

# HARBURY PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting

Thursday 26 November 2020 at 7.30pm

Remote Meeting

### Present

Cllr T Lockley (chairman)	Cllr S Allen
Cllr A Knowles	Cllr C Gibb
Cllr K Thompson	Cllr A Rutherford
Cllr J Balch	Cllr S Ekins
Cllr J Thornley	Cllr A Mancell

### Absent

None

### In Attendance

Alison Biddle, Clerk to the Council  
County Cllr Crump  
District Cllr Harris  
Carole Gwillam, Minute Secretary

### Public

Linda Ridgley, Harbury News  
PC Matt Simms  
3 members of the public

### 20/128 Apologies

There were none.

### 20/129 Declarations of Interest

- Cllr Gibb declared an interest in any matters relating to HS2 as he works for them.
- Cllrs Balch, Allen, Lockley, and Thompson all declared an interest in the Community Grant Application for GASS as their children/grandchildren go to Cubs, Beavers and Guides

### 20/130 Dispensations

There were none.

### 20/131 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on Thursday 22 October 2020 as a true and complete record of that meeting; they were duly signed.

### 20/132 Public Participation

- Residents queried the large developments already stretching local services to capacity, i.e. sewerage - existing services should be able to sustain more housing. There are also problems with water pressure. Cllr Harris said that she would report this complaint, although Harbury was not the only village affected, this was district-wide. These issues should be foremost in mind when looking at planning applications. Cllr Harris would investigate the problem of old cast iron pipes from Severn Trent and report back at the next meeting. Drains too were a problem; "Fix My Street" was a good way to report such issues to WCC. Cllr Crump mentioned the Site Allocation Plan and 800 more houses for Southam.

- PC Matt Simms has been stopping overweight vehicles crossing the rail bridge at Deppers Bridge and educating them. In future, he will take enforcement action. Mud on the roads is a problem currently, but legislation refers to 'obstruction with intent' and there is no way of confirming whose mud it is. Road closures and inadequate signage is causing extra problems. The police are going to liaise with WCC; without proper signage, the police are powerless to enforce the weight restriction at Deppers Bridge. Cllr Lockley had a vague recollection that there was an exemption for local agricultural vehicles. PC Simms is keen to set up local volunteer speed watch groups Cllr Ekins said that he tried in Deppers previously but only 4 people had shown any interest. Fear of reprisals from angry motorists was part of the problem. PC Simms said that training and support is available to deal with this. A group of 4 volunteers is the minimum required. He would like to talk to the people who had previously responded if they are still interested in helping.

#### **20/133 Community Grant Application – GASS**

The application for £1,910 was to make a Covid secure one-way system through the hut, improve the path for wet weather and enhance the lighting. Additional funding was being sought elsewhere and Murphy's had been asked to help. Cllr Mancell confirmed that funds were available and recommended awarding the grant; Cllr Lockley agreed as it would increase capacity once face-to-face meetings resumed - also more groups would benefit when using the hut (it was hoped that the repair café would soon be meeting there). It was **RESOLVED** to award a grant of £1,910.

#### **20/134 Other Organisations**

##### **1 Harbury Library**

The roof repairs were completed on time. Hours of opening remain the same. The front door to the library is being made available for a temporary post-box for GASS to deliver Christmas cards within the village. There will also be a walking map inside the library and on the website for the seasonal lights village trail.

##### **2 Harbury School Governors**

At present, everything is running smoothly, despite Covid restrictions. The new priest-in-charge, Rev Andy Batchelor, has already visited the school and joined the school governors.

##### **3 Southam College**

The new sports hall is now open but is still waiting for the final planning consents for the car park access. 5 students in Y10 were diagnosed with Covid-19, so whole year group isolated; all back in now. Arrangements for online learning went well.

##### **4 Twinning Association**

Nothing to report.

##### **5 Village Hall**

Cllr Rutherford was disappointed that the area had been put into Tier 3 which means no bookings again at present. However, they have been busy with repairs, new doors, and re-decoration with S106 monies. Grants are in place for a new porch which, hopefully, will start on 4 January, taking around 3-4 months. An approach was made for the village hall to be used as a vaccination centre, but nothing further has been forthcoming to date.

