

HARBURY PARISH COUNCIL

**Minutes of the Ordinary Parish Council Meeting
Thursday 28 June 2018
The Farley Room, Harbury Village Hall**

Present:

Cllr S Allen	Cllr P Summers	Cllr A Rutherford
Cllr C Christou	Cllr K Thompson	Cllr J Thornley
Cllr C Gib		

Absent:

Cllrs C Ekins, T Lockley, A Mancell

In Attendance:

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

Public:

Mrs L Ridgley, Harbury News
Members of the Public: 6

Cllr K Thompson chaired the meeting in the absence of Cllr Lockley

18/100 **Apologies:** Cllr C Ekins, T Lockley, A Mancell

18/101 **Declarations of Interest:** None

18/102 **Dispensations:** None

18/103 **Public Participation:**

(i) Police & Crime Commissioner, Philip Seccombe, discussed current issues affecting Harbury

- He started by informing the meeting that he was in the middle of a 4-year appointment; there were misconceptions about the role as his was one of advice, not operational
- Protecting the public and preventing crime was paramount. Involved in an initiative 'Victims/Survivors First'
- Council tax funding was £100m, equating to 22p increase for a Band D property. £3m of this was put into Warwickshire policing, mainly for extra officers. Plans were to increase by 50, but this meant an increase now of 100. Also, PCSOs were protected, where some counties have seen them disappear completely.
- New policing model sees more officers on duty at peak times. 10 for roads, for example. 2 new teams for missing persons and 2 prisoner handling. Introduction of a Code that people sign up to will hopefully make a difference. It is anticipated that £11m savings will be made.
- The management of gypsies and travellers continues to be a problem; there is a stop over in the north, another one here in the south, but new powers can now get them banned from the county for 3 months or go to authorised encampment.
- Community SpeedWatch very worthwhile and proven to be effective. Grants are available. There are a lot of victims, youth crime, schools,

cyber and sexual crimes – Community Safety Partnership is hoping to make a difference. In Stratford-upon-Avon, Stratford Link is tackling the homeless. Rural crime is on the increase; trying to educate farmers and landowners to help themselves. Rural crime advisors are on hand helping, CCTV, etc.

Questions answered:

- Mr Seccombe felt that the formula for council tax was unfair on Warwickshire, and he had lobbied the Home Office to try and get this changed.
- Fosse Way was notorious for accidents, although it was hoped that this would improve shortly with the introduction of traffic lights. Educating drivers was the key; £1.2m had been generated from the speed awareness courses and this was going to be put to good use.
- Drinking is not always the problem, but smoking marijuana. Drugs are more problematical than alcohol, and dealers are getting younger
- There is no police presence after dark; Safer Neighbourhood is not operational at night - this could make a difference to night crime.

- (ii) Cllr Adam Dugmore, Chairman of Bishops Itchington PC spoke against the planning application 18/01547/VARY Energy Reservoirs, Walworth Farm. He pointed out that there were many things wrong with this variation including the number of units on site, the soft landscaping being incorrect, air-conditioning on side, as well as the construction parking and the noise impact assessment.
- (iii) A resident asked how the parish council would deal with planning applications which arose during the August recess. He had particular concerns about the Spitfire Homes application for land off Vicarage Lane. The clerk reassured him that there were a number of ways applications could be dealt with. A decision will be made at the time an application is received on the best way forward depending on the current circumstances.
- (iv) Other points raised:
 - (a) A resident had complained about the light being out by the bus stop at Binswood End Green; this had already been reported and will be attended to in due course.
 - (b) Parking on pavements is getting worse, particularly in the centre, and is an unnecessary obstruction; it is a police matter.
 - (c) The variation to the planning application for 8 Dovehouse Lane is inappropriate; Harbury Society had submitted their objection and requested that the council give careful consideration to this.
 - (d) Harbury Society was supporting Western House and its application to reinstate the loft accommodation.
- (v) The Bishop's Itchington cemetery manager, also expressed her concern about the planning application 18/01547/VARY Energy Reservoirs, Walworth Farm. She pointed out that the complex was bigger than anticipated and that the gravedigger would have problems as he used the side access in question. The noise was also unacceptable during a funeral as well as for those visiting and grieving afterwards.

18/104

Minutes:

It was **RESOLVED** to (i) approve the minutes of the annual parish council meeting held on Thursday 24 May 2018 and (ii) approve the minutes of the ordinary parish council meeting held on Thursday 24 May 2018 as true and complete records of those meetings; duly signed.

