

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday 24 February 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 J Dominick	Cllr K Thompson

Absent

Cllrs Potter and Allen

In Attendance

Mrs Alison Biddle, Clerk to the Council
Mrs C Gwillam, Minute Secretary
District Cllr J Harris (arrived 7.35pm)
County Cllr Chris Kettle (arrived 7.40pm)

Public

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

22/20 Apologies

Cllrs Potter and Allen

22/21 Declarations of Interest

Cllr Thompson and Cllr Balch each declared an interest in the Community Grants Application by Harbury PTA as they have grandchildren/children in school.

All councillors declared an interest in the planning application for EV charging points and wind turbine at Harbury playing fields on account of the fact that the council had already given consent for the development to take place on PC owned land.

22/22 Dispensations

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

22/23 Public Participation

The council had been asked to consider installing public EV charging points and this was on this evening's agenda. Background information had already been provided prior to the meeting and this was summarised by Mr Fowler who had put forward the proposal.

22/24 Minutes

It was **RESOLVED** to approve the minutes of the meeting of the parish council held on Thursday 27 January 2022 as a true and complete record of that meeting.

22/25 Community Grants

The application from Harbury PTA for arts project funding was discussed. As this would be a permanent piece of art commemorating the Queen's Platinum Jubilee, it was **RESOLVED** to award a grant of £1,773.

22/26 Other Organisations

1 Harbury Library

Report already circulated, main points being:

- Although Covid restrictions are now lifted, face covering will continue to be encouraged
- Opening hours are to be extended and events/activities increased
- Boiler replacement to be investigated early March
- Full press announcement is expected for recognition of the work of community libraries – over £300,000 has been awarded for a full-time network manager and two part-time regional co-ordinators to create a business plan creating a network of community hubs based around community libraries. Harbury was one of the community libraries used in the submission as an example of what community libraries can become
- Events “Live at the Village Hall” are again being organised and have been well attended
- AGM taking place early March

2 Harbury School Governors

Sue Johnson has been appointed the chair of governors and the MAT application is proceeding. Extracurricular activities have now resumed. A new caretaker is being recruited.

3 Southam College

No report.

4 Twinning Association

No report.

5 Village Hall

Cllr Rutherford reported another increase in bookings and that a final grant for Covid relief of £2,600 had been received from SDC. He pointed out the air filter machines around the hall; they cost about £900 each and were provided by Warwickshire County Council. The new bicycle racks have now been installed.

6 Harbury Energy Initiative

The next meeting is due to take place next week.

7 SDC & WCC

SDC: Report already circulated, main points being:

- Stratford-upon-Avon District Council's residents' survey has been posted to 6000 households, randomly geographically spread; it is important as it is used to benchmark residents' satisfaction results against other local authorities
- As well as working in the community as a councillor, Cllr Harris is also part of the local district nursing team and a VP at Harbury Rugby Club. She also continues to work hard with ongoing issues with Orbit Housing

WCC: No written report this month:

- WCC had their budget meeting and had agreed a £15.90 increase per Band D, representing a 3.75% increase in council tax (2% of which would be allocated to social care, their largest spend). Although the inflation rate is higher than 1.75%, no cuts are proposed although savings will have to be made. However, the special needs sector will receive more help.

22/27 Planning

1 [Planning ref 22/00249/ADV - Burgess Care, Fosse Way](#)

V-board, non-illuminated advertisement sign on tri-post supports, to be positioned at the beginning of a 300m long access road to an existing care facility.
It was **RESOLVED** to make no representation.

2 [Planning ref 22/00345/FUL - Lorne Cottage, Crown Street](#)

Erection of a porch.
It was **RESOLVED** to make no representation.

3 [Planning ref 21/03124/FUL - Church Paddock, Church Street](#)

Change of use of paddock land to domestic garden for the use of 7 Church Street, Harbury and the creation of a pedestrian entrance within the existing brick boundary wall.
It was **RESOLVED** to make no representation.

4 [Planning ref 21/04053/FUL - Playing Fields, Harbury](#)

Installation of a community EV charging station, vertical axis wind turbine and associated works.
Councillors had declared an interest in this application and therefore refrained from any discussion or comment.

5 **Delegated Responses**

Noted as per appendix A.

