HARBURY PARISH COUNCIL Minutes of the Ordinary Parish Council Meeting Thursday 28 January 2021 at 7.30pm Remote Meeting

Present

Cllr T Lockley (chairman)

Cllr S Allen

Cllr A Knowles

Cllr C Gibb

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 District Cllr Harris Carole Gwillam, Minute Secretary

Public

Linda Ridgley, Harbury News 11 members of the public

21/01 Apologies

District Cllr A Crump (family bereavement)

21/02 Declarations of Interest

There were none, although Cllrs Allen and Balch both declared a personal interest, retrospectively, in agenda item 6 Community Grant Application for Earthworms, Harbury School as their children attend. Cllr Gibb also later declared an interest in his planning application for Phoenix House at agenda item 8.2.

21/03 Dispensations

There were none.

21/04 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on Thursday 26 November 2020 as a true and complete record of that meeting; they were duly signed.

21/05 Public Participation

1 Southam Police update/exchange of information

PC Simms has left Southam SNT and is now part of the Rural Crime Team. His successor is PC Jamie Chilton who is aware of the current problems with parking at Five Ways as is District Cllr Crump. Although PC Chilton had been invited to attend, he was not present.

2 Harbury Future Energy Project

Philip Mayer gave a short presentation showing the proposed location for the turbine and charging points following on from the initial feasibility study. A lengthy discussion took place on (a) the proposed extension to the car park to house the chargers (b) the battery bank (size similar to a 20ft container) and (c) the turbine (4.5m high on top of a 10m high mast, 8m in diameter). The turbine will sit on a concrete platform.

Mr Mayer will check the exact width of the turbine column at its base. He advised that no fencing would be required at the base. The project team had consulted with other users of the playing field and no one had raised any objections. The car park extension would be 13 metres wide and would leave enough space for the junior football pitch run-off. The exact dimensions of the battery storage unit were not known.

Cllr Rutherford, as chairman of the village hall committee, was concerned about the proposed location of the battery unit which is on the green space immediately adjacent to the village hall by the changing rooms. Mr Mayer explained that the unit could be placed anywhere, e.g.,, at the other side of the car park or near the hedge at the rear of the hall. Councillors were concerned about the impact of the storage unit on the field. They also raised concerns about the size of the turbine at its widest point and its visual impact, although they understood that this would be 10 metres off the ground. It was suggested that a possible suitable alternative location could be the allotments.

The next stage of the project is to carry out a topographical survey of the playing field and install a weather station to collect sun and wind data. The parish council gave its permission for the weather station to be installed on one of the floodlighting columns at the tennis courts. It was noted that the primary school could be interested in the weather station data.

It was **RESOLVED** to contact Fields in Trust to discuss the proposal to locate the turbine on the playing field and extension of the car park to find out whether this would be permissible under the terms of the covenant. If FIT is not agreeable to the proposal, the project cannot go ahead in its current form. Councillors will consider the proposal again when a response has been obtained from FIT.

3 Planning Application – Phoenix House

Cllr Gibb, speaking as a member of the public, informed council that he had previously been granted LBC for an electric vehicle charger which had since been replaced with another one. He had subsequently been advised by SDC that he needed to re-apply for LBC.

21/06 Community Grant Application – Earthworms, Harbury School

A representative from Earthworms explained the purpose of the grant; as part of the renovation of the school pond, they wanted to install a platform which had to be done when the children were not at school, i.e. summer holidays, and also when the frogs and newts were not breeding. The quality of the water was also in a poor state which was why they were hoping to purchase some new specialist plants, late spring/summer, to improve the water quality. From discussion, it was felt that this could be of benefit to the wider community by showcasing the pond at school events or when the heritage centre was open – this was an excellent idea to have pond dipping facilities in the village for all to enjoy. Questions were asked about the timescale for funds; whether the grant requested would be in this year's budget or next.

It was **RESOLVED** to award a grant of between £4060-£4235 (exact amount still to be decided) £1,000 to be paid from this year's budget and the remainder to be paid from the budget for 2021/22.