18/105

Other Organisations:

1. Harbury Library

None.

2. Harbury School Governors

None.

3. Public Safety

None.

4. Southam College

None.

5. Twinning Association

Cllr Thornley reported that this was now in its 20th year; they had received a very warm welcome on their visit to France over the May bank holiday weekend and the visit to the Somme was particularly poignant. A report on the visit would be sent to the clerk. The next fundraiser was a Caribbean Night.

6. Village Hall

All going well at present; the beer festival takes place shortly and this is always a good event.

7. Harbury Energy Initiative

None, apart from investigations into a battery storage system for the village hall.

8. WALC/NALC

None.

9. SDC/WCC

SDC: Cllr Harris had nothing to report at present.

WCC: Cllr Stevens had circulated his report; the main points being:

- Elections took place at the beginning of May and various AGMs around the districts and parishes for appointments to key posts.
- The long-awaited Kenilworth Railway Station opened
- HS2 continue to alienate local landowners, confusion exists liaising accurately and the work on the trial pit near Wormleighton starts shortly - an increase in lorry traffic along the A423 was expected.
- Some localised flash flooding but Warwickshire had no major incidents as a result of the unpredictable recent weather. Potholes are slowly being repaired. Apart from speeding, the roads are as safe as can be.
- The fire service started its Home Office inspection, lasting until July.
- A new children's centre supported by WCC children's service (although not financially) is being established by Southam Town Council in the Grange Hall.

- Southam College is, again, fully subscribed with a PAN of 270, with some appeals outstanding from outside the catchment area.
The cabinet discussed at some length the supply of school places throughout Warwickshire as a result of the increase in housing numbers. Unfortunately, it appears that the system cannot be bypassed, so pushing for works in Harbury Primary School cannot be accelerated.
- The community grant scheme for 2018/2019 was launched last week, with £6,000 available for small community organisations in Feldon. Bids close at the end of August.
- There is also a delegated highway “pot” for which projects are requested ASAP to get completed this financial year.

18/106

Deppers Bridge

1. Ward Councillor Update: None.
2. Correspondence received
 - (i) Request for improved traffic calming
Discussion took place on what could be done to stop vehicles speeding. Chicanes were often damaged, speed bumps ineffective and the problem was only going to get worse with the extra housing and HS2. The SpeedWatch Scheme was considered a good exercise, but it needs to have continuity and has proven to be difficult to sustain in other villages. A traffic survey (to be funded by Harbury Parish Council) would be the best option to make more informed decisions in the future. There are already some calming measures in place, but the survey would reinforce or deny their effectiveness. The cost was thought to be around £200-£300 but is cheaper if 3 or 4 locations are involved (Temple End and Butt Lane were suggested as two possibles).
RESOLVED: Cllr Thompson proposed this survey be undertaken, Cllr Christou seconded, and all agreed in principle. The clerk was asked to obtain costs from WCC.
3. Members’ items
None.

18/107

Planning:

1

18/01547/VARY

Variations to conditions 4,6,7,8,9,10,11,12 & 13 of planning permission 16/02535/FUL. Condition 4-CTMP provided; Condition 6 and 7- Sound mitigation scheme and details of fencing provided; Condition 8- Details of HVAC provided; Condition 9- Arboriculture method statement provided; Condition 10 and 11- Soft and Hard Landscape management and maintenance plan provided; Condition 12- Details of buildings materials provided Condition 13- Maintenance schedule provided
Energy Reservoirs Ltd, Energy Storage Facility, Walworth Farm, Station Road

It was **RESOLVED** unanimously to object to this application on the following grounds:

- The traffic management plan makes no provision for suitable off site parking during the 14 week construction period. There is no suitable parking on the B4451.

- The noise impact assessment refers to properties in Rupert Kettle Drive as being the nearest residences. This is not correct. Currently, the nearest residence is Bishop's Bowls Lodge. No mention has been made of the 180 new homes to be built on the former cement works site.
- It is proposed to mount the A/C units on the side of the battery units. This is contrary to Condition 8 which specifically states that the A/C units should be placed on the ground. This is in order to protect the amenity of the cemetery and nearby properties.
- The arboriculture method statement is missing.
- The 5 year soft and hard landscaping schedule has been provided but incorrectly refers to a deer fence as opposed to an acoustic fence.
- There is a lack of detail as to how the site managers will liaise with the cemetery manager with regard to funerals. There needs to be a clear and detailed plan in place to ensure that all work ceases for the duration of the funeral and that the gravedigger has unobstructed access prior to the funeral and immediately afterwards.
- The previous VARY application was refused on the grounds of "unjustified intensification and urbanisation of the site" and this application is no different in this respect.

