

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday 28 October 2021 at 7.30pm
Harbury Village Hall

Present

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

Absent

Cllr Balch
1 vacant seat

In Attendance

Mrs Alison Biddle, Clerk to the Council
Mrs C Gwillam, Minute Secretary
County Cllr Chris Kettle (arrived 7.50pm)

Public

Mrs Linda Ridgley for Harbury & Ladbroke News
6 members of the public

21/114 Apologies

Cllr Balch

21/115 Declarations of Interest

There were none.

21/116 Dispensations

There were none.

21/117 Public Participation

1 Presentation by David Bristow of Harbury Energy Initiative (HEI) re climate emergency

A report had been circulated prior to the meeting. In summary, HEI is asking that the parish council acknowledge there is a climate emergency and considers what can be done at a local level. The parish council does have influence in the community.

Cllr Thompson had attended the recent annual WALC conference which had focussed on climate change and many of the issues raised in HEI's report had been discussed.

2 Introduction to Harbury Environmental Group by Jessica Dominick

An email outlining the group's aims had been circulated prior to the meeting. The group had started on Facebook and the idea is to help join together existing environmental projects in the village, as well as to reach out to children to help them understand what

they can do to help – recycling, making the village bee-friendly, litter picking, amongst other initiatives. Little things can make a big difference.

3 Members of the Public

The village tree planting project was raised. This is to be discussed later in the agenda.

21/118 Minutes

It was **RESOLVED** to approve the minutes of the meeting of the parish council held on Thursday 23 September 2021 as a true and complete record of that meeting; they would be duly signed after the meeting.

21/119 Other Organisations

1 Harbury Library

A report had been circulated prior to the meeting. The CO² monitoring had been completed and the ventilation was found to be acceptable. As an extra precaution, an air purifier would be installed, and a maximum number imposed of 30 people at any one time. The monitor would be made available to other groups should they wish to check their own levels.

The library has been selling event tickets for a number of organisations with over £900 taken in ticket sales for the annual village bonfire.

Cllr Gibb congratulated the library on providing their own printed bus timetables in the absence of Stagecoach providing them– an excellent initiative.

2 Harbury School Governors

No report.

3 Southam College

No report.

4 Twinning Association

Report circulated; AGM to be held in the Tom Hauley room on Friday 19 November.

5 Village Hall

Nothing to report, except very busy.

6 Harbury Energy Initiative

Nothing further to add to that already reported.

7 SDC & WCC

WCC: Cllr Kettle reported that:

- Covid rates are again increasing across the county; there is evidence that the vaccines are working well for the over 60s – it is mostly younger people, particularly school age, who are affected.
- He had recently attended 3 HS2 meetings, discussing road closures. He had submitted various concerns in writing to the transport minister at a recent meeting but as the minister had arrived late, Cllr Kettle was still waiting for a response. The closure of the A425 would be deferred as it had been scheduled for the same time as the Fosse closure.
- He had been pushing hard for the work on the Harbury Lane/Fosse Way junction to be started before the winter; the developers had been responsible for the delay, but this had now been resolved. It was envisaged that work would start now in March 2022.
- Station Road/Bishops Itchington –flooding in the dip on the B4451; this comes within the Harbury boundary. Damage to the pipe work would be repaired and the invoice sent to the developers.
- Bush Heath Road traffic survey– Cllr Kettle emphasised that this was a public road, which cannot be restricted or closed even if the survey shows HGVs are using this route. It is a fact that cars speed, but most lorries do not. It would be useful though to gauge the volume of traffic.

SDC:

Nothing to report in Cllr Harris's absence.

21/120

1 [Planning ref 21/03148/TPO – Walnut Tree Cottage, Hall Lane](#)

T1: Walnut tree – reduce height of the tree by 2 metres and reduce the laterals by 1-1.5 metres, as well as removing any dead wood

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

2 [Planning ref 21/03284/FUL – 59 Mill Street](#)

Proposed render to new extension and existing porch and new composite cladding to front elevation

It was **RESOLVED** to object on the grounds that this would contravene the NDP and the Local Plan, as the render would be at odds with the street scene which was uniform, and this proposal gave no indication of colour for the cladding. Cllr Allen would forward the policy references to the clerk to submit with the objection.

3 **Delegated Responses**

Noted as per appendix A.

21/121 Environment

1 **Climate Emergency – consideration of resolution to formally acknowledge climate emergency and actions that can be taken by the parish council**

It was **RESOLVED** that (i) HPC formally acknowledges the climate emergency and commits to acting on the causes and impacts of climate change, and (ii) that HPC will establish a climate working party to bring forward proposals for consideration and further action. Cllr Ekins proposed, Cllr Gibb seconded, and all agreed to (i) and (ii).

It was also agreed that Cllr Balch (although absent, she had expressed a particular interest in this) would chair this new group; Cllr Ekins and Thornley also volunteered. Other members would include representatives from HEI, HEG and any other interested parties. It was suggested that they meet before the next parish council meeting and report back, particularly regarding any financial implications which could be accounted for in the budget plans for next year.