21/07 Other Organisations

1 Harbury Library

A short report had already been circulated; the jigsaw service was doing well. Thanks go to all the volunteers involved.

2 Harbury School Governors

The school continues to be busy with those vulnerable and of key workers. The Pod, before and after school, was operating and providing a valuable service. At present, it was unclear when children would be going back to school.

3 Southam College

Home schooling and online sessions appear to be working reasonably well; thanks go to all the staff for their continued efforts.

4 Twinning Association

Nothing to report.

5 Village Hall

Cllr Rutherford reported that no-one was using the hall at present, although this did enable to refurbishment and associated works to be progressing well. There was a dust-free membrane protecting the main hall which was likely to be in situ until the middle of April when it was anticipated that these works would be completed. However, should hirers be allowed back before then, the hall will be usable.

6 Harbury Energy Initiative

Nothing further to report.

7 SDC & WCC

SDC

- Cllr Harris is supporting the pre-school in their application for funding as their income
 has been affected by the lockdown (only half the children are attending at the
 moment).
- Fly tipping is a big problem at the moment and Cllr Harris is following this up.
- The NHS is coping well and still has capacity. Although Warwickshire's uptake of the vaccine started slowly, compared with other counties, it is improving.
- There have been reports of anti-social behaviour in one area of the village which is a concern.
- Cllr Harris reported that she is continuing to help local people with housing bids.
- There are still some planning issues outstanding at Henry's. Cllr Harris is following this
 up with SDC's enforcement officers. She asked the clerk to forward relevant emails to
 her.

WCC

Nothing to report due to Cllr Crump's unavoidable absence.

21/08 Planning

1 Planning ref 20/03158/FUL - 22 Hillside

Detached residential annexe in rear garden.

Discussion took place on the size of the development, the impact on the amenity of neighbouring properties and the possibility of the annex being used for commercial purpose; all concerns were adequately addressed, and it was **RESOLVED** to withdraw the previous objection and make no further representation.

2 Planning ref 20/03669/LBC - Phoenix House, High Street

Installation of vehicle charge point to side elevation of lean-to rear extension (revision to 20/02621/LBC).

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

3 Planning ref 21/00001/TREE - The Manor House, Park Lane

T1 – Leyland cypress – reduce height to 6 metres. It was **RESOLVED** to make no representation.

4 Planning ref 21/00006/FUL - The Co-op Store, High Street

Installation of new shop front windows and auto-door, refrigeration plant (with screening), extraction systems, and AC units plus relocation of ATM.

It was **RESOLVED** to make no representation but to request that the path by the new ATM is widened and the kerb raised in the interests of highways safety.

5 Over 55s Housing Needs Survey

Sarah Brooke-Taylor, the rural housing needs enabler, reported that the results of the questionnaire showed a 3% return. Although councillors were disappointed with this response, she pointed out that it was better than the average (2%) and emphasized that this reflected not 3% of Harbury's residents but 3% of those residents over 55. The adoption of the report would mean that it would help to inform any future revision of the Harbury NDP. It was **RESOLVED** to adopt the report without amendment.

6 SDC Draft Gypsy & Traveller & Travelling Show People SPD Consultation

a) Parish Council's Response

It was **RESOLVED** to respond with a request that SDC works closely with WDC in view of the fact that WDC has already designated a large G&T site very close to Harbury parish at the Leamington FC ground in Harbury Lane.

b) Call for Sites.

No comment.

7 Delegated Responses

Noted as per Appendix A.

21/09 Environment

1 Parking Problems at Five Ways

This matter was deferred to the next meeting as neither the police nor the county councillor were present to give an update.

21/10 Properties

1 Playing Fields

a) Installation of CCTV signage in car park

Cllr Rutherford informed members that an additional sign in the car park was not a legal requirement but was advisable. It was agreed that he and the clerk would liaise and obtain a quote.

b) Approval of cost of playing field mowing for 2021/22

It was **RESOLVED** to formally approve the quote of £1,640 + VAT which has been budgeted.

c) Consideration of quote for cleaning of car park

It was **RESOLVED** to (i) accept the quote of £900 + VAT and place the order and (ii) that the clerk follow up the previous quote of around £500 for the relining as both jobs need to be done at the same time.

