

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday, 29 September 2022 at 7.30pm
Tom Hauley Room, All Saints Church, Harbury

Present

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

Absent

Cllr Balch

In Attendance

Mrs Alison Biddle, Clerk to the Council

Public

Mr John Holden for Harbury & Ladbroke News
7 members of the public

N.B. This meeting was originally scheduled for 22 September 2022 but was postponed following the death of HM Queen Elizabeth II.

22/128 Apologies

Cllr Balch; County Cllr Kettle

22/129 Declarations of Interest

None.

22/130 Dispensations

None.

22/131 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on Thursday, 28 July 2022 as a true and complete record of that meeting.

22/132 Public Participation

Planning Application – Plot 1, Land off Bush Heath Lane

The applicant expressed disappointment at the parish council's objection to the design for this self-build home. He quoted the design code which had been approved as part of the outline application along with relevant parts of the Harbury NDP. He stressed that the design complied

with all of these guidelines and sustainable energy policies. He provided a 3D model of the house which, with mature planting in place, would be barely visible from any public areas. He suggested that this was an opportunity for the council to show that Harbury was serious about sustainable development and the use of renewable energy.

Planning Application – Harbury Windmill

The applicant explained the reasons for the proposed work.

22/133 Other Organisations

1 Harbury Library

A report had already been circulated prior to the meeting. There are concerns about the rising energy costs. As a public space, the library could be used as a 'warm retreat' over the coming winter. Footfall is slowly increasing to pre-pandemic levels.

2 Harbury School Governors

The new head teacher, Lucy Bosley, is now in post and Cllr Lockley had been to meet her. They discussed ways in which the parish council and the school could work in partnership. The school is now formally a member of the Forest of Arden MAT.

3 Southam College

Cllr Lockley had contacted the acting head teacher but had not as yet received a reply.

4 Twinning Association

No report.

5 Village Hall

A new treasurer has been appointed. The committee is reviewing the pricing structure for hire of the hall. They are not currently planning to increase rates for local people but may look at imposing an extra charge for energy use. There are various events booked.

6 Harbury Energy Initiative

There is to be a presentation evening for the Queen's Award. Councillors have been invited.

7 SDC & WCC

SDC

The initial problems with the new refuse collection system seem to have been resolved.

WCC

All the contracts have been signed for the improvement work at the Harbury Lane/Fosse Way junction but a start date is still awaited.

22/134 Planning

1 [Planning ref 22/02131/REM - Land off Bush Heath Lane](#)

Reserved matters for condition 2, details of appearance, landscaping, layout and scale of plot 1, and condition 23, climate change checklist of planning application 20/02112/OUT (date of decision 16/11/2021)

N.B. To review delegated response of objection submitted on 9/8/2022.

Having taken into account the information provided by the applicant during the public forum, it was **RESOLVED** to remove the objection and make no representation.

2 [Planning ref SDC/22CM003 - Bishops Bowl Lakes, Station Road](#)

Revised design of Bishops Bowl Fishery utilising the import of inert material and soil

N.B To review delegated response of objection submitted on 7/9/2022.

Having received further information from the planning officer regarding the drafting of the legal agreement, it was **RESOLVED** to withdraw the objection subject to the inclusion of a planning condition to ensure a legal agreement is made to route site traffic along the B roads.

3 [Planning ref 22/02442/FUL - Land between Bishop's Itchington, Gaydon and Knightcote](#)

Construction of a solar farm (82.5ha) together with all associated works, equipment and necessary infrastructure.

N.B. Harbury PC is being consulted as an adjoining parish council.

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

4 [Planning ref 22/02650/TREE - 20 Farm Street](#)

T1: Conifer hedge reduction by 2 metres in height.

T2: Ash – reduction by 2.5 metres in height

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

5 [Planning ref 22/02346/LBC - Harbury Windmill, Mill Lane](#)

External walls (2nd - 5th floors), re-pointing: cut out cement mortar pointing by means of a grinder arbotech to a depth of 20mm, re-point in hydraulic lime mortar 3.5. Brick replacement: cut out and replace hard red engineering bricks, replace with best local reclaimed hand-made bricks, approximately 850, repair of timber roofing shingles: replacing like-for-like roofing with cedar shingles, Replacing existing soft wood cladding and fascias with cedar, repair existing oak structures in seasoned oak. Internal walls (2nd - 5th floors) removing internal cement wall plaster / render and replacing with 20mm coat lime plaster. 5th floor ceiling, remove modern board and skim ceiling and all timber ceiling joists, install purpose-made aluminium framing with safety double glazed units, spotlighting to highlight original workings.

