

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday 28 April 2022 at 7.30pm
Tom Hauley Room, All Saints Church

Present

Cllr T Lockley (Chair)	Cllr A Rutherford
Cllr J Balch	Cllr Ekins
Cllr A Knowles	Cllr S Allen
Cllr J Dominick	Cllr K Thompson
Cllr Potter	

Absent

Cllr Thornley

In Attendance

Mrs Alison Biddle, Clerk to the Council
Mrs C Gwillam, Minute Secretary

Public

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

22/56 Apologies

Cllr Thornley, County Cllr Kettle

22/57 Declarations of Interest

There were none.

22/58 Dispensations

There were none.

22/59 Public Participation

A resident asked if there any plans to develop the field at Temple End? The chairman responded that there are no plans at the moment but there may be in the future. It is probable that more houses will be built somewhere in the village eventually.

22/60 Minutes

It was **RESOLVED** to approve the minutes of the meeting of the parish council held on Thursday 24 March 2022 as a true and complete record of that meeting.

22/61 Community Grant Application

It was **RESOLVED** to award a grant of £200 to Harbury Show towards the hire of the village hall.

22/62 Other Organisations

1 Harbury Library

Report already circulated. The committee is still looking for a heating engineer to advise on the replacement of the boiler. The space occupied by the current boiler could be used to extend the kitchen area.

2 Harbury School Governors

The head teacher is leaving at the end of this year and the governors are in the process of appointing her replacement. The PC chairman has written to thank her for her service over the last few years.

3 Southam College

Demolition work on parts of the old building has begun and students have moved into temporary classrooms. This is part of a 7 year re-building project.

4 Twinning Association

A report had been circulated prior to the meeting. Social events are beginning to take place again.

5 Village Hall

The invitations to the AGM will be issued very soon. Running costs are currently exceeding income so more bookings are needed. There is a contingency fund but the situation needs to be monitored carefully.

6 Harbury Energy Initiative

No report had been received.

7 SDC & WCC

SDC: Report already circulated, main points being:

- SDC and WDC merger has been scrapped.
- There is still no date for beginning work on the improvements to the Harbury Lane/Fosse Way junction.

WCC: Report circulated, main points being;

- Cllr Kettle is also chasing the improvement works to the Harbury Lane/Fosse Way junction.
- The Fosse will be closed for a month from tomorrow.
- 809 Ukrainian refugees have been matched with hosts in Warwickshire. There are 553 family groups and 318 sponsors. Support webinars on Ukrainian culture are also being offered.
- The next round of county councillor grants has begun with a deadline of 29 September 2022.
- 90% of children starting school in Warwickshire in September 2022 have been offered their first choice.(Harbury School has a full intake.)
- There is minimal Covid data available but there are still deaths being recorded in Stratford district.

It was agreed that the chairman should write to Cllr Kettle to ask if there is anything the parish council can do to expedite the improvements at the Harbury Lane/Fosse Way junction. It was also noted that a lot of debris had been left on the roadside following the latest collision and it was disappointing that this had not been cleared away.

22/63 Planning

1 Planning ref 22/00494/FUL – Linden Farm Cottage, 35 Deppers Bridge

The parish council had objected to this application, but the planning officer had decided that the PC's objections were not relevant and had granted planning permission under delegated powers. Usually, in these circumstances, the application would be referred to the planning committee for determination. The clerk had written to SDC to find out why this had not happened. The matter had been promptly investigated and an explanation given as to why the planning officer had taken this course of action. An apology had been received and an assurance that the importance of consulting with parish councils had been emphasised to planning officers. The council was satisfied with this response and had no further comment to make.

2 **Delegated Responses**

Noted as per appendix A.

3 **Developer Protocol**

This matter was deferred to the next meeting.

22/64 Environment

1 **Village Tree Planting**

a) Pineham Farm Corner

A concern had been raised about access to the ditch but as no one could remember this ditch ever having been cleaned out, this was not considered to be a problem. It was **RESOLVED** to leave the newly planted trees in their current position.

b) Future Tree Planting

Notes from the recent meeting of the environment group had been circulated. Consideration will be given to planting larger specimens in future. A budget will be needed for this along with a plan for after care. There will be more community engagement. Photos of the various possible planting areas will be taken and used for a community consultation which will take place as part of the eco fair at the carnival. It was noted that there had been much anger expressed about the newly planted trees which have been stolen.

2 **Bollard Light**

It was **RESOLVED** to approve the replacement bollard light in the alleyway between Percival Drive and South Parade at a cost of £1,163.94 (includes removal of old bollard, supply, installation and connection of new bollard).

