018  
The Farley Room, Harbury Village Hall**

**Present:**

Cllr T Lockley (Chairman)  
Cllr P Summers  
Cllr C Gibb

Cllr A Rutherford  
Cllr C Christou  
Cllr S Ekins

Cllr S Allen  
Cllr K Thompson

**Absent:**

Cllr Mancell; Cllr Thornley

**In Attendance:**

Mrs A Biddle, Clerk to the Council  
Mrs C Gwillam, Minute Secretary  
District Cllr J Harris

**Public:**

Mrs L Ridgley, Harbury News  
Members of the public: 4

**18/080**

**Apologies:**

Cllrs A Mancell and J Thornley  
County Cllr R Stevens

**18/081**

**Declarations of Interest:**

Cllr Ekins declared a personal interest in agenda item 9.2 relating to the circus visit organised by Harbury PTA as his daughter is a member of the PTA.

**18/082**

**Dispensations:** None.

**18/083**

**Public Participation:**

- (i) A Harbury RFC representative spoke on their application for a £2,000 grant. The project was to replace the stairlift, amounting to nearly £8,000 in total. They had raised most of it themselves and this was for the shortfall. Cllr Thompson felt that this application was well put together, minimising disability and making the upstairs more accessible. He felt that the rugby club met the grant criteria and had done all it could to raise as much themselves, and that they should receive the parish council's support; the chair agreed.

It was agreed to bring forward this item which was scheduled for later on the agenda. It was **RESOLVED** that (i) the parish council award a grant of £2,000, and (ii) that a notice be placed near to the lift in recognition of the council's support.

- (ii) The circus visit, planned for Wednesday 18 July (to avoid clashing with the carnival) was a fundraiser for the PTA. A representative was on hand to confirm that all the council's expectations of holding such an event would be adhered to, e.g. risk assessment, insurance, 'sweeping' the field before and after for rubbish, locking up, etc. He

also requested permission to use helium balloons - these were inherited from a past legacy. The chair pointed out that some councils were not in favour of these as they were not environmentally friendly and were easily digested by animals. However, if it could be arranged for them to have weights added, then the council would have no objection.

- (iii) Mrs Ridgley had taken a group of planning officers from SDC on a walk around the village. She reported that SDC was wary of refusing applications they could not win on appeal as SDC would have to pay the costs. She also felt that SDC should request that a masterplan is produced for the land owned by the Price family.

**18/084**      **Minutes:**

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on Thursday 26 April 2018 as a true and complete record of that meeting; duly signed.

**18/085**      **Other Organisations:**

**1. Harbury Library**

The old white signs are to be replaced - at the front and on the wall next to the repainted door, with a double-sided sign for the car park and scout hut.

**2. Harbury School Governors**

None.

**3. Public Safety**

Travellers had broken into the Great Western car park over the weekend. The police had been informed but as this is private land, they had not been able to help.

**4. Southam College**

None.

**5. Twinning Association**

There is a trip to France this weekend.

**6. Village Hall**

None.

**7. Harbury Energy Initiative**

None.

**8. WALC/NALC**

None.

## 9. SDC/WCC

### SDC:

- Cllr Harris reported the change of leadership at SDC: Cllr Tony Jefferson the new leader of the council, and Councillor Kettle, chairman.
- The problems with beggars and drugs in Stratford town centre continue. This will be dealt with on a partnership basis. The PCC has arranged to visit the parish council meeting next month.
- Cllr Harris and Cllr Lockley had met to discuss the traffic management plan for HS2. She has emailed WCC and HS2, expressing concern over potential traffic issues and road closures. She suggested a meeting of all parties concerned as there are too many questions and not enough information

### WCC:

Cllr Stevens was not present but had reported by email that there were no updates.