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

- 6 [Planning ref 22/02592/VARY - Old New Inn Cottage, Farm Street](#)
Variation of condition 02 (approved plans) of planning permission 20/03644/FUL dated 04/08/2021 to increase the height of the garages, introduce new pedestrian garage doors and change the internal layout. The garages to be clad in natural oak horizontal cladding. The south elevation of the new build dwelling to be rendered. All windows to be flush casement UPVC in dove grey colour. Original description of development 'Proposed removal of existing side and front extension to the existing public house and conversion to a dwelling, plus one new build dwelling, plus a new detached garage. Associated car parking and landscaping'.

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

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

22/135 Environment

1 Village Tree Planting

(a) Update on Next Phase & Next Steps

It was agreed that the next phase of planting would include fewer but more mature specimens. Careful consideration should be given to the exact planting locations, the time of year, and an agreed aftercare plan. The clerk is still waiting for information relating to current year urgent tree works and will then be able to provide a more accurate budget figure for the purchase and planting of new trees. The council could be more pro-active about encouraging people to plant trees in their gardens where space allows.

(b) Review of Planting to Date

It was agreed that the planting of whips on the playing field had not been very successful as many of the whips had not survived the long hot and dry summer. Lessons had been learned. The council will work to its own planting plan in future.

2 Streetlights & Pavements Survey - update

Complaints had been received that some areas of the village are not well lit and some streetlights are dim. Everyone needs to be pro-active on reporting faulty lights direct to WCC. This can most easily be done online.

3 Swift Nest Boxes

The Bishop's Itchington Men's Shed have made 10 nesting boxes for a donation of £40. Amanda Randall has taken delivery of them. She has drafted an article for Harbury News encouraging people to take part in the scheme. Several boxes will be required in each location as swifts nest in groups. The boxes need to be installed approx. 15ft above ground so help may be needed with this. The clerk has approached Colin Sheasby for the use of his cherry picker but has not received a

reply yet. Cllr Lockley and Amanda Randall will liaise and agree the final text for the news article. They will report back at the next meeting.

22/136 Properties

1 Harbury Future Energy Project

The project team's latest funding bid has been unsuccessful so there is no longer any urgency to install the wind measurement mast. The project team will provide the information previously requested by the council for the next PC meeting in November.

2 Playing Field

(a) Hedge Cutting

The clerk reported that the grounds maintenance contractor has had difficulty cutting the hedges because of the trees/whips that were planted along the verges earlier in the year. He says most of them appear to have died but he has tried to avoid them where possible in the hope that some of them will recover. This has led to a complaint from a resident about the untidiness of the hedge cutting. The clerk has explained the problem and the resident has offered to help move and re-plant the trees elsewhere. The council felt this was not a very practical solution and agreed to wait until the spring to see which trees had survived and those that have could possibly be moved then.

(b) Football Goals

The Harbury Juniors FC have asked if it would be possible to leave the goals which they use on the top pitch, out on the field chained to a tree. They explained that taking the goals from the shed (by the netball court) to the pitch each time they are used involves a lot of time and effort because of the distance involved. The council was sympathetic but decided that it would not be acceptable to leave the goals out on the playing field; it would look untidy, could harm the tree, and might encourage vandalism. It was suggested that the football club should do its best to recruit more volunteers to help with moving the goals as there didn't appear to be any other solution.

(c) Wetpour Repair

It was **RESOLVED** to approve the cost of the repair to the wetpour surfacing in the children's play area at £275 plus vat plus labour charges.

3 Memorial Garden, Chapel Street

The garden is currently being tidied up by Hannah Drabble. It was **RESOLVED** to pay Ms Drabble for regular ongoing maintenance. This would require approx. 2 hours work every 6 to 8 weeks during the growing season.

4 Cemetery

(a) J Drinkwater Memorial Bird Bath

It was **RESOLVED** to place an order with A Davies Memorials to make the memorial (a bird bath installed by the parish council) safe at a cost of £240.00.

(b) Memorial Bench, Cemetery

A request to donate a new memorial bench at the far end of the cemetery had recently been received from a bereaved family. The council did not consider that the proposed location was suitable; it is overshadowed by trees, there would be a problem keeping the bench clear of bird mess, and it would not be used by many visitors to the cemetery. It was **RESOLVED** to decline the offer.

5 Allotments Project

There is still no plan for running the well-being scheme. Mr Pitman was going to contact the Wellesbourne Allotments Association but has not yet reported back.

6 Manor Orchard Play Area Wall

The wall is owned by the parish council. It has recently developed some cracks which the buildings control officer at SDC has advised could be structural. The clerk has arranged for a structural engineer to inspect the wall next Monday. Cllr Lockley will inform the immediate neighbours.

7 Flagpole, Village Hall

The current location is surrounded by trees so the flag doesn't catch the breeze. It has been suggested that the flagpole is moved to the grassed area at the front of the hall. The pole is old and might need replacing. New flags are also required. It was agreed to research this further and include it in next year's budget with a view to installing the flagpole in its new location in time for the coronation of HM King Charles III.