2 Cemetery

a) Approval of installation of storage for Christmas lights in chapel & cost

Cllrs Balch and Allen had investigated the storage/racking - the lights need to be stacked properly, not left on the floor, and an inventory compiled, organising the lights street by street to make it easier next year. Unfortunately, the chapel is very full of items belonging to other organisations and these will need to be cleared before either the racking, or the roof and stone repairs can be carried out.

It was **RESOLVED**:

- To approve the installation of racking when the repair works are completed, at a cost of £714.82 to include cost of materials and labour.
- That the clerk would obtain costs for temporary storage of the lights until they could be placed in the chapel.
- To contact those who have items stored in the chapel and ask that they remove them as soon as convenient.
- To sell or dispose of anything not claimed or wanted.

b) Chapel roof repairs

Five quotes had been obtained and these had been circulated to members prior to the meeting. The properties group had reviewed the quotes and were recommending that the council accept the quote from Oxfordshire Roofing at £9,369 incl vat on the basis that this was the most comprehensive quote and matched the PC's requirements most closely.

It was **RESOLVED** to accept the quote from Oxfordshire Roofing (with replacement tiles sympathetically placed on the side facing away from the street scene).

c) Stonework repairs

One quote had been received so far and others were expected soon.

It was **RESOLVED** to delegate authority to the clerk, in consultation with the properties group, to approve the order for works between £5000 to £6000 when all the quotes had been received and reviewed.

21/11 Finance & General Purposes

1 Bank Reconciliation

The bank reconciliations for November and December 2020 had been completed by the clerk and checked by Cllr Mancell. All correct.

2 Budget Report

There were no questions.

3 Budget 2021/2022

a) Approval of salaries

It was **RESOLVED** to approve a 2% increase on salaries with the exception of the clerk's salary which is subject to a national pay agreement.

Proposed by Cllr Mancell, seconded by Cllr Thornley; all in agreement.

b) Approval of councillor allowance

It was **RESOLVED** to approve councillor allowances at £350 per annum and £700 per annum for the chairman. Cllr Mancell proposed, Cllr Thompson seconded; all in agreement.

c) Approval of budget

It was **RESOLVED** to approve the budget for 2021/22 as per appendix C; Cllr Gibb proposed, Cllr Mancell seconded; all in agreement.

d) Approval of precept

It was **RESOLVED** to approve a precept of £116,683 for 2021/22; Cllr Lockley proposed, Cllr Gibb seconded; all in agreement.

4 Review of direct debits & standing orders

- a) It was **RESOLVED** to approve the standing order for payment of office rent at £378.50 per month to Adams & Munson.
- It was RESOLVED to approve the quarterly variable direct debit to BT for phone and broadband
- c) It was RESOLVED to approve the amendment to the standing order for payment of grounds maintenance to FM Farmers from £1144.16 to £1166.09 per month with effect from 1 April 2021

5 Sec 106 & CIL reserve fund

It was **RESOLVED** to use the Sec 106 & CIL reserve fund to cover the cost of the recently installed wet pour at the zip wire and table tennis. The clerk will check with SDC that the CIL amount (only £95) could be used for this purpose.

6 Interim internal audit report

The report had been circulated to all members prior to the PC meeting. No issues had been identified.

7 Official badge for Harbury Parish Council

A selection of designs had been circulated to members prior to the meeting. Thanks were expressed to Tom Hamilton who had created the draft designs at the request of the clerk, but the consensus was that it would be best to keep it as simple as possible. It was **RESOLVED** to formally adopt the blue roundel with the name Harbury Parish Council in

the centre, as shown on the PC's website, as the council's badge to be used from now on.

8 Approval of calendar meetings for 2021/22

It was **RESOLVED** to approve the calendar, as circulated, but to keep the date for the annual parish meeting under review as the Government has no plans yet to extend the regulations allowing virtual meetings to take place.

21/12 Accounts for Payment

It was **RESOLVED** to approve the accounts for payment as per Appendix B to include formal approval of the accounts for December 2020 as well as January 2021; Cllrs Knowles and Mancell to authorise payment. They will confirm that they have checked the invoices (circulated prior to the meeting) by email.

