

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday 27 January 2022 at 7.30pm
Harbury Village Hall

Present

Cllr T Lockley (Chair)	Cllr A Rutherford
Cllr J Balch	Cllr J Thornley
Cllr A Knowles	Cllr S Ekins
Cllr S Allen	Cllr J Dominick
Cllr K Thompson (arrived 7.31pm)	

Absent

None (1 vacancy)

In Attendance

Mrs Alison Biddle, Clerk to the Council
Mrs C Gwillam, Minute Secretary
County Cllr Chris Kettle

Public

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

22/1 Apologies

District Cllr J Harris

22/2 Declarations of Interest

There were none.

22/3 Dispensations

- 1 It was **RESOLVED** to grant a dispensation request from Cllr Dominick in respect of Harbury Village Hall.
- 2 Receive and consider granting any other dispensation requests – there were none.

Cllr Thompson arrived at the end of this item.

22/4 Casual Vacancy

There were two candidates to be considered for co-option. It was **RESOLVED** to vote by ballot paper. Votes were counted by the clerk and scrutinized by County Cllr Chris Kettle. It was **RESOLVED** to co-opt Alex Potter who duly signed his declaration of acceptance of office before the clerk and took his seat on the council. Thanks and commiserations were extended to the unsuccessful candidate.

22/5 Working Parties & Groups

Membership of working parties was reviewed and appointments made as follows:

Planning: Chair Cllr Allen / Cllrs Thompson, Knowles and Rutherford
Environment: Chair Cllr Rutherford / Cllrs Dominick, Thornley and Potter
Properties: Chair Cllr Ekins / Cllrs Thompson, Dominick, Knowles and Potter
Finance & General Purposes: Chair Cllr Allen/ Cllr Ekins, Balch, Lockley and Rutherford
Staffing: Chair Cllr Thompson / Cllrs Balch, Ekins (and Lockley as reserve)
Climate: Chair Cllr Balch / Cllrs Ekins, Thornley and Dominick

22/6 Public Participation

There was none.

22/7 Minutes

It was **RESOLVED** to approve the minutes of the meeting of the parish council held on Thursday 25 November 2021 as a true and complete record of that meeting.

22/8 Other Organisations

1 Harbury Library

A report had been circulated prior to the meeting, key points being:

- Covid protocol remains in place despite most restrictions being lifted
- First Tunes & Tales toddler session well attended with most staying for coffee afterwards
- Library now available for hire for community, social or commercial use
- New heating in the library intended to be the same as that in the village hall; this would enable the old radiators to be discarded, freeing up quite a bit of space for more bookcases.

2 Harbury School Governors

Cllr Thompson reported that the new chair was Sue Johnson (replacing Chris Gibb). The consultation period for the MAT process ended on 4 January 2022; there were no objections. The school will continue to have monthly meetings with the trust and continue to re-evaluate.

3 Southam College

Cllr Lockley informed council that the building of a 2-storey temporary classroom, ahead of the refurbishment, was underway and on schedule.

4 Twinning Association

Mr Ron Temple had been appointed as the new chair.

5 Village Hall

Cllr Rutherford reported that several socials had been cancelled due to the spike in Covid, but regular classes ran as usual. Advisory notices had replaced the mandatory ones regarding the wearing of face masks. Three cycle racks had now been purchased

and were awaiting the laying of a concrete base. Finally, the long-standing treasurer had given 12 months' notice; it was hoped that a replacement could soon be found.

6 Harbury Energy Initiative

Cllr Balch attended a meeting just before Christmas; they were working closely with the school to install a meter and will involve the children in monitoring the savings. They were also involved with the tree planting, the scout hut improvements, and the community e-bike scheme.

7 SDC & WCC

WCC: Cllr Kettle's report arrived too late to forward to councillors prior to this meeting.

- Jeff Hobday has now replaced Patch Byrne as WCC Highways locality officer.
- Harbury Lane/Fosse way works now gone to tender; delay disappointing but anticipated start in March
- Police budget row – PCP voted to reject the PCC's budget proposals of an increase in the police precept of some £3 million, representing a £10 rise per band household.