2 18/01286/FUL

Demolition of existing garage, greenhouse and shed adjacent to existing residential property. Construction of a new retirement bungalow.

4 Bush Heath Lane

The applicant/owner of the property emphasized the lack of retirement accommodation in the village, insisted there was ample room for parking for both properties and suggested a condition be incorporated to guarantee the build as a retirement home. However, the council considered that the housing allocation was already over the quota in the Core Strategy and the lack of space for the development, including parking, was obvious.

It was **RESOLVED** that the previous objection, submitted under delegated powers, still stands – Cllr Summers proposed, Cllr Rutherford seconded; all agreed.

3 18/01342/FUL

Two-storey extension to rear
The Old Orchard, Mill Street

This did not affect the neighbouring farm; the only stipulation being that the build would not affect the ecology/nesting of birds between April and September.

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

4 18/01463/VARY

Variation of condition no.1 of planning permission reference 17/03392/FUL dated 02/02/2018, to include new entrance walls, gate and an enclosed porch over the stairs to the basement. Original description of development: Proposed replacement dwelling (amendment to previously approved 15/01547/FUL) together with an additional change of use of land from agricultural to domestic to accommodate re-positioned access

Stapenhall Farm, Deppers Bridge

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

5 18/01681/TREE

T1 – Cupressus and T2- Cedar – Fell

Manor Cottage, Park Lane

It was **RESOLVED** to make no representation but to ask that the bird nesting season is avoided.

6 18/01660/VARY

Removal of Condition 1 of Application reference no. SM/62/9/5 (date of Decision: 06/11/1962) Condition Number(s); Condition 1 – Agricultural tie

Roseleigh, Bush Heath Lane

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

7 18/01421/VARY

Variation of condition nos. 2 (drawing numbers), 5 (hard and soft landscaping) and 6 (hard landscaping) of planning permission reference 14/00683/FUL, dated 23/06/2014, to alter the fenestration details, internal arrangement and landscaping (retrospective)

Original description of development: Demolition of vacant garage/office buildings and erection of 3 no. residential dwellings along with amenity space and car parking provision.

8 Dovehouse Lane

It was **RESOLVED** (Cllr Summers proposed, Cllr Allen seconded; all agreed) to maintain the objections previously submitted under delegated powers as follows:

- Lack of accessible parking provision
- The access path is too close to properties and is intrusive
- Impact on highways safety
- The layout and density i.e. 2 bedrooms increasing to 3 bedrooms, has led to an overdevelopment of the site.

8 Harbury Neighbourhood Development Plan

The examiner's report is still awaited – should be end of June/early July.

9 Harbury Cement Works - Update on new surgery:

Discussion took place on whether this would come to fruition or not; consensus was that it was unlikely. The original S106 monies still stands, but planning permission expires next May and the CCG are not supportive. It is most disappointing.

10 Gypsies & travellers' Sites Consultation - None.

11 Delegated Responses - None.

12 Housing Needs Survey

WRCC has offered to conduct a survey on behalf of the parish council. Discussion followed on whether this was needed. The last one was conducted in 2011.

It was **RESOLVED** to defer this until after the Neighbourhood Development Plan is approved.

13 Correspondence - None.

14 Members' items - None.

18/108 Properties

1 **Play areas**

The painting of the play equipment is progressing.

2 **Playing Fields**

Work is due to start on the tarmac path in the week beginning 9 July, weather permitting; access to the field will be required.

3 **Car Park**

(i) Anti-social behaviour problems

This is difficult to control as it is not illegal to have cars in a car park. It appears that there are two groups, one early evening with balls and music, and one later with apparent drugs. The police had been asked to pay visits at these particular times, and the only other possible solution would be to close the barrier at night, but this had problems of its own in the past. The situation would continue to be monitored.

(ii) Confirmation of order for white lining

The clerk reported that the quote was only for the white lining, someone would have to be found to clean the moss and prepare the ground before the work was done (however, it was noted that jet washing should not be used on block paving). She had not yet placed the order.

It was **RESOLVED** that the clerk investigate further to see if the contractor could provide a 'complete' package deal to include the cleaning.

4 **Cemetery**

i Friends of Harbury Cemetery: Update

The friends are few and new volunteers are always welcome.