21/13 Reports & Questions

- Cllr Balch asked for a vote of thanks to be recorded to all those involved with the school; Cllr Gibb said that he would convey this at the next governors' meeting next week
- Cllr Balch reported that the pre-school is short of funds owing to the restricted number
 of children attending at present and asked if any members knew of any grant
 opportunities. It was noted that District Cllr Jacqui Harris is already helping with this.
- Cllr Mancell asked for a vote of thanks to recorded to the clerk for all her hard work in
 obtaining an excellent audit report in difficult circumstances i.e., the broken heating at
 the office, and the need to conduct the audit remotely because of the lockdown
 restrictions which had caused extra work.

21/14 Exclusion of Public & Press

There was no confidential business.

21/15 Date of Next Meeting

The next scheduled meeting of the parish council will take place on Thursday 25 February 2021 at 7.30pm via Zoom - joining details to be published with the agenda in due course.

The meeting closed at 9.30pm	
Signed Chairman	Date

APPENDIX A

Planning Applications – Delegated Responses 28 January 2021

Planning ref 20/03361/COUQ - The Barn Spiers Farm, Chesterton Road Change of use of agricultural building to 1 no. dwelling and associated operational development under part Class q(a) and Class Q(b).
No representation

Planning ref 20/03322/TREE - The Old Orchard, Mill Street
 T1 and T2 – eucalyptus - fell
 No representation

3 Planning ref 20/02839/FUL - Land near to Bishop's Itchington (off Knightcote Road) Construction of a solar farm (82.5ha) together with all associated works, equipment and necessary infrastructure.
No representation

 4 Planning ref 20/03670/AGNOT - Harbury Fields Farm, Middle Road Workshop/secure storage
 No representation

5 Planning ref 20/03540/FUL – Stapenhall Farm, Deppers Bridge Proposed extension of tractor shed No representation

APPENDIX B Accounts for Payment

Accounts for approval 28 January 2				
Jrgent accounts paid since the las	st meeting and requiring	g formal app	roval of the	e council
Payee	Payment ref	Net	Vat	Gross
		-	-	-
BT (broadband & internet)	d/debit	148.83	29.76	178.59
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Sub-total	148.83	29.76	178.59
Accounts for payment on 28 Janua	ry 2021			
Payee	Payment ref	Net	Vat	Gross
Staff costs	210101 to 03	1,408.23		1,408.23
S Allen (cllr allowance)	210104	280.00		280.00
S Ekins (cllr allowance)	210105	280.00		280.00
C Gibb (cllr allowance)	210106	210.00		210.00
A Knowles (cllr allowance)	210107	305.80		305.80
Γ Lockley (chairman's allowance)	210108	420.00		420.00
A Mancell (cllr allowance)	210109	280.00		280.00
A Rutherford (cllr allowance)	210110	280.00		280.00
K Thompson (cllr allowance)	210111	280.00		280.00
J Thornley (cllr allowance)	210112	280.00		280.00
HMRC (PAYE)	210113	1,236.01		1,236.01
NCC Pension Fund	210114	429.84		429.84
E.ON (s/lights electricity)	210115	265.53	53.11	318.64
Γ Bastin (bus shelter cleaning)	210116	25.00	-	25.00
NCC (s/ights annual maintenance)	210117	656.74	131.35	788.09
NALC (training)	210118	15.00	3.00	18.00
SDC (green bin collection cemetery)	chq 300011	70.00		70.00
Alzheimer's Society (donation refunde		22.50		22.50
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	8,076.62	378.15	8,454.77
		-,	2.2	-,
	TOTALS	8,225.45	407.91	8,633.36
		-	-	-