22/28 Environment

1 Village Tree Planting – consideration of approval of plan and cost

It was **RESOLVED** to approve the planting up of the hedge and trees to be planted on the verge next to the hedge but the rest of the plan was deferred for further discussion regarding the location of the larger specimens.

2 Traffic – update on ‘20s Plenty’ consultation

The on-line consultation had received a good response. People in Harbury were generally supportive, but not so much in Deppers Bridge. Enforcement would be a problem. This is a countywide campaign which Harbury was being asked to join.

It was **RESOLVED** to support the campaign pending further information and analysis from WCC.

3 Public EV Charge Points – consideration of request to adopt target number & timescale

Information had been circulated prior to the meeting asking the council to adopt a target for the number of charge points required in the village and, if the number is greater than those which would be provided by the Harbury Future Energy Project (see planning application at 22/27.4 above), to invite costed, viable proposals from third parties.

However, it was noted that currently it is not known what demand there might be for public EV charging points. The council was also concerned that this could undermine the Harbury Future Energy Project and therefore it was agreed to wait until the planning application has been decided before giving this proposal any further consideration.

22/29 Properties

1 Playing Fields – update on wet pour installation for junior swings

This was on order, no delivery date as yet.

2 Cemetery – update on memorial inspection

This will take place on or after 21 March 2022

3 Allotments – update on allotments well-being project

A £500 grant has been received from the Co-op. Unfortunately, recent storms had resulted in a lot of debris, but the clear up is in hand. The clerk is still waiting to hear if the application to the county councillor’s grant fund for £1,000 has been successful.

22/30 Climate Change

1 Update following working party meeting

The second meeting has now taken place. It was agreed to obtain a cost for adding a new, separate page to the PC’s website to include relevant information and links to other organisations.

2 Approval of proposal to hold an ‘Eco Fair’ at village carnival

This is due to take place on Saturday 11 June 2022 and it was hoped to organise a marquee to showcase what is going on; for example, repair café, HEI, market, tree

planting scheme, etc. It was also proposed to have some street theatre to involve the children.

3 Approval of cost of marquee hire for above event

It was **RESOLVED** to approve the 6m x 4m marquee at a cost of £220.

22/31 Platinum Jubilee

1 Consideration of possible funding of events organised by villagers

Events taking place on village greens will require the permission of the parish council. The clerk will check that these events would be covered by the council's public liability insurance. The organisers will be asked to complete a risk assessment. These events will be self-funded by those villagers taking part.

2 Consideration of provision of bunting and costs

It was **RESOLVED** to purchase 1000m of bunting for decorating the centre of the village as per the quote already obtained. It was also **RESOLVED** to fund the cost of materials for a heritage bunting making project for the primary school children, to be led by Cllr Dominick. The exact cost of this was not known but it is expected to be less than £200.

22/32 Finance & General Purposes

1 Budget Report to date

Noted.

2 Bank Reconciliation for January 2022

Noted.

3 Approval of transfer of annual contribution to tennis courts maintenance fund

This was **RESOLVED** to transfer £5,610 from the current account to the maintenance fund.

4 Approval of new signatories to bank account

It was **RESOLVED** to remove Chris Gibb and add Cllrs Potter and Dominick.

5 Treasury & Investment Policy

a) Approval of draft policy

It was **RESOLVED** to adopt the new treasury and investment policy without amendment.

b) Consideration of proposals for spreading council's cash deposits

It was **RESOLVED** to open a Nationwide business account and transfer funds as necessary in line with the treasury and investment policy.

6 Review of petty cash

There have been no petty cash transactions for the last 2 years. It was therefore **RESOLVED** to close the petty cash account by the end of this financial year.

7 Approval of payment for councillor allowances 2021/2022

It was **RESOLVED** to approve the payment of councillor allowances for this year.

8 Approval of new streetlights electricity supply contract from 1 April 2022 & new direct debit

It was **RESOLVED** to approve the new contract with Yu Energy from 1 April 2022 and a new variable direct debit from this date.

9 Approval of renewal of streetlights maintenance contract

It was **RESOLVED** to approve the renewal of the maintenance contract with WCC from 1 April 2022. It was noted however, that repairs have been taking a long time recently. The clerk was asked to send Cllr Kettle the details so he could follow this up with WCC.