2 extra green bins had anonymously appeared; these were much appreciated and would be very useful.

ii Consideration of extending grounds maintenance contract to include strimming of central area

It was **RESOLVED** to include the extra strimming and the clerk was asked to arrange this subject to a limit of £100 per visit.

iii Chapel Repairs:

The clerk had drawn up a list of works. It was **RESOLVED** to convene a meeting of the properties group and draw up an action plan in time for the next Harbury parish council meeting in July.

iv New Cemetery:

Probate was underway, and it was unclear what the outcome would be until this was completed, although it was understood that the beneficiaries of the late Mr Merriman knew of his intentions and were still keen to donate the land as he wished.

5 **Allotments**

i Further discussion of purchase of new allotment rent book

Unfortunately, on placing the order for the new allotment rent book, the clerk discovered that the price was actually £400 and not the £195.00 quoted. This was

because it had to go away to be specially printed. However, for the price quoted, a slightly smaller book was available, printed in-house and tailor-made.

It was **RESOLVED** that the clerk place the order for this smaller book at a cost of £195.00.

6 Correspondence - None.

7 Members' items

Cllr Thompson reported that a resident at Deppers Bridge, opposite the playing fields, had commented on the growth of the hedge and had requested that it be cut back. From investigations, this was not an unreasonable request.

It was **RESOLVED** to obtain a proposal for the best way to treat the hedge and a quote. This work cannot be carried out until after the bird nesting season has finished at the end of the summer.

18/109

Environment

1 Street lighting

- (i) Request to fit cowl to LED lantern in Percival Drive

Some discussion took place on whether agreeing to this would set a principle or whether to decide on individual merits. It was noted that the columns were quite a bit taller here than in other areas and that it was not an unreasonable request. Therefore, it was **RESOLVED** to fit this cowl at a cost of £113.00.

2 Traffic & transport - None.

3 Condition of roads & greens/verges

- (i) To agree further action re repairs to The Pound

Discussions are still on-going with the builders regarding the repairs to The Pound. Work on utilities is being carried out at the moment and the repairs won't be made until this work has been completed.

- (ii) To discuss installation of kerbs at junction of The Pound & Dovehouse Lane

As a longer-term solution to an ongoing problem, the clerk asked the PC to consider kerbing the corners of Dovehouse Lane and Hall Lane. She thought it might be possible to obtain a grant from WCC Highways again this year to fund the scheme if the PC were agreeable.

It was **RESOLVED** that the clerk ascertain the cost and investigate further.

4 Bins

- i To receive update on order for new bins

The clerk reported that she had not yet placed the order for the bins, as agreed at the last meeting as the Co-op had requested that the new bin

should be emptied twice weekly and the clerk was still waiting for confirmation that this would be possible, and the cost involved.

It was **RESOLVED** to place the order for a recycling and litter bin, subject to a twice weekly collection being confirmed which would be paid for by the parish council.

5 **Correspondence** - None.

6 **Members' items** - None.

18/110

Finance & General Purposes

1 Annual Governance & Accountability Return (AGAR) 2018

(i) Review of internal audit report for year ended 31 March 2018

2 comments were made (i) tennis court fund separate (ii) review of assets register required.

This was noted and approved.

(ii) Complete & approve AGAR Section 1 Annual Governance Statement 2017/18

Cllr Thompson, acting chair, read out the questions as required and councillors answered all questions in the affirmative.

It was **RESOLVED** to approve the annual governance statement; Cllr Thompson proposed, Cllr Summer seconded; all agreed.
Cllr Thompson (chair of the meeting) and the clerk duly signed.

(iii) Approve AGAR Section 2 Accounting Statements 2017/18

It was **RESOLVED** to confirm and approve the accounting statements; Cllr Christou proposed, Cllr Gibb seconded; all agreed. Duly signed by Cllr Thompson, chair of the meeting.

2 Annual Financial Report 2017/18

Having been duly circulated, it was **RESOLVED** to approve this; all agreed.

3 Monthly Financial Report & Bank Reconciliation

Circulated and duly noted.

4 Electronic Banking

This is being kept 'live' on the agenda until it is implemented. The clerk was waiting for some information from HSBC and would investigate further. She was concerned that HSBC's arrangements may not comply with the PC's financial regulations. She has direct experience of Unity Trust Bank which does meet the regulations. It was suggested that CAF Bank might also be suitable. It was agreed that the clerk would carry out further research.

5 Review of licence arrangements with sports clubs

Nothing to report, except that the solicitor was not willing to meet with the sports clubs present because of a conflict of interest. The clerk is waiting for a meeting date.