SDC: Cllr Harris's report circulated prior to the meeting; main points being:

- Covid situation has improved; hospitals coping along with the usual winter pressures
- Liaising with authorities, developers/builders to address poor road conditions
- Slow progress with traffic lights in at Harbury-Fosse junction, but it will happen.

22/9

1 [Planning ref 21/03945/TREE – Fox Cottage, Chapel Street](#)

T1 – silver birch x 2 – reduce from 21 metres to 15 metres and shape

G1 – sycamore x 5 = reduce by 0.66 metres and shape

It was **RESOLVED** to make no representation although it was observed that, once again, there was no mention of a tree surgeon

2 [Planning ref 21/03915/FUL – Herons Cabin, Bush Heath Lane](#)

Demolition of existing brick outbuildings containing double garage, workshop and game room and replacement with dormer building to provide double garage, gym and office and studios on first floor over, removal of 4 mature conifer trees, construction of ground floor extension to front of main bungalow and application of rendering to all external masonry surface above dpc level

NB: This is to review the delegated response of objection submitted on 12 January 2022

It was **RESOLVED** to uphold the objection as the ancillary building would have an adverse effect. Cllr Allen would email the specific points to the clerk for the formal response.

3 [Planning ref 22/00001/FUL – Land near to Middle Road Farm](#)

Solar farm and battery storage together with all associated works, equipment and necessary infrastructure

It was **RESOLVED** to make no objection but to request a stronger hedgerow net gain in place, a robust traffic management plan, more consultation with the developer re community gain and proportionate funding with Ufton PC. It was also noted that the proposal did not include any educational element and little community benefit. Cllr Allen would email the specific points to the clerk for the formal response.

4 **Eastfields Solar Farm – consideration of items for discussion concerning community benefits now that planning permission has been granted**

A meeting with the developer is taking place on 17 February; a report would be submitted to the next council meeting.

5 **Delegated Responses**

Noted as per appendix A.

22/10 **Environment**

1 **Feasibility Study Bush Heath Road/Butt Lane - update**

The clerk had forwarded minutes of the recent meeting; waiting to hear further from WCC Highways. A traffic survey will probably also be needed.

2 **Village Tree Planting – progress report**

Mr Quinney's report had only just been received; a councillor was asked to volunteer to take the lead on this. It was agreed that the Environment Group should look at this and report back at the next meeting, with possibly the Climate & Properties Groups also having an input. Cllr Rutherford volunteered and would act as co-ordinator.

3 **Deppers Bridge Traffic – consideration of '20s Plenty' campaign**

Cllr Ekins asked that HPC support this campaign for a reduction in the speed limit, with the possibility of expanding it to Harbury. It was suggested that the Environment Group consult the public, through Harbury News and the PC Facebook page, as well as the Deppers Bridge Facebook page, and then report back to the council to decide on whether to support this initiative.

4 **Warwickshire's Vision for Bus Travel Consultation – consideration of response**

Cllr Lockley reported that he had read this consultation and, although it was full of good things and would ensure Harbury had more regular buses, there was no money available. However, it was **RESOLVED** to support the aims, and this response would be registered accordingly.

22/11 Properties

1 **Playing Fields – update on tennis club lease**

Progress is being made as a certificate of consent has been received from FIT. The club's solicitor has now been instructed to complete the registration of the lease with the Land Registry.

2 **Seasonal lights - consideration of request to hire lights for private function**

Some discussion took place on the pros and cons of loaning out lights for private functions. However, it was **RESOLVED** that this would not be allowed owing to the risk of damage and the difficulty in supervising the loans.

22/12 Climate Working Party – update following the first meeting of this new group

Cllr Balch reported that the first meeting had been well attended. Focus had been on the terms of reference – an umbrella to bring together all parties helping to publicise what can be done. An eco-fair had been suggested, attached to the carnival, and gathering information was the first step. Also, consideration was being given to sponsorships. Their next meeting in February would concentrate on costing up a proposal and avenues of funding in time for the next council meeting.