##### **6 Harbury Energy Initiative**

Harbury Future Energy Project is to advance to stage 2 following the successful bid for funding by the project team. Councillors raised concerns about the restrictive covenant placed on the playing field when it was dedicated as a Queen Elizabeth II Field in Trust and how this would impact on the proposal to use part of the playing field and/or the car park to site the turbine

and electric charging points. More detailed information and specific drawings were required. Insurance was also questioned, and the location of the charging points. The clerk was asked to invite HEI to the January meeting so that these concerns could be discussed.

## 7 SDC & WCC

### SDC

- Cllr Harris expressed her disappointment, along with many others in the county, that Warwickshire had been put in Tier 3. Being on the front line herself, she is seeing the impact that this is having on people, young and old, suffering from alcohol issues, abuse, suicide. She has also been helping local people with housing bids being affected by the Covid situation and the strict criteria with local connections.

### WCC

- Cllr Crump reported that the problem with the car park not yet opened by the new sports hall was due to WCC's concerns about road safety, visibility, and the lack of a path, but this should all be completed before Christmas.
- The traffic survey at Deppers Bridge will now go ahead in the New Year. There was an on-going problem with mud on the road, mainly from Mick George lorries going to and from Bishops Bowl Lakes and Harbury Cutting. District Cllr Kettle, from Bishops Itchington, had done a lot of work on this. The Fire & Rescue service had also recently visited to check the road condition but did not identify any real concerns on that particular day.
- Safer Routes to Schools – unfortunately one child knocked over recently outside a local school but doing well.
- Surprised to be in Tier 3; now awaiting the review date of 16 December. Extra money was being provided to support businesses through the business rates grants scheme.
- SDC and WDC are considering a joint contract for refuse collection and recycling as both their existing contracts are due for renewal. SDC is heavily reliant on tourism, car parking and hospitality, all of which have been severely hit by the Covid restrictions, so they need to look at ways to save money.

## 20/136 Planning

### 1 [Planning ref 20/02894/LBC - Harbury Windmill, Mill Lane](#)

On the internal walls of the first 2 floors, remove cement pointing, raking out and re-point with hydraulic lime mortar

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

### 2 [APPEAL - Planning ref 20/00588/FUL - 39 Farm Street](#)

Creation of a four-bed dwelling house and vehicular access with allocated parking spaces and integral garage.

It was **RESOLVED** to add no further comments to the council's original objection.

### 3 **Delegated Responses**

Noted as per Appendix A.

### 4 **Over 55s Housing Needs Survey**

The clerk informed council that she had only received the survey that morning; she would circulate it as soon as possible and put it on the agenda for the January meeting with a view to it being adopted at that meeting.

## 5 SDC Allocations Plan: Regulation 18 Consultation – Preferred Options

A lengthy discussion took place; key points being that allotment land should not be affected, Harbury NDP had not been considered, school and surgery capacity was misleading and transport information inaccurate. It was agreed that Cllr Allen would draft a response for circulation to councillors prior to submission to SDC by the clerk.

## 20/137 Environment

### 1 **Copper Beech Planting**

A plan of The Pound had been circulated. It was agreed that the preferred location is nearest to the existing chestnut tree.

## 20/138 Properties

### 1 **Playing Fields**

#### a) Skate Park Repairs

The clerk explained that this work had already been completed as it was an urgent issue. It was **RESOLVED** to formally approve the quote and expenditure.

#### b) Surface Cleaning in Play Area and Basketball Court

This was due to be completed today but the ground was frozen; it would now be done middle of December. It was **RESOLVED** to formally approve the quote. Cllr Thompson suggested that, in future, cleaning of these areas might be considered at the same time as the tennis courts are cleaned.

#### c) Repairs to Multi-play Unit

The quote for these repairs, including labour, was £3,108. This was an unexpected expense but the repairs had been identified in the annual inspection report so needed to be carried out. It was **RESOLVED** to accept the quote and place the order.

#### d) New Memorial Bench

It was agreed that the best location would be just in front of the tennis courts, overlooking the basketball court. It was **RESOLVED** that the donor should cover the installation costs.

