

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

Present

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

Absent

Cllr Potter

In Attendance

Mrs Alison Biddle, Clerk to the Council

Mrs C Gwillam, Minute Secretary

Public

Mrs L Ridgely for Harbury & Ladbroke News

3 members of the public

22/145 Apologies

Cllr Potter; County Cllr Kettle

22/146 Declarations of Interest

Cllr Knowles declared an interest in 22/152 No.4 Swift Boxes as his son is involved.

22/147 Dispensations

None.

22/148 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on Thursday 29 September 2022 as a true and complete record of that meeting.

22/149 Public Participation

Playing Field Parking

A resident expressed concern about the insufficient parking, particularly when the various sports clubs were hosting matches and visitors were coming to the village. It is having an adverse effect on residents, particularly on match days. Constance Drive is used as an overflow car park which is blocking pavements and affecting access for residents in wheelchairs and emergency vehicles. The resident also highlighted the bad lighting in the car park at night and

the poor signage at the entrance. Various suggestions were put forward, including extending the car park on land leased by the village hall, but none seemed to be able to resolve the situation. The resident was advised that any extension to the car park at the side of the village hall would need to be considered by the village hall committee. The parish council will liaise with the various sports team, to improve communications with visitors on suitable alternative places to park if the car park is full and promoting the use of shared vehicles wherever possible as well as encouraging villagers to walk. The PC's properties group will look at how the signage could be improved. The clerk was asked to write to all the sports clubs.

Harbury Future Energy Project

With reference to the parking problems, it was noted that the project team had completed a traffic audit with WCC as part of the planning application. The initial bid for the latest round of funding was unsuccessful, but round 2 appears more hopeful. It has been suggested that they approach County Cllr Kettle to seek some additional funding.

Annual Bonfire & Fireworks

Plans were well in hand for this year's bonfire and lessons had been learned from last year. Thanks were expressed to Harbury Parish Council and Harbury Village Hall Committee for their continued support.

22/150 Other Organisations

1 Harbury Library

A report had already been circulated prior to the meeting. The library is now registered as a suitable venue for the Warm Welcome Campaign, a church-based but self-financing initiative, providing toast and a drink for breakfast. There will be a lantern making workshop again as part of the Seasonal Lights Switch-on. Thanks were expressed to Richard Fowler for all his hard work and commitment to the library.

2 Harbury School Governors

No report.

3 Southam College

No report.

4 Twinning Association

No report.

5 Village Hall

Village remains busy with an increase in attendances. The best event ever was the recent cultural afternoon, and it is anticipated that there will be another one organised for the New Year.

6 Harbury Energy Initiative

The next meeting will take place on 2nd November. Cllrs Lockley and Thompson attended the presentation evening for the Queen's Award for Volunteering.

7 SDC & WCC

SDC - District Cllr Harris submitted a report prior to the meeting, main point being:

- The ECO build application had been withdrawn and would be re-submitted. ICB moving forward, but NHS were slow to engage. Main problem is that there is to be no capping but, on the positive side, Jeremy Wright MP was to be involved. SDC recognises the infrastructure problem, so do Severn Trent, but they cannot confirm there will be no more development despite the issues. Education too has constraints.

WCC – County Cllr Kettle had forwarded his report prior to the meeting, Cllr Lockley summarised in his absence:

- Work to start shortly on the Fosse Way/Harbury Lane/Chesterton Road junction. Unfortunately, 4-way lights are to be in operation until the summer next year, but inconvenience now means it will be done all the quicker. It was emphasised that communication is the key; the clerk will advertise the relevant information on Facebook, the parish website, etc. and will be the point of contact for the contractors/WCC team.

22/151 Planning

- 1 **Land off Hall Lane – report of pre-planning meeting with developer as per appendix A**
Cllrs Lockley, Thompson and Allen met with the developer, Linfoot Homes. This is an emerging scheme with a sketch plan expected to be provided before Christmas. The proposal is for a small scale development to meet an identified local need and will be all bungalows. The notes from the meeting are attached at appendix A.
- 2 **Delegated Responses**
Noted as per appendix B.

22/152 Environment

1 **Village Tree Planting – consideration of budget and agreement of next steps**

Council already has a proposal for the type of trees to plant and where to plant them but needed to know how much money was in the budget, bearing in mind that the more substantial trees cost around £100 per tree and 25 were needed (£3,500 in total). The clerk confirmed that there was sufficient in the budget to cover this but emphasised that a plan was needed for the aftercare. Advice would be sought from an expert, and competitive prices would be obtained. The new plantings in the cemetery had already been approved as part of the current year's budget so did not form part of the calculation.

2 Urgent tree works – quotes received

One quote had been received and 2 more were to be sought. All the identified works were in the cemetery.

3 Streetlights & Pavements Survey - update

There were a couple of faulty streetlights and a couple obscured by trees in adjacent gardens. The residents have been asked to cut the branches back. It was pointed out that WCC can do the work without permission but would invoice the residents accordingly once the work was done. The cemetery hedge is still leaning over and causing an obstruction on the pavement. This would be put on a future agenda to ascertain whether to cut it back or remove it and replace with a fence. The public are encouraged to report problems on Fix My Street which seems to be working very well and with a quick result. Work is ongoing to install fibre broadband in the village which has resulted in road works in numerous locations.

4 Swift Nest Boxes

(a) Update

The recently made boxes are not weatherproof and may not last very long. Those made from marine ply would be better but are more costly. An article has been included in Harbury News asking for volunteers to install a box on their property.

(b) Consideration of installation costs

The clerk is still waiting for a quote for hire of a cherry picker but labour costs will be £25 per hour. She therefore estimated that a budget of £800 to £1000 would be required to cover the cost of the hire and a day's labour. It was **RESOLVED** to cover these costs.