22/13 Platinum Jubilee – to discuss celebrations

This would be taking place over the weekend from Thursday to Monday, 2-6 June 2022. A lengthy discussion took place about providing bunting, a commemorative souvenir for schoolchildren, a whole village picnic, or combining with the carnival perhaps? The library and the school were doing something and, no doubt, other organisations would be too. It was felt that some co-ordination was needed so that everyone knew what everyone would be doing and there would be no clashes or duplications. Thanks were expressed to Richard Fowler at the library who offered to make the library a central hub for collating this information.

22/14 Finance & General Purposes

1 **Budget Report to date**

Noted. No comments.

2 **Bank Reconciliation for November and December 2021**

Noted. Checked and agreed, everything in order.

3 **Approval of transfer from maintenance fund to current account for costs of net posts**

It was **RESOLVED** to approve the transfer of £720 from the tennis courts fund to the current account to cover the cost of new net posts.

- 4 **Completion of review of fixed assets register**
The review has now been completed. It was **RESOLVED** to approve the updated register as circulated prior to the meeting.
- 5 **Consideration of renewal of Fields in Trust membership**
It was **RESOLVED** not to renew this at the present time as it was felt it did not represent 'value for money'.
- 6 **Agree action on Npower invoices for street lighting**
The clerk informed council that there were some anomalies with the invoices following the recent migration from E.ON to Npower and suggested withholding payment until these have been resolved; this was agreed.
- 7 **Approval of ongoing payment of hall hire fees for Harbury Local Market**
This was **RESOLVED** as it is of community benefit.

22/15 Budget & Precept 2022/2023

- 1 **Approval of staff salary increases**
It was **RESOLVED** to increase staff salaries by 2% except for the clerk's, which is subject to a separate national pay agreement.
- 2 **Review and agree councillors' allowances**
It was **RESOLVED** to approve an allowance of £350 per elected member and £700 for the chair of the council. It was noted that it had been over 5 years since the allowance was last reviewed. This should be considered when setting the budget for next year.
- 3 **Approval of funding for allotments well-being project**
It was **RESOLVED** to allocate £3,000 for this project.
- 4 **Approval of budget for 2022/2023**
It was **RESOLVED** to approve the budget as shown at Appendix B.
- 5 **To determine and approve level of precept for 2022/2023**
It was **RESOLVED** to set the precept at £119,677 – representing a 0.42% increase for a Band D property. Cllr Lockley proposed, Cllr Thompson seconded, and all agreed.

22/16 Accounts for Payment

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

22/17 Reports & Questions

Cllr Balch asked for a vote of thanks to be recorded for the superb community effort which took place when putting up the Christmas lights; in particular, the 5 councillors who helped, Colin Sheasby for the loan of his cherry picker, the Shakespeare Inn, Harbury Library, and the residents of Frances Drive. Cllr Thompson, in turn, thanked Cllr Balch for her personal commitment.

22/18 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 matters:

- 1 Grounds maintenance contract 2022-2027**
All tenders received were examined. It was **RESOLVED** to award the new contract to Frank Mann Farmers.

- 2 Field mowing 2022/2023 season quotes**
It was **RESOLVED** to approve the quote from Frank Mann Farmers. Consideration would be given to combining it with the main grounds maintenance contract in future.

- 3 Tree works quotes**
It was **RESOLVED** to accept the quote for the annual inspection and proposed new plantings in remaining areas of the cemetery.

- 4 Quotes for wet pour surfacing at junior swings**
All quotes received had been circulated. It was **RESOLVED** to accept the quote from Novasport.

- 5 Appointment of general maintenance person**
It was **RESOLVED** to offer a 12-month trial contract with a retainer of 2 hours per month with any additional hours worked over this to be invoiced accordingly.

22/19 Date of Next Meeting

The next ordinary meeting of the parish council will be held at 7.30pm on Thursday 24 February 2022 in Harbury Village Hall.

The meeting closed at 9.18pm.

Signed Chairman Date.....