18/086

### Deppers Bridge

1. Ward Councillor Update  
None.
2. Correspondence received  
None.
3. Members' items  
None.

18/087

### Planning:

- 1 **18/01114/FUL**  
Provide dormer window to front elevation to increase usable living space  
**2 Dickens Road**  
It was **RESOLVED** to make no representation.
- 2 **Harbury Neighbourhood Development Plan**  
The clerk had emailed SDC for an update re progress of the inspector's examination but is still waiting for response. The result is anticipated late May, early June as originally intimated.
- 3 **Harbury Cement Works**  
The clerk reported that Cllr Kettle (SDC ward member for Bishop's Itchington) had recently met the chief medical officer for Warwickshire who is now aware of the issue and the fact that the CCG are delaying matters. It is hoped that the chief medical officer will follow this up with a meeting to discuss further.
- 4 **Gypsies & travellers' Sites Consultation**  
No update.

**5 Delegated Responses**

Noted, as per Appendix A.

**6 Correspondence**

- i Lullington Lodge was now under enforcement. Old Timbers already discussed and voted on at last meeting, with no representations on the issue of the hedge. This response stands.

**7 Members' items**

Cllr Lockley had looked at Henry's, and the big curved brick wall was not on the plans; it should have been much smaller with planting. He had written to the enforcement officer at SDC, asking them to take action, but there had been no reply to date. Normally, there would be a case number, but this was not so and the clerk will investigate this. Hedgerow has no impact, but a wall had. Cllr Harris would look into which planner was responsible for this particular case. Cllr Rutherford pointed out that the enforcement officers seemed very unresponsive. Cllr Harris asked to be copied in to any future emails so that she could monitor progress.

18/088

**Properties**

Updates were reported on the following:

**1 Play areas**

None.

**2 Playing Fields**

Arrangements for circus visit 18 July 2018. Already discussed – please see 18/076 (ii).

**3 Car Park**

Two quotes have been obtained for re-lining the parking bays, each involve different methods/processes. After some discussion, it was resolved to go with the quote for £475.00 which included cleaning and primer. It was unclear whether this included jet washing. It was **RESOLVED** to delegate authority to the clerk to place the order subject to further clarification of the cost and approval by the PC.

**4 Cemetery**

i Friends of Harbury Cemetery: Update

Support was poor, with only 5 or 6 people regularly volunteering, but they were doing a good job. 1<sup>st</sup> Harbury Beavers were due to do some weeding in June for one of their badges. Grateful thanks were expressed to Kevin McMahon for his 'Bug Hotel'.

ii To discuss damage to copper beech at Cemetery Corner

Photographs of the damage had been circulated. It was very unfortunate, but it has happened and there is nothing to be

done nor action to take. It is hoped that no permanent damage will have been done, although it is possible that the tree's life may be shortened. In future, method statements should be requested prior to any works being carried out to prevent this type of damage happening again.

- iii New Cemetery:  
The clerk will write to the land agent in the next few days.

## 5 Allotments

### i **Review of tenancy agreement**

Following Cllr Lockley's proposal to hold a sale of surplus produce in the late summer/early autumn, and a further proposal from residents to hold a regular sale of local produce, consideration needed to be given as to whether the current tenancy agreement allowed tenants to sell their produce. The clerk had researched this and established that this is not illegal so there is no need to amend the tenancy agreement.

Cllr Lockley had investigated the cost of a licence to hold a monthly market in the Shakespeare Inn car park but the cost was prohibitive. However, a licence is not required for an indoor market so it has been agreed that a monthly Saturday morning market will be held in the Shakespeare's conservatory. This will be organised by local residents who hope to raise funds for local organisations. It is also planned to hold a one off market in the village hall for surplus produce in early autumn. This event will be organised by the same group but funded by the PC.

