

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday 23 September 2021 at 7.30pm
Harbury Village Hall

Present

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

Absent

Cllrs Boyd and Knowles

In Attendance

Alison Biddle, Clerk to the Council
Mrs C Gwillam, Minute Secretary
County Cllr Chris Kettle
District Cllr Jacqui Harris (arrived 8.14pm)

Public

Linda Ridgley for Harbury & Ladbroke News
5 members of the public

21/98 Apologies

Cllrs Boyd and Knowles

21/99 Declarations of Interest

There were none.

21/100 Dispensations

There were none.

21/101 Public Participation

Planning Application – Linden Farm Cottage, Deppers Bridge

The applicant spoke about their planning application, emphasising the dilapidated state of this outbuilding and the benefits of the erection of a single storey holiday let. It was agreed to wait until this item on the agenda and if necessary, councillors would seek further clarification from the applicant at that time.

21/102 Minutes

It was **RESOLVED** to approve the minutes of the meeting of the parish council held on Thursday 22 July 2021 as a true and complete record of that meeting; they were duly signed.

21/103 Other Organisations

1 Harbury Library

A written report had already been circulated prior to the meeting; main points being:

- Library and café hours increased slightly, although with Covid safety precautions still in place.
- There are plans to install improved ventilation in the building.
- Summer Reading Challenge ended, 44 participants with 16 completing the challenge; children to be congratulated at a future school assembly.
- 3rd recycling box added to the foyer, a Bra Bank – in aid of the charity Against Breast Cancer.
- National Adoption Week (18-23 October); publicity to be displayed.
- No timetable changes received from Stagecoach at present.
- Harbury Library and the Village Hall will host various events through Live & Local to promote live performing arts.
- In his report 'Levelling up our communities: proposals for a new social covenant', Danny Kruger MP (since promoted to Parliamentary Private Secretary in the new Department of Levelling Up, Housing and Communities) recommended that there should be, 'A new focus on the modern local library, often community managed, delivering business start-up support and digital inclusion for local communities'. It is expected that Harbury Library will be held up as a good example.

2 Harbury School Governors

No report.

3 Southam College

No report, apart from Cllr Balch who had attended an excellent open evening.

4 Twinning Association

No report.

5 Village Hall

Bookings were on the increase, and most regulars were now back. Unfortunately, there were a few snagging jobs left from the refurbishment, but these were in hand. Covid had affected the workmanship. There had been a few complaints about the safety lights at the front of the building not being switched off at night.

6 Harbury Energy Initiative

Cllr Balch reported that the annual WALC conference is focussed on climate change, but unfortunately, she may not be able to attend herself; she asked for other councillors to volunteer to attend, as the conference would provide information which the parish council would find helpful. Bob Sherman, on behalf of HEI, will be running one of the workshops.

HEI is preparing a briefing paper on climate change for discussion at the next PC meeting. Please could councillors do some research in the meantime?

Bob Sherman is speaking at the annual David Middleton Sustainability Conference on 28 September 2021.

7 SDC & WCC

WCC:

Cllr Kettle's report had been circulated; main points being:

- Covid rates are still fluctuating across the county.
- Highway's localities officer, Patch Byrne, is retiring in the new year.
- Petition for a speed limit on Butts Lane has been noted.
- Major blaze in Leamington Spa, tragically with the loss of a life.
- Warwickshire Fire and Rescue Service is reminding people to get their chimneys professionally swept before the winter sets in.
- Problems still exist across the county with child exploitation, county lines and domestic abuse.
- Mature driver assessments, youth work holiday activities, canal and rivers promotion and Natasha's Law, allergen labelling.

Cllr Gibb asked for an update on the Fosse Way/Harbury Lane junction: Cllr Kettle replied that work was now due to commence early in the new year. He acknowledged his predecessor, Bob Stevens', commitment to this improvement scheme and that there were no valid excuses for this lengthy delay – 2 years behind promised delivery date. There was a legal agreement that this would be completed before building houses at Gaydon/Lighthorne Heath commenced, a condition of the planning application. Although 130 have been built, none are yet occupied. The delay appears to be with WCC. More traffic delays are expected as HS2 will soon be closing parts of the Fosse.