22/137 Climate Change

There was nothing to report this month.

22/138 Finance & General Purposes

1 Budget Report

The clerk did not understand why the new benches for Deppers Bridge were not shown in the report as having been funded by CIL. She had noted that it has been correctly input on the finance system so she will investigate this further.

2 Bank Reconciliations for July & August 2022

These had been completed by the clerk and checked by Cllr Allen. All correct.

3 Disposal of Items of Office Equipment

It was **RESOLVED** to dispose of the following items which are either broken or no longer required and to update the assets register accordingly:

- Shredder
- Directors chairs x 2
- Laminator
- Large projector screen
- Small projector screen
- Telephone handset
- Monitor screen

4 Conclusion of Audit

The audit had been concluded in August. The auditor's report had been circulated to councillors for the council's review. It was noted that there were no items of concern raised by the auditor. The closure has been publicly advertised.

5 Arrangements for Appointment of External Auditor

It was **RESOLVED** to remain within the centralised arrangements for appointing the external auditor as opposed to opting out and the council having to make its own arrangements.

22/139 Council Policies

1 [Civility and Respect Pledge](#)

It was **RESOLVED** to formally pledge that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisation and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local **Local Council Award Scheme**
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

2 **WALC Area Meetings**

WALC has asked that more members attend its meetings. Cllr Potter volunteered.

22/140 Christmas & Seasonal Lights

It was **RESOLVED** to purchase a power bank for use in the chapel.

It was **RESOLVED** that the lighting display would be switched on from 26 November 2022 to 21 January 2023. This is a shorter period than last year but takes into account the rise in energy costs.

It was **RESOLVED** to write to residents who usually power the lights and offer payment for the electricity used.

22/141 Accounts for Payment

It was **RESOLVED** to approve the accounts for payment as per Appendix B, including formal approval of accounts paid in August (during recess) and on 22 September 2022. Cllrs Thompson and Allen to authorise payment. They will confirm that they have checked the invoices (circulated prior to the meeting) by email.

22/142 Reports & Questions

- Cllr Lockley has received a request for a bus shelter to be installed at Binswood End. This will be included for discussion on the next agenda.
- It appears that there has been some informal swapping/sub-letting of allotments. The clerk is investigating.
- There have been reports of random pieces of food rubbish being dumped at the top of the playing field.
- Could the council do more to explain to residents what happens at parish council meetings and the protocol to be followed?

22/143 Exclusion of Public & Press

There were no confidential matters to discuss.

22/144 Date of Next Meeting

The next ordinary meeting of the parish council will be held at 7.30pm on Thursday, 27 October 2022 in Harbury Village Hall.

The meeting closed at 9.10pm.

Signed Chairman Date.....

PPENDIX A
Planning Applications – Delegated Responses
29 September 2022

- 1 [Planning ref 22/02240/TREE - Meadowside, Pirie Close](#)
T1 conifer – Fell.
No representation but in the interests of the environment, please would the applicant consider planting a replacement tree of a native species.

- 2 [Planning ref 22/02105/FUL - 6 Frances Road](#)
New porch, bay window and canopy over
No representation

- 3 [Planning ref 22/01966/FUL - Square Close, Middle Road](#)
A change of use from a holiday let unit to an annex ancillary to the main dwelling
No representation

- 4 [Planning ref 22/02131/REM - Land off Bush Heath Lane, Harbury](#)
Reserved matters for condition 2, details of appearance, landscaping, layout and scale of plot 1 and condition 23, climate change checklist of planning application 20/02112/OUT (date of decision 16/11/2021).
Object for the following planning reasons:
 - Inappropriate design not in keeping with the existing village environment.
 - As it is the first of several in a new development it may well set a precedent for other unsuitable designs to follow.
 - The design of the roof looks to be a future weathering problem also subject to possible wind damage in stormy weather conditions.

- 5 [Planning ref 22/01445/FUL - 18 South Parade](#)
Extend drop kerb to give access from the road directly to the two existing parking places and car port.
No representation

- 6 [Planning ref 22/02274/REM - Land off Bush Heath Lane](#)
Reserved matters for condition 2, details of appearance, landscaping, layout and scale of plot 6, and condition 23, climate change checklist of planning application 20/02112/OUT (date of decision 16/11/2021).
No representation

- 7 [Planning ref 22/02232/ADV and 22/02237/LBC - Shakespeare Inn, Mill Street](#)
New signage and lighting scheme
No representation

- 8 [Planning ref 22/02306/TREE - Harbury House, Butt Lane](#)
G1 Leyland cypress x 3 no. – Crown lifting to 6 metres height from property boundary, for all 3 no. trees branches which overhang adjacent 11 Neales Close.
No representation

- 9 [Planning ref 22/02393/TREE - Temple House, Temple End](#)
T4 Prunus – Fell
No representation. It is really helpful that the applicant has explained the reasons for felling and noted that replacement trees have already been planted elsewhere.