It was **RESOLVED** that:

- there was no need for any amendment to allotment tenancy agreements
- that the village hall be hired one day to encourage 'made in Harbury', requiring a financial commitment from the parish council for the hire fee
- that the clerk include details of the surplus produce event when sending out the rent letters in August
- At the July parish council meeting, to decide on a suitable date in September, book the village hall and arrange payment accordingly

### ii **Best Kept Allotment Competition**

It has been suggested that the prizes are reviewed this year on the basis that there is more work involved in the larger plots. It was **RESOLVED** to award just two prizes – one for the best kept full-size allotment and one for the best kept half plot allotment, £20.00 and £10.00 respectively.

iii **Rent book**

The current rent book, in use since 1967, runs out in September; a replacement would cost approximately £185.00 but would last for 50 years. The alternative would be to use a simple spreadsheet. For historical reasons, it was **RESOLVED** to order a new book.

iv **Maintenance of allotments track hedge**

This was on the agenda as the maintenance was raised by a member of the public at the annual parish meeting. It has, and continues to be, well maintained by Colin Sheasby, the parish council's tree surgeon and, therefore, no further action is required.

**6 Correspondence**

i To consider request for reimbursement for repairs to memorial bench

After some discussion, it was **RESOLVED** that:

- The parish council would not contribute towards the cost of repair as this bench, in an extremely poor state, had to be removed from the green as it was in an unsafe condition.
- The parish council provide a new bench; this time from recycled plastic as it is more durable.
- The clerk obtain a quote.
- Cllr Thompson ask the WI if they might be interested in donating the bench as part of their centenary commemoration.
- That a policy be put in place so that in future benches donated become the property of the parish council so that the council is wholly responsible for their maintenance, repair and eventual disposal.

**7 Members' items**

The telephone box / book exchange in Deppers Bridge is in need of painting and general cleaning. The clerk was asked to obtain a quote from the council's handyman for doing this. Consideration also needs to be given to replacing the books.

**18/089**

**Environment**

Updates were reported on the following:

**1 Street lighting**

The painting of the Windsor columns is now finished. David Wilson Homes should now remove the advertising; it was suggested that the clerk write to them accordingly and emphasising the need to make good any damage incurred as this was originally installed without permission.

## **2 Traffic & transport**

Cllr Steven's circulated email suggested that WCC's plans for traffic lights for Fosse Way/Harbury Lane could well start at the end of the year. There were plans too for a bridge to be built over the Fosse to reconnect the Greenway.

## **3 Condition of roads & greens/verges**

The clerk has written to the builders about the outstanding repairs to The Pound. They have said they will be coming back to do them at the same time as they complete some outstanding works on the building site.

## **4 Bins**

i It was **RESOLVED** to accept the new quotes for the bins from Glasdon - as these bins were key-less and easier to use - and arrange installation as soon as possible (no problem with the bin outside Thwaites but confirmation is still awaited from WCC and the Co-Op about public highway or ownership before this bin can be sited)

## **5 Correspondence**

i Request from Harbury WI to plant oak tree in commemoration of their centenary

The English oak sapling is about 14 inches tall at present, very healthy, with an eventual estimated height of 20-40 metres. After some discussion, it was apparent that this would need careful thought and it was **RESOLVED** to ask Colin Sheasby for his advice as well as information on the whereabouts of the oak sapling provided for the Queen Elizabeth Playing Fields dedication.

## **6 Members' items**

None.

18/090

## **Finance & General Purposes**

### **1 Monthly Financial Report**

Financial report & bank reconciliation noted.

### **2 To consider grant application from Harbury RFC**

Already discussed. See 18/076 (i).

### **3 Review of licence arrangements with sports clubs**

No progress since the last meeting. The clerk reported that she would turn her attentions to this now that most of the end of year finance work had been completed. She had emailed the solicitor to arrange a meeting.

### **4 Correspondence**

None.

### **5 Members' items**

None.