SDC:

- Cllr Harris reported that she had met the transport minister that morning, along with Jeremy Wright, MP. Poor communication on behalf of HS2 was highlighted to him, and a review was requested.
- Bus services were also raised with the MP; he promised to investigate this and respond to Cllr Harris at his earliest opportunity.
- Problems in Rainbow Crescent were still on-going; this was a long-term problem with no immediate solution likely.
- More powers are needed to hold utility companies to account, especially regarding planning matters. This was also raised with the MP.
- Changes in ward boundaries will not affect Harbury.

21/104 Planning

- 1 [Planning ref 21/02670/FUL – Linden Farm Cottage, 35 Deppers Bridge](#)
Demolition of existing outbuilding and erection of a single storey holiday let with associated works.

It was **RESOLVED** to object on grounds of non-compliance with planning policy and concern over the possible use of the holiday let as a permanent dwelling in the future. Cllr Allen would provide specific information relating to planning policy for Cllr Lockley to draft a suitable response for Monday's deadline, to be circulated to members for approval before submission by the clerk to SDC.

- 2 [Planning ref 21/02802/FUL – 17 Manor Road](#)
Demolition of existing conservatory. Two storey extension to the rear of the existing residential property.

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

- 3 [Planning ref 21/02825/FUL – 6 Percival Drive](#)
Demolition of existing garage and replacement with single storey extension to side and rear of existing house.

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

- 4 [Planning ref 21/02448/FUL – Eastfields Farm, Deppers Bridge](#)
Installation and operation of a 67 hectare renewable energy generating station comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage containers together with switchgear container, inverter/transfer units, site access, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements.

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

- 5 **Delegated Responses**
Noted as per appendix A.

21/105 **Public Consultation -Proposed South Warwickshire Council**

It was acknowledged that the two district councils needed to save money and as Harbury parish borders Warwick district, there may be some benefits for Harbury particularly regarding planning matters and their impact on this community. It was therefore **RESOLVED** to support the proposed merger. It was agreed that Cllr Lockley would draft a response for circulation to all members for their approval before submission by the clerk to SDC.

21/106 Environment

1 Traffic

a) Traffic survey in Bush Heath Road/Butt Lane

The clerk reported that the last quote received, May 2019, was for £252; a survey would include the speed and volume of traffic, and types of vehicles. It was also pointed out that it was usually a bit cheaper if 2 surveys were booked at the same time.

It was **RESOLVED** to commission a new traffic survey for this stretch of road along with a follow up survey at Deppers Bridge.

b) Feasibility study for traffic calming measures Bush Heath Road/Butt Lane

It was **RESOLVED** to defer this until the results of the traffic survey were known; this would be put on the agenda for the next meeting.

c) Follow -up traffic survey-up at Deppers Bridge

This was dealt with under (a) above.

d) Request for parking restrictions in High Street

A suggestion had been received that parking should be restricted to 1 hour max between the hours of 9am and 5pm to make parking easier for people visiting the shops, library etc. The consensus was that owing to a lack of enforcement, this was not a viable proposition.

e) Approval of order for 'no idling' signs

It was **RESOLVED** to order these at a cost of £239.60; they were to be placed outside the school as well but on the fence, not the lamp posts.

2 Village Tree Planting Project

Cllr Gibb had met with Paul Quinney from the Scouts group who had volunteered to take the lead on this. Everyone was in favour of the planting plan, but it would involve a lot of work and unfortunately, Cllr Gibb was unable to commit enough time to it himself. HEI has also expressed an interest in helping with this project.

21/107 Properties

1 Playing Fields

a) Future Energy Project

i. Payment of fee to Fields in Trust

It was **RESOLVED** that HEI should be asked to pay the fee of £300 + VAT to cover the cost of legal fees in connection with the field change request.

ii. Re-positioning of turbine

There has been a minor alteration to the proposed location for the wind turbine following receipt of the bat survey report. It has been moved a few metres to the west but still does not impact on the useable space of the playing field.

2 Deppers Bridge AED & benches – update on application to HS2 fund

Cllr Ekins reported that he and the clerk had partially completed the lengthy application form. Evidence of the impact of extra traffic caused by the A425 road closure is required.