- 10 [Planning ref SDC/22CM003 - Bishops Bowl Lakes, Station Road](#)
Revised design of Bishops Bowl Fishery utilising the import of inert material and soils
Object as follows:

While Harbury Parish Council does not object to the proposed works in themselves, we are very concerned at the lack of any draft legal agreement which is being proposed as the means to enforce the traffic management plan and therefore, until a draft legal agreement is made available for consultation and comment, so that we can be satisfied that it will fulfil our expectations, we OBJECT to the planning application. The impact of site related HGV traffic travelling along the unclassified Bush Heath Road and Butt Lane over a number of years, has been very detrimental to the amenity and well-being of residents who live along this road, not to mention the increased risk to pedestrians, cyclists and horse riders who frequently use this stretch of road. Following representation by local residents, WCC Highways has recently agreed to an extension of the 40mph speed limit along Bush Heath Road and this will be paid for by the parish council in an attempt to mitigate the impact of the traffic and enhance the environment for everyone. We therefore want to ensure that any legal agreement to route site traffic along the B roads has real teeth and is actually legally enforceable.

APPENDIX B
Accounts for Payment

Accounts for approval 11 August 2022						
Urgent accounts paid since the last meeting and requiring formal approval of the council						
Payee	Payment ref	Net	Vat	Gross		
		-	-	-		
		-	-	-		
		-	-	-		
		-	-	-		
		-	-	-		
		-	-	-		
		-	-	-		
		-	-	-		
		-	-	-		
	Sub-total	-	-	-		
Accounts for payment on 25 August 2022						
Payee	Payment ref	Net	Vat	Gross		
Staff Costs	220800 to 03	2,589.43		2,589.43		
Bull Ring Garage (office electricity)	220804	89.23	17.84	107.07		
P D Bones (fuel for footpaths group)	220805	17.84	-	17.84		
WALC (training - S Allen)	220806	30.00	6.00	36.00		
Frank Mann Farmers (labour - memorial inspect)	220807	245.00	49.00	294.00		
Pirms (1/4ly play inspection)	220808	91.00	-	91.00		
Npower (defib electricity - for payment 17/8/22)	220809	1.18	0.06	1.24		
C Beaton (maintenance)	220810	275.00		275.00		
Frank Mann Farmers (field mowing - July)	220811	123.00	24.60	147.60		
PKF Littlejohn LLP (audit)	220812	400.00	80.00	480.00		
Yu Energy (s/lights - 00886835)	d/debit	406.23	81.25	487.48		
Yu Energy (s/lights - 00886837)	d/debit	28.08	1.40	29.48		
Yu Energy (s/lights - 00886838)	d/debit	13.54	0.68	14.22		
Yu Energy (s/lights - 00886839)	d/debit	45.14	2.26	47.40		
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	5,724.34	461.32	6,185.66		
	TOTALS	5,724.34	461.32	6,185.66		
		-	-	-		

Accounts for approval 22 September 2022						
Urgent accounts paid since the last meeting and requiring formal approval of the council						
Payee	Payment ref	Net	Vat	Gross		
YU Energy (street lights) inv 00913516	d/debit	400.91	80.18	481.09		
YU Energy (street lights) inv 00913517	d/debit	27.93	1.40	29.33		
YU Energy (street lights) inv 00913518	d/debit	13.50	0.68	14.18		
YU Energy (street lights) inv 00913519	d/debit	45.14	2.26	47.40		
		-	-	-		
		-	-	-		
		-	-	-		
	Sub-total	487.48	-	572.00		
Accounts for payment on 22 September 2022						
Payee	Payment ref	Net	Vat	Gross		
Staff costs	220901 to 04	2,589.43	-	2,589.43		
Viking (office supplies)	220906	35.88	7.18	43.06		
BI Men's Shed (swift boxes)	220907	40.00	-	40.00		
A Biddle (expenses)	220908	16.01	-	16.01		
WCC (allotments rent)	220909	325.00	-	325.00		
Arbscape (cemetery tree work)	220910	280.00	56.00	336.00		
Npower (defib electric)	220911	1.18	0.06	1.24		
WCC (s/light repair Church St)	220912	408.48	81.70	490.18		
Harbury Village Hall (local market)	220913	192.00	-	192.00		
T Bastin (bus shelter cleaning)	220914	40.00	-	40.00		
Abacus Playgrounds (wet pour repair kit)	220915	275.00	55.00	330.00		
C Beaton (contract maintenance)	220916	50.00	-	50.00		
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	5,622.65	398.17	6,020.82		
	TOTALS	6,110.13	398.17	6,592.82		
		-	-	-		