- 18/091**      **Local Produce Market**  
Already discussed. See 18/081 5(i)
- 18/092**      **Parish Council & GDPR**  
GDPR was on-going – the first privacy notice had been sent. Cllr Mancell will be following up the question of dedicated email addresses for members.
- 18/093**      **Assets of Community Value**  
No update; Cllrs Allen and Christou continue to work on this.
- 18/094**      **Centenary Activities**
- 1**    **Women’s Suffrage Centenary Project**  
The digitising of the census had begun, with volunteers already completing 30 pages (180 in total). Hopefully, this would be completed by the end of June. It was unfortunate that the funding application had been rejected. A small grant from the PC may be required.
- 2**    **WW1 Centenary November 2018**  
Plans for the beacon were continuing to progress well. Some funding may be needed for buses to transport people to Chesterton Windmill on the night.
- 18/095**      **Parish Council Survey**  
Only a few responses had been received but the results had been circulated to members and some good points had been raised. It was felt that social media was essential to attract the young. Cllr Lockley went into school every 3 or 4 years, with explanatory details of what the parish council is and does, and it was time for him to go again. The council needs to promote itself.
- A councillor was asked to visit the library on the last Saturday of the month, starting in June, 10.00-11.00am, to raise profile.
  - The clerk would compile a list of councillors’ details and photographs
  - An article be placed in the Harbury Parish News, and Cllr Rutherford would send draft to the clerk so that she could put it on Facebook.
- 18/096**      **Accounts for Payment**  
It was **RESOLVED** to approve the long term agreement for the insurance renewal, thereby securing a preferential rate.
- It was **RESOLVED** to approve the accounts for payment as per Appendix B (Cllrs Thompson and Summers to sign).
- 18/097**      **Reports & Questions**  
None.



**18/098      Exclusion of Public & Press**

**1   Queen’s Award for Volunteering**

It was **RESOLVED** that Cllr Lockley would compile a draft application to nominate a certain village organisation.

**2   Clerk’s salary**

It was **RESOLVED** to implement the national pay award from 1 April 2018.

**18/099      Date of Next Meeting**

The next ordinary meeting of the parish council will take place on Thursday 28 June 2018 at 7.30pm in Harbury Village Hall.

Cllr Lockley tendered his apologies.

**The meeting closed at 9.28pm**

Signed ..... Chairman      Date.....

**APPENDIX A**

**Planning Applications – Delegated Responses  
24 May 2018**

- 1 18/01150/FUL**  
Two storey side extension and loft conversion with rear dormer  
**8 Pineham Avenue**  
No representation

## APPENDIX B

Accounts for approval 24 May 2018				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Cheque no	Net	Vat	Gross
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Sub-total:	-	-	-
Accounts for payment this week				
Payee	Cheque no	Net	Vat	Gross
Staff costs	102557 to	1,574.93		1,574.93
E.ON (s/lights electricity)	102560	335.90		335.90
PIRMS (play area inspection)	102561	91.00		91.00
Harbury Village Hall (room hire)	102562	85.00	-	85.00
Frank Mann Farmers (play field mow & c'dile pla	102564	198.00	39.60	237.60
Mark Harrod Ltd (mini goals	102565	645.00	129.00	774.00
Frank Mann Farmers (mini goals)	102566	150.00	30.00	180.00
Cana Import Ltd (APM wine)	102567	28.71	5.74	34.45
WALC (t/course)	102568	30.00	-	30.00
Environment Agency (new cem pre-planning)	102569	336.00	-	336.00
Rollason Fencing (stand pipe repairs)	102570	240.00		240.00
Kyles Ltd (APM printing)	102571	95.00	19.00	114.00
Harbury Village Show (grant)	102572	186.00		186.00
WALC (t/course)	102573	30.00		30.00
Viking (ink)	102574	31.36	6.27	37.63
SDC (dog bin emptying)	102575	105.75	21.15	126.90
Came & Company (insurance renewal)	102576	1,762.97		1,762.97
Adams & Munson (office rent paid 01.05.18)	s/order	305.00	-	305.00
Frank Mann Farmers (grds m'nance paid 31.05.	s/order	806.92	161.38	968.30
		-	-	-
		-	-	-
	Sub-total:	7,037.54	412.14	7,449.68
	<b>TOTALS</b>	<b>7,037.54</b>	<b>412.14</b>	<b>7,449.68</b>
Transfers				
Payee	Cheque no	Net	Vat	Gross
		-		-
N.B. Cheque no 102563 spoiled				