2 **Traffic Surveys**

a) Deppers Bridge – reconsideration of survey in light of road closures and cost v benefit

The follow-up survey was intended to provide evidence for the HS2 grant application for an AED and 2 benches, but WCC has recommended that all traffic surveys are deferred until next year because of the forthcoming road closures. HS2 has already advised that a grant application is unlikely to be approved as they have already provided a lot of funding in this locality.

It was **RESOLVED** to (i) go ahead and order the AED which has already been budgeted for this year (ii) put money in next year's budget for the 2 benches and (iii) to abandon the traffic survey.

b) Bush Heath Road/Butt Lane – reconsideration of feasibility study considering delayed traffic survey and discussion of locations for survey

As mentioned above, it will not be possible to carry out a traffic survey before next year. It was therefore **RESOLVED** to commission a feasibility study for traffic calming measures instead, as previously requested by the residents' group. The cost of this will be £500 and will be paid for by the parish council. It has already been made clear to residents, that the parish council has no funding available for installing traffic calming.

3 **WCC Highway Verge Management – Policy Consultation – consideration of council's response**

It was **RESOLVED** not to comment.

4 **Village Tree Planting – update and agreement of next steps**

Paul Quinney, of the local scout group, thanked HPC for proposing this initiative. It was hoped to coincide with the Queen's Canopy Scheme and her Platinum Jubilee. Mr Quinney gave the following report:

- Trees can be obtained free through the Woodland Trust – also other sources, Sainsbury, HEI for example. The proposed planting scheme was useful.

- A grant application for £400 has been made to cover the cost of protective gloves and necessary equipment. Awaiting a reply.
- If HPC are to be asked to budget for safety equipment, this should be done soon so that it can be incorporated into the budget plans for next year
- The site would have to be identified and land ownership investigated – a time-consuming task.
- This project would involve the school and would tie in with work to combat the climate emergency.
- March 2022 would be an ideal planting time with a big event spread over a weekend.
- A meeting will be called to bring together all the different groups involved. Further information has been emailed to the clerk.

21/122 Properties

1 **Playing Fields**

a) Tennis Club Lease – approval of costs and agreement of next steps

Consent is required from Fields in Trust before the lease can be registered. They will charge a fee of £300 for this. It was **RESOLVED** that the PC would cover this cost. The clerk will complete the application to FIT.

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

This has already been dealt with. (NB: Cllr Lockley would follow up on the privately owned AED at Oakfields to see if it is currently being maintained).

3 **Cemetery**

a) Approval of revised cemetery rules

It was **RESOLVED** to approve the revised rules subject to the removal of the reference to “staking and banding” in the section on memorial safety.

b) Consideration of restriction of cemetery opening hours to daytime only

It was **RESOLVED** that the cemetery should be open to the public in daylight hours only. The clerk will order a sign displaying this wording for the gates.

c) Update on memorial inspection

The diocese has advised that a faculty will be required to lay down any unsafe memorials located in the consecrated areas of the cemetery. The clerk has now written to the diocesan solicitors to obtain instructions for this process and is waiting for their reply. It was agreed to proceed with the inspection and cordon off any unsafe memorials pending granting of the faculty.

d) Approval of cost of earth removal & gravel surround at base of chapel

It was **RESOLVED** to approve this work at a cost of £495.

4 **Allotments – approval of reserved plot for well-being group & cost of clearance, rotovating & cover**

It was **RESOLVED** to reserve the plot in question for a 6 month period to allow a feasibility study to be carried out with a view to using this plot for a well- being group. The cost of clearing & rotovating the plot was expected to be minimal, and the council agreed to cover this expenditure.

21/123 Winter Lights

1 Update on arrangements for winter lights switch-on event

Plans were in hand for this to take place on 27 November from 4.00pm. There would also be stalls, refreshments, and entertainment. The trail from last year has been updated, and advertisements put in Harbury Village News - the clerk asked for this to be sent to her so that she could put it on the council's Facebook page. The library had been asked to do a children's lantern making afternoon but had not yet received any information about this.

2 Consideration of any further anticipated expenditure

There was no anticipated further expenditure; unfortunately, some of the items on order were out of stock and there were no alternatives.

21/124 Finance & General Purposes

1 Budget Report

There were no questions.

2 Bank Reconciliation

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

3 Approval of amendment to bank mandate (removal of S Boyd)

It was **RESOLVED** to update the bank mandate to remove access for Cllr Boyd who has recently resigned.

4 Appointment of internal auditor for 2021/22

It was **RESOLVED** to re-appoint K Rose of IAC Audit as the internal auditor for this year.

5 Agreement of amount of donation of RBL Poppy Appeal for wreath

It was **RESOLVED** to donate £100.

6 Approval of revision to financial regulations (new contract thresholds)

It was **RESOLVED** to approve the amendment which relates to an increase in contract thresholds.