22/65 Properties

1 **Playing Fields**

a) Wet pour remedial works, junior swings

The initial problem caused by someone walking on the surface before it was completely dry seems to have settled down. It was agreed that a repair would not be necessary after all.

b) Skate park repairs

The fibreglass panels on the fun box are beginning to break down. It was **RESOLVED** to approve the cost of repairs at £1850. The clerk will place the order for works.

c) Broken bollard

It was thought that the carnival traffic usually accesses the field via the bollards directly opposite the entrance to the car park as there isn't enough room for the lorries to turn sharp right as they enter. If this is the case, the problem with the broken bollard at the far end of the car park is not so urgent. However, the bollards opposite the entrance are also currently seized up. It was agreed that some maintenance work on these would be carried out. If they still can't be laid flat, and in view of the urgency of the situation (to allow the carnival lorries to access the field) it was **RESOLVED** to delegate authority to the clerk, in consultation with the properties group, to find a suitable solution and place an order for replacement bollards/new gates as necessary.

d) Use of senior pitch

It was **RESOLVED** to allow the junior football club to use the senior pitch as there is currently no senior football club.

2 Cemetery – update on memorial inspection

One more day is needed to complete the inspection. The clerk is currently waiting for the contractor to confirm their availability.

3 Allotments – application for erection of shed

It was **RESOLVED** to approve the erection of a shed 12ft x 8ft on plot no 20B (bottom half).

4 Benches

a) Memorial bench

It was **RESOLVED** to approve the installation of a memorial bench on Old New Inn Green.

b) Benches at Deppers Bridge

The clerk had circulated details of the costs and various types of benches available. It was **RESOLVED** to approve the order for 1 Ellwood bench and 1 accessible picnic bench for the playing field at Deppers Bridge.

22/66 Climate Change

A meeting had been held this week to discuss the eco fair. Six tables are planned within a marquee on loan from the Quinney family. Many thanks to the village hall committee which has agreed to provide the chairs and tables. There will be children's activities, and a survey. Another meeting will take place next month. Some help may be needed on the day. It was also reported that the text for the new dedicated page on the PC's website is being drafted.

22/67 Platinum Jubilee

The new bunting has now been delivered. It is planned to put it up on the weekend of the 21 May 2022. All the arrangements are in hand. Cllr Dominick reported that she had spent £100 so far on the heritage bunting project for the school but she needs to buy some more materials. It was **RESOLVED** to approve the additional expenditure.

22/68 Finance & General Purposes

1 Budget Report

The budget report for the year ended 31 March 2022 was noted along with the budget report from 1 April 2022 to date.

2 Bank Reconciliation for March 2022

Completed by the clerk and checked by Cllr Allen and circulated to members prior to the meeting. The report was noted. There were no issues.

3 Approval of annual financial report 2021/22

It was **RESOLVED** to approve the report as circulated prior to the meeting. It was signed by the chairman and clerk.

4 Review of internal audit report

The report had been circulated prior to the meeting. This was a good report and the couple of observations made by the auditor had already been dealt with. No further action is necessary.

5 Review of process of internal audit

Current procedures are working well, and no significant issues have been identified by the auditor. It was therefore **RESOLVED** to continue without any changes to current processes.

6 Annual Governance & Accountability Return (AGAR) 2022

a) Approval of section 1 of AGAR 'Annual Governance Statement 2021/22'

All of the questions in section 1 were read out and all were answered by members in the affirmative. It was **RESOLVED** to approve the annual governance statement which was duly signed by the chairman and the clerk.

b) Approval of section 2 of AGAR 'Accounting Statements 2021/22'

The clerk had signed the accounting statements prior to the meeting and they had also been circulated to members. It was **RESOLVED** to approve the accounting statements and they were duly signed by the chairman.

c) Period of public rights and date of publication on website.

It was noted that the notice of public rights would be published on the council's website on Friday 10 June 2022 and would cover the period from Monday, 13 June 2022 to Friday, 22 July 2022.

7 Approval of insurance renewal

The renewal documents had been circulated prior to the meeting. It was **RESOLVED** to approve the renewal accordingly.

8 Office refurbishment

The clerk had obtained quotes for redecoration, removal and storage of furniture, and a new carpet totalling £1252. Extra weeks of storage were available, if needed, at a cost of £20 per week. It was **RESOLVED** to approve these costs. The clerk will make the necessary arrangements.

22/69 Council's Policies & Documents

1 Review of Publication Scheme

This policy has been reviewed and updated to include new policies. It was **RESOLVED** to approve the amendments.

2 Review of Record Retention & Disposal Policy

This policy has been reviewed and it was **RESOLVED** that no amendments were required.

3 Review of Reserves Policy Statement

This policy has been reviewed and updated to reflect reserve levels at the year just ended 31 March 2022.

4 Emergency Plan

This policy is not yet due for review but has been updated to include new councillor details. It was **RESOLVED** to approve the amendments.

22/70 Annual Parish Meeting

It was noted that this year's meeting will be held in the library. Cllr Lockley volunteered to organise the drinks and nibbles. Glasses will also be needed.

