

HARBURY PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting Thursday, 28 May 2020 at 7.30pm Remote Meeting

Present

Cllr Lockley (chairman)
Cllr Knowles
Cllr Thompson
Cllr Balch

Cllr Allen
Cllr Mancell
Cllr Thornley (from 7.35pm)

Cllr Gibb
Cllr Rutherford
Cllr Ekins

Absent

None

In Attendance

Alison Biddle, Clerk to the Council
County Cllr Stevens

Public

Linda Ridgley, Harbury News
1 member of the public

20/48 Apologies

None

20/49 Declarations of Interest

- Cllr Gibb reminded everyone that he is an advisor to HS2.
- Cllr Balch declared a personal interest in agenda item 7.1 relating to the application by GASS as her children are members.
- Cllr Allen declared a personal interest in item 7.1 relating to the GASS grant application as her children are members.

20/50 Dispensations

None

20/51 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on Thursday, 23 April 2020 as a true and complete record of that meeting; they were duly signed.

Cllr Thornley joined the meeting at this point.

20/52 Public Participation

None

20/53 Coronavirus Covid-19 Emergency Planning

1 Grant Scheme

Following last month's PC meeting, the ERWP had contacted all village organisations. Most have said they are managing financially. Only GASS has a specific need for help with running costs. There had been mention of the village club but no formal request for help has been received yet. All the organisations were appreciative of the contact and some may require help later in the year.

2 Local Volunteers

It was **RESOLVED** to acknowledge the volunteers' hard work over the last few weeks by presenting each of them with a commemorative badge and a voucher for tea/coffee and cake at Biblio's. It was agreed to place an order for the badges (the quote had been circulated prior to the meeting) but not to issue them until the risk of a second wave of infection had passed. It was further **RESOLVED** to treat the 8 volunteer co-ordinators to a meal at one of the pubs in the village in appreciation of their efforts. Cllr Lockley will make the necessary arrangements.

3 Harbury School

Cllr Gibb reported that arrangements were in hand for selected year groups to return to school later next week. He explained the careful social distancing measures that would be in place. Online teaching would continue for those not yet able to return. On Fridays, the school will be deep cleaned and open for teachers, vulnerable children, and children of key workers only. The new outdoor classroom is under construction, partly funded by Sec 106, and should be ready soon. There has been good support from local people. Murphy's have been on site building a ramp access. The new heritage room has been re-decorated. KS2 is being re-organised and the school will re-open in September with a new look. They have made 30 offers for new entrants in September which feeds into the budget and means the finances are looking healthy for the next 2 to 3 years.

20/54 Community Grants

1 GASS – Running costs

GASS finances have been impacted by the pandemic with the result that they have a shortfall in their income which is used to meet running costs. It was **RESOLVED** to award a grant of £550. It was noted that they are working hard to cover the shortfall themselves but if they are still having problems later in the year, they should re-apply for a further grant.

20/55 SDC & WCC

SDC

There was no report from the district councillor this month.

WCC

- Warwickshire is following the national trend in infection rates but the Stratford area has one of the highest number of cases in the county as it has lots of older residents.
- 'Test and trace' is now being carried out in Warwickshire.
- The recycling centres have re-opened and the new booking system is working well.
- The country parks have also re-opened with a booking system.
- The county councillor grants scheme is running.
- WCC is now holding remote meetings.
- HS2 works have been restricted by social distancing policies. The scheduled road works did not go ahead as the supply chain from Europe has been disrupted by the pandemic. There is now talk that the first train will run in 2030.

20/56 Planning

1 [Land adjacent 41 Farm Street](#)

Planning ref: 20/00439/FUL (amended)

Construction of one dwelling and associated works

It was **RESOLVED** to maintain the previous objections but to add a further objection that the proximity of the mature trees on site puts them at considerable risk from the actions of future residents. The trees make a significant contribution to the local character and landscape and as such, this application is contrary to CS.5 and CS.9 of SDC's Local Plan.

2 [Chesterton House Farm, 8 Mill Street](#)

Planning ref: 20/01209/TREE

G1- conifers (Cupressus spp). Reduce crowns by 5 to 8 metres to suitable lateral branches, remove damaged branches.

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

3 **Delegated Responses**

Delegated responses as per appendix A noted.

4 **Housing Needs Survey**

There has been no further progress.

20/57 Environment

1 **Deppers Bridge Traffic**

Residents had raised concerns again about the problems of speeding and had asked about setting up a community speed watch scheme. Cllr Ekins and District Cllr Harris had discussed with residents and asked for volunteers to run the scheme but only 4 people came forward when approx. 12 would be needed. One resident is looking into a traffic monitoring system and has been talking to County Cllr Andy Crump who is the portfolio holder for road safety.

20/58 Properties

1 **Playing Fields**

i. CCTV Village Hall /Playing Field Car Park

The cost of this would be £5575 plus VAT. This includes signage and installation. The village hall committee is very happy to have a shared scheme but is asking for a commitment from the PC to share the cost. It was agreed to obtain the quote details from the village hall committee for circulation to councillors and to discuss it further at the next PC meeting. Perhaps there may be some grant funding available.

ii. WI Picnic

It was agreed in principle that the WI could use the playing field for a village picnic subject to the lifting of the lockdown restrictions on social distancing.