7 Adoption of reserves policy statement

It was **RESOLVED** to adopt the policy as drafted with no amendments.

8 Agreement of tendering process for grounds maintenance contract

It was **RESOLVED** to approve the documents and timetable as proposed by the clerk and to extend the contract period from 3 to 5 years. The closing date will be the end of November which will allow the new prices to be considered in the preparation of next year's budget.

21/125 Accounts for Payment

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

21/126 Reports & Questions

- Cllr Rutherford informed the council that Mr Geoff Thorpe had resigned from the village hall committee after some 20 years' service; the council asked the clerk to write to him formally to thank him for his commitment over this time.

21/127 Exclusion of Public & Press

1 Approval of quote for cemetery tree work

It was **RESOLVED** to approve the quote for the removal of 12 Chamaecyparis and replacement with 9 new trees (birch, cherry, and wild pear).

21/128 Date of Next Meeting

The next ordinary meeting of the parish council will be held at 7.30pm on Thursday 25 November 2021 at Tom Hauley Room, All Saints Church, Harbury.

The meeting closed at 9.17pm.

Signed Chairman Date.....

APPENDIX A

Planning Applications – Delegated Responses

28 October 2021

- 1 [Planning ref 21/02960/TREE - Juxta Pacem, Temple End](#)
T1 and T2 walnut x 2 no. - Fell
No representation
- 2 [Planning ref 21/03110/TREE - 22 Farm Street, Harbury](#)
T1 conifer x 2 no. - Fell
No representation
- 3 [Planning ref 21/02948/TREE - 32 Vicarage Lane](#)
T1 oak – Crown lift all round to a height of 3.5 metres above ground level
No representation
- 4 [Planning ref 21/02847/TREE - Childyke, Mill Lane](#)
T1 Robinia – Reduce height by approx. 2 – 3 metres to previous points. Remove deadwood. Balance the tree back from ‘Th Old Post Office’, to allow a clearance of approx. 2 metres. Prune from phone lines to allow a clearance of approx. 0.5m. Remove epicormic growth.
No representation
- 5 [Planning ref 21/02516/TREE - 27 Farm Street](#)
T1 laurel: reduce height from 4.5 metres to 3.5 metres and spread from 5 metres to 3.5 metres. T2 pear: reduce in height from 7 metres to 5 metres and spread from 7 metres to 5 metres.
No representation
- 6 [Planning ref 21/02933/LDE - Old Post Office, High Street](#)
Replacement bow window
No comments.
- 7 [Planning ref 21/02021/FUL \(amended\) - 28 Farley Avenue](#)
Replace existing bungalow with a 1.5 storey dwelling
Object on the same grounds as previously submitted in respect of the original application.

APPENDIX B

Accounts for Payment

Accounts for approval 28 October 2021				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Payment ref	Net	Vat	Gross
W Goodwin & Sons (refund of overpaid fee)	210916	30.00	-	30.00
A Biddle (ramps for cemetery chapel)	211000	29.99	-	29.99
Lightstyle London Ltd (winter lights)	211001	539.10	107.82	646.92
K Lewis (rent refund)	211001A	15.00	-	15.00
Southam Agricultural Services (signs)	211001B	90.00	18.00	108.00
		-	-	-
	Sub-total	704.09	125.82	829.91
Accounts for payment on 28 October 2021				
Payee	Payment ref	Net	Vat	Gross
Staff costs	211002 - 05	2,191.91		2,191.91
E.ON (s/lights electricity)	211007	256.33	51.27	307.60
Frank Mann Farmers (mowing, pitch marking & c	211008	345.00	69.00	414.00
WALC Conference - K Thompson - 21692	211009	10.00	2.00	12.00
Fields in Trust (fees relating to energy project)	211010	360.00	-	360.00
C D Beaton (chapel doors & guttering)	211011	240.00	-	240.00
WALC Conference - S Ekins - 21708	211012	10.00	2.00	12.00
WALC Conference - J Balch - 21742	211013	10.00	2.00	12.00
WALC (training S Ekins - 21758)	211014	30.00	6.00	36.00
WALC (training S Ekins - 21759)	211015	30.00	6.00	36.00
WALC (training A Biddle - 21769)	211016	30.00	6.00	36.00
WALC (training A Biddle - 21768)	211017	40.00	8.00	48.00
WALC (training A Biddle - 21743)	211018	30.00	6.00	36.00
WALC (training A Biddle - 21744)	211019	30.00	6.00	36.00
WALC (training A Biddle - 21745)	211020	30.00	6.00	36.00
T Bastin (bin & bus shelter cleaning)	211021	40.00	-	40.00
Bull Ring Garage (office electric)	211022	189.28	37.86	227.14
All Saints Church (Nov room hire)	211023	30.00		30.00
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	5,252.76	402.48	5,655.24
	TOTALS	5,956.85	528.30	6,485.15
		-	-	-