22/71 Accounts for Payment

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

22/72 Reports & Questions

- Cllr Rutherford reported that some streetlights were obscured by foliage. He will organise a survey by the environment group.
- Cllr Dominick had been asked by a member of the public about providing SEN equipment for children at the play area/playing field. This was delegated to the properties group to discuss further.
- Cllr Ekins will be organising a meeting of the properties group to discuss the bollard problems.

22/73 Exclusion of Public & Press

It was RESOLVED to exclude the public and press under Sec 100A of the Local Government Act 1972 in order to discuss the following confidential matter.

1 Outstanding debt

The clerk reported that the debt, owed by a funeral director in respect of cemetery fees, had now been paid but it was nearly 3 months since the invoice had been issued. It was **RESOLVED** that with immediate effect, payment of all cemetery fees due must be received before the interment is permitted to take place.

22/74 Date of Next Meeting

The next ordinary meeting of the parish council will be held at 7.30pm on Thursday, 26 May 2022 in Harbury Village Hall.

The meeting closed at 8.48pm.

Signed Chairman Date.....

APPENDIX A

Planning Applications – Delegated Responses

28 April 2022

- 1 [21/03472/FUL - Fairweather Cottage, Hall Lane](#)
Removing and infilling of existing permitted vehicular access and replacing with pedestrian access and moving of existing parking to the west and moving existing permitted garage to the east.
No representation
- 2 [22/00297/LBC - Wissett Lodge, 10 Church Street](#)
Provision of 7 no. conservation rooflights and alteration of external door into window and associated infill.
No representation
- 3 [22/00415/FUL - Montgomery House, Mill Lane](#)
Conversion of existing garage into kitchen and utility room. New entrance canopy. Conversion of existing coach house into annex. Erection of new glazed link from house to annex. Erection of new garage. Demolition of modern lean-to and restoration of existing house.
No representation
- 4 [22/01014/TREE - 8 Farm Street](#)
T1 Scots elm – Crown lift by removing the branches below the main union at approx 4.5m and ensuring 5.5m clearance over the road.
T2 holly – Reduce to approx 2.75m in height
No representation
- 5 [22/01012/TREE - Mill Lodge, Mill Lane](#)
T1 Cotoneaster cornubia – Reduce canopy approx 2.5m all round to previous pruning points.
No representation
- 6 [22/01010/TREE - The Cottage, High Street](#)
T1 ash – Crown lift by 2 metres over the glasshouse and balance crown with previous pruning on its north side.
No representation
- 7 [22/00852/FUL - Herons Cabin, Bush Heath Lane](#)
Flat roofed single storey extension to front of existing to provide enlarged entrance hall (part retrospective)
No representation

8 [22/00825/FUL - Forella, Temple End](#)

Demolition of existing conservatory and construction of a rear extension to dwelling house.

No representation

9 [22/00773/TREE - 7 Binswood End](#)

H1 conifer hedge – Fell

T1 salix caprea 'Pendula' – Fell

No representation

APPENDIX B

Accounts for Payment

Accounts for approval 28 April 2022								
Urgent accounts paid since the last meeting and requiring formal approval of the council								
Payee		Payment ref		Net		Vat		Gross
J Freeman (rent refund)		220323		15.00		-		15.00
One Stop Promotions Ltd (bunting)		220401		709.00		141.80		850.80
Stratford Landscapes Ltd (allotments project)		220402		1,310.00		262.00		1,572.00
Npower (streetlights electricity)		220402A		848.47		169.70		1,018.17
		Sub-total		2,882.47		573.50		3,455.97
Accounts for payment on 28 April 2022								
Payee		Payment ref		Net		Vat		Gross
Staff costs		220403 to 07		2,836.78				2,836.78
Harbury Church (room hire)		220408		17.50				17.50
Harbury Village Hall (hire charge - market)		220409		192.00		-		192.00
Harbury Carnival (eco fair stalls)		220410		90.00		-		90.00
WALC (membership renewal)		220411		687.00		104.00		791.00
S Allen (xmas lights expenses)		220412		253.98				253.98
BHIB (insurance renewal)		220413		1,342.69		-		1,342.69
Viking (office supplies)		220412		36.19		4.63		40.82
IAC Audit & Consultancy Ltd (audit fees)		220415		266.00		53.20		319.20
T Bastin (bus shelter & bin cleaning)		220416		40.00		-		40.00
C D Beaton (general maintenance & repairs)		220417		288.98		-		288.98
Adams & Munson (office rent)		s/order		378.50		-		378.50
Frank Mann Farmers (grds m'nance)		s/order		991.17		198.23		1,189.40
				-		-		-
		Sub-totals		7,420.79		360.06		7,780.85
		TOTALS		10,303.26		933.56		11,236.82
				-		-		-
				-				
Transfer								
Unity current account to Unity savings account	£	50,000.00						