Accounts for approval 24 Decembe	2020			
Urgent accounts paid since the last		ig formal app	oroval of th	e council
Payee	Payment ref	Net	Vat	Gross
		-	-	-
GASS (grant award)	201118	1,910.00		1,910.00
TLC Ltd (electrical supplies - Xmas lig	ts) 201200	63.99	12.80	76.79
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Sub-total	1,973.99	12.80	1,986.79
Accounts for payment on 24 Decem	er 2020			
Payee	Payment ref	Net	Vat	Gross
Staff costs	201201 to 04	2,119.59		2,119.59
E.ON (s/lights electricity)	201205	256.96	51.39	308.35
SLCC (membership fees)	201206	240.00	-	240.00
C Beaton (xmas lights install)	201207	542.63	-	542.63
Nova Sport Ltd (surfacing cleaning)	201208	1,150.00	230.00	1,380.00
Windmill Hill Brewery Co Ltd (thank yo	gifts) 201209	30.00	6.00	36.00
T Bastin (bus shelter cleaning)	201210	25.00	-	25.00
Fields in Trust (membership renewal)	201211	65.00		65.00
S Allen (expenses - Xmas lights)	201212	133.06		133.06
Harbury Village Hall (CCTV)	201213	3,564.00		3,564.00
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	9,458.21	478.08	9,936.29
	TOTALS	11,432.20	490.88	11,923.08
	IOIALO	11,702.20	755.00	11,323.00

APPENDIX C Budget 2021/22

Budget Heading	2019-20	2020-21	2020-21 Spend				T/f to reserves	2021-2
	Actual Spend	Budget	Actual to 30/11//20	Forecast for 4 months ending 31/03/21	Total	Net budget under/overspend		Budget
Open spaces								
Contract maintenance	4739	5220	3453	1767	5220	0		5239
Additional grass cutting	310	500	0	0	0	500		500
Tree maintenance	1520	2000	0	1500	1500	500		1250
Purchase of new equipment/trees	0	1000	0	0	0	1,000		1000
Misc maintenance	890	1500	0	500	500	1,000		2000
Litter bin emptying	364	650	364	286	650	-		650
Bus shelter & recycle bin cleaning	0	0	60	100	160	(160)		480
						` '		
Total open spaces	7823	10870	3877	4153	8030	2,840	0	11119
Playing fields & car park								
Contract maintenance	2084	2160	1469	691	2160	(0)	0	2264
Add grass cutting /m'nance/ trees	2472	1500	1558	1000	2558	(1,058)	0	11000
Equipment inspection/maintenance	3690	3500	5339	3108	8447	(4,947)		3500
Purchase of new equipment	25578	12000	7012	0	7012	4,988	0	2500
Grass cutting playing fields	1473	1600	1577	118	1695	(95)	0	1640
Car park	0	2260	0	5500	5500	(3,240)	0	(
BMX Track	0	0	0		0	-	0	(
Youth shelter cleaning		240	0	0	0	240	0	(
Total playing fields & car park	35297	23260	16955	10417	27372	(4,112)	0	20904
Non-estate roads								
Contract maintenance/leaf, litter clear	1816	1800	1211	589	1800	0		1855
Additional leaf clearance	0	100	0	0	0	100		150
		0	0	0	0			(
Total non-estate roads	1816	1900	1211	589	1800	100	0	2005
0								
Grants	4500	0500				2.522		0500
Community transport	1500	2500	10720	1000	0	2,500		2500
General community grants Special projects	3823 7500	6000 7500	10739 0	1000	11739 0	(5,739) 7,500		7500
Special projects	7300	7300	0		0	7,500		
Total grants	12823	16000	10739	1000	11739	4,261	0	10000
Other Expenditure								
PC's Contribution to sinking fund	1874	1870	0	0	0	1,870		1874
Village assets/ improvements	1402	1200	4771	1000	5771	(4,571)	0	10000
Covid-19 Community Support	0	0	1196	500	1696	(1,696)		1000
Total other expenditure	3,276	3,070	5,967	1,500	7,467	(4,397)	0	12,874
Total other experience	5,270	3,070	5,307	1,500	7,407	(4,537)	U	12,07-
Salaries & Pensions								
Salaries	15,187	21,878	12,017		18,939	2,939		20,883
Employer's NI	763	1,440	749			191		1,600
Staff Pensions	3,398	5,205	2,381	1,380	3,761	1,444		4,356
Total salaries & pensions	19,348	28,523	15,148	8,802	23,950	4,573	0	26,839
Administration								
Printing & stationery	403	600	115	300	415	185		500
Advertising/website/ communications	171	2,000	2,448		2,948	(948)		1,000
Postages/Telephone/Broadband	648	600	311	400	711	(111)		700
Room hire	251	500	0		0	500		400
Insurance	1,742	2,000	1,148		1,148	852		1,300
Subscriptions	1,715	2,000	1,578		1,818	182		2,000
Audit fees	1,027	1,200	666		1,031	169		1,200
Office equipment	0	1,000	43		243	757		3,000
Bank charges	149	120	55		105	15		150
Training	238	500	145		345	155		350
Councillors' allowances	3,700	3,500	0		3,500	-		3,500
Travel expenses	0	50	0		0	50		50
Other expenses	304	500	428		528	(28)		500
NDP Device office	0	4 900	3 039		4 742	-		4 900
Parish office Election expenses	4,308 1,154	4,800 0	3,028		4,743 0	57		4,800
Elocati expenses	1,104				0	-		(
	15,810	19,370	9,964	7,570	17,534	1,836	0	