APPENDIX A
Planning Applications – Delegated Responses
27 January 2022

- 1 [Planning ref 21/04042/TREE - Church Paddock, Hall Lane](#)
T2 1no. small diameter sycamore and 1 no. small diameter ash – Fell. Proposed deadwood removal is exempt from the need to apply.
No representation

- 2 [Planning ref 21/02980/TPO - Church Paddock, Hall Lane](#)
T5 lime – Prune back basal growth to clear adjacent streetlight.
T7 oak – Remove failed branch, where over boundary wall.
No representation

- 3 [Planning ref HS2OCW/00030/21 - HS2 Southam](#)
Leamington Road Embankment; River Itchen Viaduct; Mill Pond Embankment; Southam Cutting; Southam Embankment; Ladbroke Cutting (Part of); B4451 Kineton Road Overbridge; A423 Banbury Road Overbridge; 5 No. Culverts: Southam Culvert and 4 No. Floodplain Culverts; Earthworks associated with the reinstatement of the A423 Banbury Road and B4451 Kineton Road over the HS2 line; Earthworks associated with the 4 No. new access tracks and an access (track) route realignment to The Field House; River Itchen Watercourse Diversion; 6 No. Drainage Ponds; Drainage ditches; Location of the Vehicle Restraint Barriers and the location of the permanent (security) fencing.
No representation

- 4 [Planning ref 21/04016/TREE - The Barns, Station Road](#)
T1 Betula Jaquemontii - Crown lift all round to 3metres. -G1, Various shrubs including Berberis, Elaeagnus, Syringa and Taxus. Prune, all but the Taxus, heavily to within 1.2metres of the ground to encourage regeneration. Reduce the Taxus also, but to 2.5metres
No representation

- 5 [Planning ref 21/04007/TREE - 26 Farm Street](#)
T1 Salix Matsudana Tortuosa - reduce to the previous pruning points, which will be approximately 2-3metres and balance crown. -T2 Juglans regia - reduce to the previous pruning points, which will be approximately 2-3metres and balance crown. -T3 Rhus typhina - fell due to pronounced lean.
No representation

APPENDIX B
Budget 2022/23

Budget Heading	2020-21 Actual Spend	2021-22 Budget	2021-22 Spend				T/f to reserves	2022-23 Budget
			Actual to 30/11/21	Forecast for 4 months ending 31/03/22	Total	Net budget under/overspend		
Open spaces								
Contract maintenance	5179	5239	3056	2183	5239	(0)		5344
Additional grass cutting	0	500	0	500	500	-		500
Tree maintenance	1500	1250	0	480	480	770	0	1500
Purchase of new equipment/trees	0	1000	0	1000	1000	-		1000
Misc maintenance	0	2000	0	500	500	1,500	0	1000
Litter bin emptying	475	650	364	286	650	0		650
Bus shelter & recycle bin cleaning	190	480	345	160	505	(25)		500
Total open spaces	7344	11119	3765	5109	8874	2,245	0	10494
Playing fields & car park								
Contract maintenance	2204	2264	1320	944	2264	(0)	0	2309
Add grass cutting /m'nance/ trees	2738	11000	2544	1000	3544	7,456	0	10000
Equipment inspection/maintenance	10369	3500	1467	2591	4058	(558)		3500
Purchase of new equipment	7362	2500	830	3537	4367	(1,867)	0	5000
Grass cutting playing fields	1577	1640	1145	200	1345	295	0	1476
Car park	4959	0	0	0	0	-	0	1000
New Skate Park & BMX Track Fund	0	0	0	0	0	-	0	10000
Total playing fields & car park	29208	20904	7305	8272	15577	5,327	0	33285
Non-estate roads								
Contract maintenance/leaf, litter clear	1816	1855	1082	773	1855	(0)		1892
Additional leaf clearance	0	150	0	0	0	150		150
		0	0	0	0	-		0
Total non-estate roads	1816	2005	1082	773	1855	150	0	2042
Grants & community support								
Community transport	0	2500	0	0	0	2,500		1000
General community grants	11739	7500	5933	1567	7500	-		10000
Special projects	0	0	0	500	500	(500)		3000
Harbury Local Market (new line)	0	0	448	256	704	(704)		704
Total grants	11739	10000	6381	2323	8704	1,296	0	14704
Other Expenditure								
PC's Contribution to sinking fund	0	1874	0	1874	1874	-		1874
Village assets/ improvements	6686	10000	4221	2260	6481	3,519	0	3000
Covid-19 Community Support	1196	1000	0	0	0	1,000		0
Platinum Jubilee Event (new line)								1000
Total other expenditure	7,882	12,874	4,221	4,134	8,355	4,519	0	5,874
Salaries & Pensions								
Salaries	18,739	20,883	13,634	7,249	20,883	(0)		21,455
Employer's NI	1,227	1,600	965	635	1,600	(0)		1,700
Staff Pensions	3,730	4,356	2,720	1,448	4,168	188		4,273
Total salaries & pensions	23,696	26,839	17,319	9,332	26,651	188	0	27,428
Administration								
Printing & stationery	115	500	211	150	361	139		400
Advertising/website/ communications	2,503	1,000	846	0	846	154		1,000
Postages/Telephone/Broadband	609	700	303	350	653	47		700
Room hire	0	400	73	85	158	243		400
Insurance	1,148	1,300	1,201	0	1,201	99		1,300
Subscriptions	2,575	2,000	1,137	686	1,823	177		2,000
Audit fees	1,027	1,200	666	534	1,200	-		1,200
Office equipment	43	3,000	228	0	228	2,772	2772	500
Bank charges	118	150	59	60	119	31		150
Training	425	350	387	200	587	(237)		500
Councillors' allowances	2,616	3,500	0	3,150	3,150	350		2,800
Travel expenses	0	50	0	0	0	50		50
Other expenses	458	500	519	600	1,119	(619)		500
NDP	0	0	0	0	0	-		0
Parish office	4,542	4,800	3,219	1,664	4,883	(83)		5,000
Election expenses	0	0	0	0	0	-		0
								0
Total administration	16,178	19,450	8,848	7,479	16,327	3,123	2,772	16,500