3 Cemetery

a) Review of policy for reserving burial plots

The clerk reported that available burial space is now critically low and the practice of allowing people to reserve plots in advance is making the situation worse. She asked the council to consider the consequences if this continues. It was **RESOLVED** that with effect from now, the purchase of exclusive rights in advance would no longer be permitted except where someone's partner has just died, and they want to reserve the adjacent plot for themselves. It was agreed that a new written policy would be drafted accordingly, for inclusion in the cemetery rules.

b) Approval of memorial safety policy

The draft had been circulated. It was **RESOLVED** to adopt the policy as drafted, without amendment.

c) Agreement of programme for memorial inspection

It was **RESOLVED** that the clerk would start the appropriate notice period once a reply had been obtained from the diocese regarding whether a faculty is required, as part of the burial ground is consecrated.

d) Update on cemetery tree planting

This had been discussed at the last meeting; the Properties Group had met during the recess and agreed to proceed with area 1 of the planting plan. The clerk is waiting for prices to be provided.

21/108 Winter Lights

1 Arrangements for winter lights switch on –event

Cllr Balch reported that this would take place on 27 November at 4.00pm. There were plans to have stalls, refreshments, and entertainment. The village trail from last year would be updated, advertisements would be put in Harbury Village News and there were plans to have a children's lantern making afternoon.

2 Approval of cost of recent order for new lights

It was **RESOLVED** to approve this at a cost of £2,832 + VAT.

3 Consideration of further anticipated expenditure

It was **RESOLVED** to delegate authority to the clerk to spend up to the limit of the allocated budget for the lights, to include refreshments for the helpers on the day the lights are installed.

21/109 Finance & General Purposes

1 **Budget Report**

There were no questions.

2 **Bank Reconciliation**

The bank reconciliations for July and August 2021 had been completed by the clerk and checked by Cllr Allen. All correct.

3 **Conclusion of audit for year ended 31 March 2021**

It was noted that the external audit had now been completed and had been publicly advertised. Everything was in order.

4 **Age limitations on personal accident cover**

The clerk reported that, although there was no problem with public liability, the personal accident cover was reduced for those 76-85 years of age and there is no cover for those over 85. This relates to all employees, councillors, and volunteers.

It was **RESOLVED** that the clerk would contact the Friends of Harbury Cemetery to make them aware of this and that volunteers over the age limit would be working at their own risk.

5 **Approval of revisions to emergency plan**

The final draft had been circulated; there was doubt over the location of the parish 'emergency box' (which contains tabards and foil blankets. etc.). It was **RESOLVED** to adopt the new draft subject to clarification of the location of the box.

6 **Adoption of final draft of Health & Safety Policy**

It was **RESOLVED** to adopt this new policy as per the draft without further amendment.

21/110 Accounts for Payment

It was **RESOLVED** to approve the accounts for payment for August and September 2021 as per Appendix B. Cllrs Lockley and Thompson to authorise payment. They will confirm that they have checked the invoices (circulated prior to the meeting) by email.

21/111 Reports & Questions

- Cllr Thornley had spoken to the practice manager at Harbury Surgery, raising residents' concerns on the waiting time for appointments and the lack of face-to-face meetings; this was improving.
- Approval was sought by GASS for the resumption of the annual village bonfire. There had been some issues last time it was held (in 2019). It was agreed to make it clear that only the tractor must be used for travelling across the playing field, that the rubbish needs to be removed promptly, and all keys returned to the parish council office on time.

- A new list of emergency key holders is required for the front of the village hall. Cllr Rutherford will deal with this.

21/112 Exclusion of Public & Press

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972 to discuss the following confidential matter:

1 Keyholder arrangements for the office

There had been a misunderstanding. The problem was not with access to the keys for the office, but the keys for the car park. Cllr Rutherford offered the use of a key safe at the village hall. The clerk will liaise with him about this.

21/113 Date of Next Meeting

The next ordinary parish council meeting will be held at 7.30pm on Thursday, 28 October 2021 at Harbury Village Hall.

The meeting closed at 9.30pm.

Signed Chairman Date.....