Allotments								
Rent	650	650	325	325	650	_		650
Repairs/maintenance/water charges	465	600	8	100	108	492		600
	720	720	0	720	720	492		720
Allotments track hedge	720	0	0	0	0	-		
	0	U	U	U	U	-		(
Total allotments	1,835	1,970	333	1,145	1,478	492	0	1,970
Cemetery								
Contract maintenance	2,148	2,202	1,495	707	2,202	(0)		2,303
Repairs/maintenance incl trees	4,407	14,553	8,252	6,300	14,552	1	0	1,420
Rates	510	520	596	0,000	596	(76)	0	600
New cemetery project	0	10,000	0	0	0	10.000	10000	10,000
Misc	262	9,888	485	9,500	9,985	(97)	0	1,000
Water charges	0	200	0	100	100	100		200
Refuse collection	0	750	0	0	0	750		750
Total cemetery & churchyard	7,327	38,113	10,829	16,607	27,436	10,677	10,000	16,273
Street Lights								
Electricity consumed	3,054	3,200	2,099	1,050	3,149	51		3,300
New lighting columns	0	0	0	0	0	-		0.500
Maintenance of columns	1,552	2,500	551	1,000	1,551	949		2,500
Misc	89	0	220	0	220	(220)		C
Total street lights	4,695	5,700	2,870	2,050	4,920	780		5,800
Vat payments								
Total Expenditure	110,050	148,776	77,891	53,833	131,724	17,052	10,000	127,234
Income								
Precept	110,618	113,378	113,378	0	113,378	-		C
Council Tax Support Grant	370	0	0	0	0	-		C
Burials	3,460	2,000	640	300	940	1,060		1,500
Verge cutting (S136)	1,060	1,060	0	1,060	1,060	-		1,060
Deposit account Interest	106	80	26	0	26	54		C
Tennis Courts Fund interest	253	0	0	0	0	-		C
Grants	0	0	500	0	500	(500)		C
Sec 106	30,475	0	0	0	0	-		
CIL	94	0	0	0	0	-		C
Sports club conts to sink fund	3,736	0	0	0	0	-		C
Allotments rents	1,110	1,110	1,275	0	1,275	(165)		1,320
Insurance Claims	0	0	0	0	0	-		
Wayleave	36	35	36	0	36	(1)		36
Playing field hire	1	1	1	0	1	-		1
VAT refund	11,298	0	0	0	0	- ,		0
Misc	37	0	30	0	30	(30)		C
		-	-	-	-	-		
Total income	162,655	117,664	115,885	1,360	117,245	419		3,917
	102,000							
Income less expenditure		(31,112)	37,995	(52,473)	(14,478)	(16,634)		(123,317)
Surplus/deficit in year c/f		31,112			-14,478	16,634	10,000	6,634
Budget deficit								(116,683
							Precept	116,683
		1193.74					ιτευερι	1176.69
Council Tax Base	1178.18	1103 //1						