2 **Cemetery**

The contractor who has carried out the recent repairs has reported that the chapel roof is in poor condition; the roof battens have rotted and the nails are rusting although it remains watertight at the moment. Consideration needs to be given to re-roofing but 3 quotes will be required for this.

20/59 Finance & General Purposes

1 **Internal Audit**

i. Internal Audit Report

This had been circulated and noted. There were no new recommendations. It was a good report.

ii. Review of Internal Audit Process

It was agreed that no change was necessary to the existing arrangements which were working well. Recommendations made during the internal audit had already been implemented.

2 **Annual Financial Report 2019/20**

It was **RESOLVED** to approve the report and the transfers to reserves as stated in the report.

3 **Annual Governance & Accountability Return (AGAR) 2019/20**

i. Section 1 – Annual Governance Statement

The chairman read out the questions on the statement which were all answered in the affirmative. It was therefore **RESOLVED** to approve the annual governance statement for the year ended 31 March 2020 which was duly signed by the chairman. The clerk will sign later, this being a remote meeting.

ii. Section 2 – Accounting Statements

It was **RESOLVED** to approve the accounting statements in respect of the year ended 31 March 2020 and they were duly signed by the chairman. The RFO had already signed them on 15 April 2020.

4 Bank Reconciliation April 2020

The bank reconciliation had been checked by Cllr Mancell and the report circulated to the council prior to the meeting, Everything was in order.

5 Budget Report

The report had been circulated. Everything is on track.

6 Insurance Renewal

Three quotes had been obtained. It was **RESOLVED** to approve the quote received from BHIB and enter into a new 3 year long term agreement.

20/60 Photo Competition

Four new photos are required for the new website. It was **RESOLVED** to award 4 prizes of the winners' choice up to a value of £50, to be spent within the village. More entries are required. It was agreed to put up posters. Nigel Chapman and Linda Ridgley have agreed to judge the photos which will be presented to them anonymously.

20/61 Accounts for Payment

It was **RESOLVED** to approve the accounts for payment as per Appendix B; Cllrs Thompson and Ekins to authorise payment. They will confirm that they have checked the invoices (circulated prior to the meeting) by email.

20/62 Reports & Questions

- Should the play equipment be cleaned when the equipment inspections resume? It was felt that this would not be required as the equipment is not currently being used.
- A resident had enquired about using the phone box at Deppers Bridge to house a defibrillator. This will be included on the next agenda to discuss the costs and feasibility of this location.
- What was the outcome regarding the recent illegal gathering of youths at the skate park? Southam SNT have been asked to patrol this area. The public should report any incidents by phoning 101. Most of the youths were from Southam and they had left glass and litter everywhere.

20/63 Exclusion of Public & Press

There were no confidential matters to discuss.

20/64 Date of Next Meeting

The next ordinary meeting of the parish council will take place on Thursday, 25 June 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 8.39pm.

Signed Chairman Date.....

APPENDIX A
Planning Applications – Delegated Responses
28 May 2020

- 1 [29 Deppers Bridge](#)
Planning ref 20/01071/FUL
First floor extension
No representation

- 2 [The Homestead, Crown Street](#)
Planning ref 20/01099/TREE
T1 – conifer – fell
No representation

- 3 [Spinney Cottage, Hall Lane](#)
Planning ref 20/01017/FUL
Erection of new boundary fencing and a vehicular gate together with the removal of 1 no. timber pillar to garage opening and installation of automated garage doors.
No representation

APPENDIX B
Accounts Payable

Accounts for approval 28 May 2020				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Payment ref	Net	Vat	Gross
		-	-	-
Harbury e-Wheels (Harbury Energy Project grant)	200414	2,000.00	-	2,000.00
All Saints HLS Fund (grant - 2nd half)	200415	1,324.00	-	1,324.00
R Pitman (allotments water tap)	200416	7.99	-	7.99
		-		-
		-		-
	Sub-total	3,331.99	-	3,331.99
Accounts for payment on 28 May 2020				
Payee	Payment ref	Net	Vat	Gross
Staff costs	200501 to (1,641.62		1,641.62
E.ON (s/lights electricity)	200505	256.96	51.39	308.35
Clintplan Ltd (coronavirus flyers)	200506	70.00	-	70.00
IAC Audit & Consultancy Ltd (internal audit)	200507	266.00	53.20	319.20
F M Farmers (field mowing & rut repairs)	200508	411.00	82.20	493.20
Viking (office supplies)	200509	65.84	13.17	79.01
SDC (bin emptying charge)	200510	363.55	72.71	436.26
Just Anything (chapel roof repairs)	200511	560.00	112.00	672.00
BHIB Ltd (insurance renewal)	200512	1,147.98	-	1,147.98
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	6,114.92	575.36	6,690.28
	TOTALS	9,446.91	575.36	10,022.27