Accounts for approval 27 January 2022				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Payment ref	Net	Vat	Gross
BT ('phone & broadband)	d/debit	150.70	30.14	180.84
Lights4Fun Ltd (replacement transformer kits)	220100	25.00	5.00	30.00
Fosse Contracts Ltd (tennis net posts - inv 1452)	220101	260.00	52.00	312.00
Tranter Training Solutions Ltd (AED)	220102	1,600.00	320.00	1,920.00
Fasthosts Internet Ltd (domain reg renewal)	220102X	61.00	12.20	73.20
		-	-	-
	Sub-total	2,096.70	419.34	2,516.04
Accounts for payment on 27 January 2022				
Payee	Payment ref	Net	Vat	Gross
Staff costs	220103 to 10	2,191.91		2,191.91
Frank Mann Farmers (benches removal)	220108	75.00	15.00	90.00
WALC (event - J Dominick - INV 21905)	220109	30.00	6.00	36.00
T Bastin (bin & bus shelter cleaning - Nov)	220110	40.00	-	40.00
WALC (training - J Dominick - INV 21894)	220111	25.00	5.00	30.00
WALC (training - J Dominick - INV 21895)	220112	35.00	7.00	42.00
WALC (training - J Dominick - WALC 0585)	220113	14.00	2.80	16.80
J Balch (Xmas lights expenses)	220114	181.79	-	181.79
Frank Mann Farmers (allotment strim & spray))	220115	120.00	24.00	144.00
Frank Mann Farmers (bonfire building)	220116	100.00	20.00	120.00
Frank Mann Farmers (works at chapel)	220117	495.00	99.00	594.00
Fosse Contracts Ltd (net posts - invoice 14529)	220118	200.00	40.00	240.00
Fosse Contracts Ltd (net posts - invoice 14530)	220119	260.00	52.00	312.00
A Biddle (Zoom subscription)	220120	100.72	-	100.72
S Allen (Xmas lights expenses)	220121	401.91	-	401.91
T Bastin (bin & bus shelter cleaning - Dec)	220122	40.00	-	40.00
Npower (street lights electricity)	220123	308.69	61.73	370.42
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	5,969.26	526.88	6,496.14
	TOTALS	8,065.96	946.22	9,012.18
		-	-	-
Transfer				
From Tennis Courts Fund to current account (new net posts)		720.00		