10 Review and approval of schedule for existing direct debits and standing orders

The schedule of current direct debits and standing orders was reviewed and approved as follows:

Standing Orders

- Adams & Munson - £378.50 per month – office rent
- F M Farmers - £1,166.09 per month – grounds maintenance

Direct Debits

- BT – variable whole bill – quarterly – phone & broadband
- Information Commissioner - £35 per annum – data protection registration renewal

11 Review of internal auditor's interim report

The report had been circulated. The auditor had highlighted the need for a treasury and investment policy (now adopted , as above), and had queried the need for a petty cash account which the council has now agreed to close (see above). All matters have therefore been dealt with.

22/33 Annual Review of Core Documents

1 Review of standing orders

It was **RESOLVED** to approve the amendment to standing orders (increase in contracts thresholds). The review is now complete.

2 Review of financial regulations

It was **RESOLVED** to approve the amendment to financial regulations (increase in contracts thresholds). The review is now complete.

3 Review of financial risk assessment

The review has been completed with no amendments required.

4 Approval of meeting calendar for 2022/2023

It was **RESOLVED** to approve the new calendar for the coming year.

22/34 Accounts for Payment

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

22/35 Reports & Questions

Cllr Balch enquired about the sewage problem in Mill Street; the clerk informed her that this was being dealt with.

22/36 Exclusion of Public & Press

There were the following confidential matters:

1 Review of draft contract for maintenance person

It was **RESOLVED** to approve the draft without amendment.

22/37 Date of Next Meeting

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

The meeting closed at 8.57pm.

Signed Chairman Date.....

APPENDIX A

Planning Applications – Delegated Responses 24 February 2022

- 1 [Planning ref 22/00276/TREE - The Bungalow, Hall Lane](#)
T1 conifer – Fell; T2 Conifer- Fell; T3 Holly – Fell: T4 Conifer – Fell; T5 Conifer – Fell; T6 Holly - Fell
No representation but the council would like the applicant to consider some replacement planting to mitigate the loss of several trees and the impact this will have on the environment.

- 2 [Planning ref 22/00213/TPO - West End Cottage, Mill Street](#)
T1 yew – to prune back from the cottage and driveway by approx. 1 metre. To balance the remaining crown, carrying out an overall prune of approx. 1 metre off the top and sides.
No representation

APPENDIX B

Accounts for approval 24 February 2022				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Payment ref	Net	Vat	Gross
Npower (s/lights standing charge x 3)	200200	53.61	10.73	64.34
Npower (defib cabinet)	200201	132.84	7.09	139.93
		-	-	-
		-	-	-
	Sub-total	186.45	17.82	204.27
Accounts for payment on 24 February 2022				
Payee	Payment ref	Net	Vat	Gross
Staff payments	220202-03	1,384.05		1,384.05
Cllr allowances	220204 -10	1,961.45		1,961.45
HMRC (PAYE)	220211	1,107.87		1,107.87
Staff payments	220212	429.84		429.84
WALC (training - A Potter INV 21968)	220213	50.00	10.00	60.00
WALC (training- A Potter INV 21970)	220214	35.00	7.00	42.00
Edge IT Systems Ltd (new councillor email)	220215	30.00	6.00	36.00
WALC (training - A Potter - INV 21966)	220216	25.00	5.00	30.00
WALC (training - A Biddle - INV 21964)	220217	30.00	6.00	36.00
WALC (training - A Biddle- INV 21998)	220218	40.00	8.00	48.00
Fields in Trust (legal fees - club lease)	220219	300.00	60.00	360.00
Viking (ink cartridges)	220220	45.49	9.10	54.59
IAC Audit & Consultancy Ltd (interim audit fee)	220221	361.00	72.20	433.20
HL News (regular advert - annual)	220222	103.00	-	103.00
Pirms (1/4ly play inspection)	220223	91.00	-	91.00
Cllr allowance	220224	280.00		280.00
WALC (training - S Allen INV 22025)	220225	75.00	15.00	90.00
T Bastin (bus shelter & bin cleaning)	220226	40.00		40.00
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
Cemetery green bin collection x 5	chq 300015	210.00	-	210.00
	Sub-totals	7,948.94	392.65	8,341.59
	TOTALS	8,135.39	410.47	8,545.86
		-	-	-
Transfer				
Annual contribution to tennis courts fund	chq 300014	5,610.00		