#### e) Annual Inspection Report

Cllr Ekins reported that, although it was a lengthy report, all the major items were in hand and the recommended repairs would be done, as required.

### 2 **Cemetery**

#### a) Friends of Harbury Cemetery

It was **RESOLVED** to approve the use of a strimmer by the Friends group subject to it being used by a suitably experienced person wearing the appropriate safety equipment. The strimmer has in fact already been purchased and the cost of this is covered by a grant.

#### b) Update On Chapel Repairs

There has been no further progress in obtaining quotes for the remaining chapel repairs. Cllr Mancell pointed out that there is money in the budget for this work to be done before the end of this financial year. A quote has been obtained for the purchase and installation of racking in the chapel for storage of the new Christmas lights. This will be included on the next agenda for the council's consideration.

## **20/139 Finance & General Purposes**

### **1 Bank Reconciliation**

The bank reconciliation for October 2020 has been completed by the clerk and checked by Cllr Mancell. All correct.

### **2 Budget Report**

Cllr Mancell highlighted that two thirds of the way through the year and 50% of the budget has been spent. There is still some considerable unspent money in the cemetery budget and this needs to be reviewed. It was noted that a separate budget heading had been created to account for the extra expenditure related to Covid 19 community support.

### **3 Dates for Budget Meetings**

First meeting of F&GP group will be on 14 December 2020 at 11.00am and second meeting on 13 January 2021 at 10.00am.

### **4 Christmas & Winter Lights**

#### **a) Approval of Risk Assessment for Lights Installation**

It was **RESOLVED** to approve the risk assessment which had been circulated prior to the meeting. Thanks were expressed to Cllrs Balch and Allen for their work on this; particular thanks given to Cllr Thompson for all his expertise.

#### **b) Formal Approval of Lights Expenditure & Quotes**

It was **RESOLVED** to approve all expenditure to date and the quotes obtained for installation and fittings as per the clerk's report circulated prior to the meeting. The clerk was asked to write to Brian and Julie Young to thank them for all their help. Cllr Balch gave an update on progress so far and the arrangements for the installation.

### **5 Official badge/logo for Harbury Parish Council**

The clerk explained that there had recently been an issue regarding the council's "official" logo or letterhead. All letters and official documents bear the green letterhead but recently, the housing need survey forms were issued bearing the blue roundel from the website.

Members of the public had queried this. The clerk asked for some agreement on which should be used in future. There was some discussion as to whether the badge on the chain of office could be used but it is uncertain how that was originally obtained and may have been passed to Harbury from a neighbouring council. The clerk advised that the green letterhead does not meet best practice for accessibility by people with impaired vision. It was agreed to defer this matter until January. In the meantime, the clerk will find out if it is possible to produce a higher definition version of the blue roundel which will print more clearly.

## **20/140 Council Policies**

### **1 Policies for Review:**

- a) Complaints Procedure
- b) Disciplinary & Grievance Procedures
- c) Equality & Diversity Policy
- d) Filming & Recording of Meetings Protocol
- e) Training & Development Policy

All documents had been circulated prior to the meeting. It was noted that a minor amendment had been made to the timescale for responding to complaints in 'Complaints Procedure'. Previously this had been within 10 days but has been amended to 'as soon as possible' for

practical reasons. It was **RESOLVED** to accept this one amendment and that no further amendments were required to any of the other policies.

**2 New Policies & Statements for Adoption:**

- a) Privacy Notice
- b) Community Engagement Policy
- c) Statement on Biodiversity
- d) Statement on Crime & Disorder

It was **RESOLVED** to adopt the policies and statements listed above en bloc without amendment.

Cllr Lockley, thinking about community engagement, asked if another councillor would be willing to take responsibility for writing the quarterly report in future. The clerk reminded everyone that a more substantial newsletter than previously would be required to meet the criteria of the local council award scheme.

**20/141 Accounts for Payment**

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

**20/142 Reports & Questions**

- Cllr Balch wanted a vote of thanks be recorded for all those involved in the volunteer network who are still looking after those who have been self-isolating. Cllr Gibb offered extra help with this over the Christmas period.
- Cllr Thompson will represent the parish council at the next HS2 area meeting; Cllr Ekins asked, if the opportunity arose, that he brings up the problem with diversions and inadequate signage.