6 Correspondence - None.

7 Members' items - None.

18/111

Parish Council Policies

1 GDPR

(i) Update on use of official email addresses

The clerk has obtained a quote and Cllr Mancell has investigated this further; the initial set up costs would be £444, with an annual fee of £387.00 which equated to £35.00 per person per year (Edge, Office 365). Cllr Thompson reiterated that it was important to get this right. In Cllr Mancell's absence it was **RESOLVED** to defer this item until the next meeting.

(ii) Adopt draft Information Data Protection Policy

It was **RESOLVED** to adopt this policy; Cllr Thompson proposed, Cllr Allen seconded; all agreed.

(iii) Adopt revised Publication Scheme

It was **RESOLVED** to adopt this revised scheme; Cllr Thornley proposed, Cllr Christou seconded; all agreed.

2 Bench Policy

It was **RESOLVED** to adopt this policy; Cllr Gibb proposed, Cllr Thompson seconded; all agreed. Thanks were expressed to the clerk for all her work on this.

18/112

Assets of Community Value

Councillors were struggling to differentiate between the pubs and progress had been slow. SDC must approve the recommendation. Therefore, it was **RESOLVED** to proceed with The Crown, and add the others over time.

18/113

Centenary Activities

1. Women's Suffrage Centenary Project

In Cllr Lockley's absence, Cllr Thornley reported that the electoral rolls and census had been investigated and research was taking place on the Old New Inn. It was suggested that the WI's oak tree should be kept for the new cemetery. The clerk had provided costs for a new bench to the WI via Cllr Thompson.

2. WW1 Centenary November 2018

Nothing to report at present. It was noted that the poppies had now been planted behind the war memorial.

18/114 **Parish Council Survey**

In response to the recent survey, Cllrs Thornley and Summers, along with Cllr Rutherford if available, would be in the library on Saturday morning; this was going to be a monthly exercise for a trial period of 6 months.

18/115 **Accounts for Payment**

It was **RESOLVED** (Cllrs Summers and Allen to sign) to approve the accounts for payment as per Appendix B

18/116 **Reports & Questions** - None.

18/117 **Exclusion of Public & Press**

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972 for the purpose of discussing the following confidential matters:

1. Allotments

Discussion took place on 5 individuals who are not complying with their tenancy agreement. The plots are neglected, despite numerous requests to maintain them in good order.

It was **RESOLVED** that the council give the clerk permission to terminate the tenancies of those breaching their tenancy agreement and not keeping their plots cultivated.

18/118 **Date of Next Meeting**

The next ordinary meeting of the parish council will take place on Thursday 26 July 2018 at 7.30pm in Harbury Village Hall.

The meeting closed at 10.10pm.

Signed Chairman Date.....

APPENDIX A

**Planning Applications – Delegated Responses
28 June 2018**

There were none.

APPENDIX B

Accounts for payment 28 June 2018

Accounts for approval 28 June 2018					
Urgent accounts paid since the last meeting and requiring formal approval of the council					
Payee	Cheque no	Net	Vat	Gross	
Harbury RFC (grant)	102577	2,000.00	-	2,000.00	
		-	-	-	
		-	-	-	
				-	
	Sub-total:	2,000.00	-	2,000.00	
Accounts for payment this week					
Payee	Cheque no	Net	Vat	Gross	
Staff costs	102578 to	1,544.01		1,544.01	
WCC (water easement - tennis club)	102581	160.00		160.00	
Frank Mann Farmers (playing field mowing)	102582	259.00	51.80	310.80	
E.ON (s/lights electricity)	102583	289.26	57.85	347.11	
A Biddle (expenses)	102584	22.81		22.81	
John Shelton Burial Services Ltd (depth test)	102586	100.00	-	100.00	
C E King (play area repairs)	102587	126.62	-	126.62	
Frank Mann Farmers (grds m'nance paid 29.06.18)	s/order	806.92	161.38	968.30	
Adams & Munson (office rent paid 01.06.18)	s/order	305.00	-	305.00	
BT (phone & broadband)	d/debit	142.35	28.46	170.81	
		-	-	-	
		-	-	-	
	Sub-total:	3,755.97	299.49	4,055.46	
	TOTALS	5,755.97	299.49	6,055.46	
Transfer from Tennis Courts Fund					
Payee	Cheque no	Net	Vat	Gross	
Harbury PC (current account)	BACS	160.00		160.00	
N.B. Cheque no 102585 spoiled.					