APPENDIX A
Planning Applications – Delegated Responses
23 September 2021

- 1 [Planning ref 21/02376/TREE - The Bungalow, Hall Lane](#)
T1 Magnolia – reduce overall spread by 2.5 metres to approximately 3.5 metres and height by 1.5 metres to approximately 3 metres.
No representation
- 2 [Planning ref 21/02249/TPO - Walnut Tree Cottage, Hall Lane](#)
T1 walnut currently approx 15 metres high and has a spread of 15 metres. The proposed 30% crown reduction would be achieved by reducing the height by 4m and by removing 2m from all sides, resulting in a height of 11m and spread of 11m. 30% to reduce weight, and also to remove dead wood.
No representation
- 3 [Planning ref 21/02395/FUL - Old Post Office, High Street](#)
Replacement of existing bow window to front elevation.
No representation
- 4 [Planning ref 21/02640/TREE - Harbury Hall, The Courtyard House, Bull Ring Farm Road](#)
T1 yew – fell.
T2 Robinia – reduce by approx a third 1.5 to 2.5 metres.
No representation
- 5 [Planning ref 21/02541/FUL - 5 Farm Street](#)
Two storey pitched roof extension to rear elevation of the property.
No representation
- 6 [Planning ref 21/02509/FUL - Stapenhall Farm, Deppers Bridge](#)
Internal alterations to building and new external door into the proposed utility room.
No representation
- 7 [Planning ref 21/022558/TREE - Victoria House, 6 Farm Street](#)
T1 yew – reduction by 1.5m to 2.5m all the way round.
No representation
- 8 [Planning ref 21/02006/FUL - Bishops Bowl Lakes, Station Road](#)
Erection of new mixed-use business and residential building that contains garages, plant room and storage/workshop.

No representation – comment: any lorries visiting the site should be directed to use the B4451/B4452 as opposed to using Butt Lane/Bush Heath Road.

APPENDIX B

Accounts for Payment

Accounts for approval 26 August 2021				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Payment ref	Net	Vat	Gross
Edge IT Consultants Ltd (new councillor email)	210714	30.00	6.00	36.00
Lights4Fun (advance order winter lights)	210800	2,832.85	566.57	3,399.42
Harbury Show (grant)	210801	200.00	-	200.00
		-	-	-
		-	-	-
		-	-	-
	Sub-total	3,032.85	566.57	3,599.42
Accounts for payment on 26 August 2021				
Payee	Payment ref	Net	Vat	Gross
Staff costs	210802 to 05	2,262.35		2,262.35
E.ON (s/lights electricity)	210806	264.88	52.98	317.86
Frank Mann Farmers (playing field 7 various)	210807	390.00	78.00	468.00
Hawkesford (chapel valuation)	210808	250.00	50.00	300.00
Harbury Village Hall (Harbury Market room hire)	210809	256.00	-	256.00
A Biddle (expenses)	210810	31.55	-	31.55
T Bastin (bus shelter & bin cleaning)	210811	65.00	-	65.00
PKF Littlejohn (audit fees)	210812	400.00	80.00	480.00
C D & J L Beaton (chapel shelving)	210813	920.20	-	920.20
BHIB Ltd (increase premium for chapel re-valuation)	210814	40.24		40.24
Viking (office supplies)	210815	53.93	10.79	64.72
Adams & Munson (office rent)	s/order	378.50	-	378.50
Frank Mann Farmers (grds m'nance)	s/order	971.74	194.35	1,166.09
		-	-	-
	Sub-totals	6,284.39	466.12	6,750.51
	TOTALS	9,317.24	1,032.69	10,349.93
		-	-	-

Accounts for approval 23 September 2021				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Payment ref	Net	Vat	Gross
Edge IT Systems Ltd (contract renewal)	210900	360.00	72.00	432.00
Greentech Ltd (line marking powder)	210901	154.00	30.80	184.80
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Sub-total	154.00	30.80	184.80
Accounts for payment on 23 September 2021				
Payee	Payment ref	Net	Vat	Gross
Staff costs	210902 to 05	2,120.21		2,120.21
E.ON (s/lights electricity)	210906	264.88	52.98	317.86
Frank Mann Farmers (playing field mowing - April)	210907	275.00	55.00	330.00
Viking (office supplies)	210908	55.56	-	55.56
Frank Mann Farmers (playing field mowing - August)	210909	120.00	24.00	144.00
Shaw & Sons Ltd (burial grant book)	210910	110.00	22.00	132.00
WCC (allotments rent)	210911	325.00	-	325.00
T Bastin (bus shelter & bin cleaning)	210912	40.00	-	40.00
WALC (annual conference)	210913	10.00	2.00	12.00
Harbury Village Hall (room hire)	210914	42.50		42.50
A Biddle (expenses)	210915	3.00		3.00
BT (phone & broadband)	d/debit	150.70	30.14	180.84
Adams & Munson (office rent)	s/order	378.50	-	378.50
Frank Mann Farmers (grds m'nance)	s/order	971.74	194.35	1,166.09
		-	-	-
	Sub-totals	4,867.09	380.47	5,247.56
	TOTALS	5,021.09	411.27	5,432.36
		-	-	-