**20/143 Exclusion of Public & Press**

**1 Quotations for AED at Deppers Bridge**

Residents of Deppers Bridge have expressed support for the proposal to install an AED and are keen to receive any training that might be available. The clerk has been advised that there should still be room for the books in the kiosk as well as the AED. It was agreed that whichever AED was installed, it is import that it receives the support of the local ambulance service. The clerk will obtain a quote from an electrician for the installation.

**20/144 Date of Next Meeting**

There is no meeting in December. The next scheduled meeting of the parish council will take place on Thursday 28 January 2021 at 7.30pm via Zoom - joining details to be published with the agenda in due course.

**The meeting closed at 9.35pm**

Signed ..... Chairman Date.....

## APPENDIX A

### Planning Applications – Delegated Responses

26 November 2020

1 **Planning ref 20/02734/FUL & 20/02735/LBC - The Stonehouse, Mill Street**

Replacement of 14 existing single glazed windows with energy efficient double-glazed units in the west, south, east, and north facing elevations. The windows are both on the ground floor and the first floor of the property.

**No representation**

2 **Planning ref 20/03003/FUL - The Old Orchard, Mill Street**

Two storey extension to the rear of the house. Single storey extension to form garden room at rear.

**No representation**

3 **Planning ref 20/02877/FUL - Churchlands Business Park, Ufton Road**

Material change of use to expand the industrial site and retain the existing area of hardstanding.

**No representation**

4 **Planning ref 20/02737/LDE - Water Tower Holding, Ufton Road**

Retention of close boarded boundary fence and reduction in height to 1.5m from ground level.

**No representation**

5 **Planning ref 20/02843/FUL - Henrys, Bush Heath Lane**

Retrospective construction of a close boarded fence behind the boundary hedge between the site and Bush Heath Lane.

**No representation** but it is noted that the linking footpath which has not yet been installed and this will be followed up with planning officer.

**APPENDIX B**  
**Accounts for Payment**

<b>Accounts for approval 26 November 2020</b>				
<b>Urgent accounts paid since the last meeting and requiring formal approval of the council</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
RBL Poppy Appeal (additional donation)	201016	75.00	-	75.00
Colourcourt Ltd (court cleaning)	201017	870.00	174.00	1,044.00
Lightstyle London (Xmas lights)	201018	1,605.00	321.00	1,926.00
Lights4fun Ltd (Xmas lights)	201019	439.86	87.97	527.83
Lights4fun Ltd (Xmas lights)	201100	2,057.96	411.59	2,469.55
TLC Direct (Xmas lights - electrical supplies)	2011XX	667.90	133.58	801.48
	Sub-total	5,715.72	1,128.14	6,843.86
<b>Accounts for payment on 26 November 2020</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Staff costs	201101 to 04	2,119.59		2,119.59
E.ON (s/lights electricity)	201105	265.53	53.11	318.64
SLCC Enterprises Ltd (t/course)	201106	30.00	6.00	36.00
Play Inspection Co (annual inspection)	201107	270.00	54.00	324.00
T Bastin (bus shelter cleaning)	201108	60.00	-	60.00
Mark Harrod Ltd (goal handwheels)	201109	15.00	3.00	18.00
Pirms (quarterly play inspection)	201110	91.00	-	91.00
Cana Import Ltd (bottles for Covid co-ordinators)	201111	59.93	11.99	71.92
FM Farmers (mowing & misc)	201112	362.00	72.40	434.40
Harbury Church (lychgate light wayleave)	201113	220.00		220.00
King Ramps Ltd (skate park repairs)	201114	1,852.00	370.40	2,222.40
Nova Sport Ltd (safety surfacing)	201115	7,012.00	1,402.40	8,414.40
Colin Sheasby (service maps)	201116	30.00		30.00
Southam Agricultural Services (strimmer etc.)	201117	444.68	86.44	531.12
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	14,163.70	2,250.43	16,414.13
	<b>TOTALS</b>	<b>19,879.42</b>	<b>3,378.57</b>	<b>23,257.99</b>
<b>Transfer</b>		-	-	-
From deposit to current account (internet)		365.63		