(c) Consideration of purchase of more boxes and costs:

An extra 20 boxes made out of marine ply instead would cost around £360. It was **RESOLVED** to fund 20 extra boxes at approx. £18 each but to wait until exact numbers were known before placing an order.

5 Community Speed Watch – support for new Deppers Bridge group

There are 7 residents who are willing to form a speed watch group. The necessary training will be provided by the police from Rugby; at some point, the group may approach the parish council for funding for hi-vis jackets and other equipment.

22/153 Properties

1 Playing Field

(a) Annual Village Bonfire – discussion of concerns raised by GASS

It was reported that everything was in hand and that lessons had been learned from last year's huge turnout. Pre-sales were going steadily well. There was a request from GASS for councillors to be on hand to give the go-ahead or not if the weather was particularly bad but, after some discussion, it was felt that this would not be necessary. Cllr Ekins asked whether, in view of the climate emergency, there was

a possibility of having just fireworks without the bonfire in future. However, it was argued that the bonfire is the biggest scout fundraiser of the year, is very popular in the village and does a service by mostly using wood that is not wanted and prevents the need for individual car journeys to the tip to dispose of the wood. It was agreed that villagers should be encouraged to walk to the bonfire.

(b) Car parking congestion – impact on residents and mitigation
Already discussed during public participation.

(c) Harbury Future Energy Project – further consideration of request to install temporary wind measurement mast

The clerk reported that she had still not received the relevant information from the project team.

2 Chapel Street Memorial Garden

(a) Update following renovation work

There is still a little work to do but it is looking much better.

(b) Condition of crazy paving:

It was noted that the crazy paving needs relaying and some of the border stones are loose. The clerk will ask the council's maintenance contractor to have a look at these. She will also find out the cost of replacing the litter bin.

3 Allotments

(a) Update on well-being project

A public meeting has been organised for 16 November 2022 at 2.30pm in the library for anyone who would like to be involved. It is envisaged that this will be a self-managed group.

(b) Problems caused by tenants making informal arrangements

It was agreed that this should be discussed later under 'Confidential Items'.

4 Manor Orchard Play Area Wall

The surveyor's report had been circulated. The area was fenced off at present; a specification for works was included in the report and the clerk would obtain quotes (expected to be in the region of £8-£10,000).

5 Village Hall Flagpole

It was agreed that the pole should be cleaned and the mechanism oiled. The clerk would get some expert advice and a quote from a specialist, as well as ordering some new flags. Advice on pruning the adjacent trees, to increase air flow, is to be obtained. This will be included again on next month's agenda.

6 Bus Shelter – consideration of request for a shelter at Binswood End

Cllr Lockley had advised the resident who raised this, that evidence of community need would be required and to date he has not received any reply.

22/154 Climate Change

1 Update following most recent meeting of working party.

Surveys completed at the Eco Fair had been reviewed; it was evident that sustainability in homes was the main issue – insulation, double glazing, etc. It was agreed by the PC that the group could go ahead and create a forum on Facebook, monitored by the working party, to answer questions under specific topics. This would be promoted in all the usual places, plus a postal opportunity for those not online. They had also discussed the possibility of ‘No Mow May’. It was agreed to include this on next month’s agenda. There are plans for a larger Eco Fair at the carnival next year which would also include local businesses.

2 Any actions requiring approval of parish council

None.

22/155 Finance & General Purposes

1 Budget Report

The clerk reported that the CIL reserve fund which had been used to buy the new benches at Deppers Bridge was now showing on the report. There were no questions.

2 Bank Reconciliations for September 2022

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

3 Approval of donation to RBL Poppy Appeal 2022

It was **RESOLVED** to donate £100 (£25 for the cost of the wreath plus a £75 donation). The wreath would be delivered to Cllr Lockley for him to lay at the Remembrance Day Service; confirmation of the time to meet at the church would be sent to all councillors nearer the time.

4 Dates for budget meetings

These were agreed (for F&GP members only):

Monday 5 December, 9.00-10.30am in the parish office

Monday 9 January 2023, 9.00-10.00am in the parish office

22/156 Christmas & Seasonal Lights – Update on plans for the forthcoming 2022/23 season

All the lights would be PAT tested this coming Saturday; a plan of action would also be discussed. Volunteers were needed to help put them up on the morning of 26 November. Cllr Lockley apologised that he would be away that weekend, but he would secure some help on his behalf.

The clerk asked for clarification on what type of power bank to purchase for the chapel; this would be sent after seeking advice on which type is best.

22/157 Accounts for Payment

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

22/158 Reports & Questions

- Cllr Thornley reported that no members of the public had attended last Saturday's 'Councillors' Corner'.
- The next PC meeting will be held in the library as the Tom Hauley Room is put of action while the new heating is being installed. The theatre group is using the village hall.

22/159 Exclusion of Public & Press

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972 in order to discuss the following confidential matters:

1 Informal Arrangements by Allotment Tenants

The problem caused by a tenant making their own informal arrangements to share their plot with third parties was discussed. After taking all the relevant facts into account, it was **RESOLVED** to offer the new tenancy to H Drabble.

22/160 Date of Next Meeting

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

The meeting closed at 9.05pm.

Signed Chairman Date.....

APPENDIX A

Meeting with Linfoot Homes Tuesday, 4 October 2022 at 10.00am via Zoom

Present

Cllr Tim Lockley (chair of Harbury PC)

Cllr Keith Thompson (vice-chair of Harbury PC)

Cllr Sam Allen (chair of planning group at Harbury PC)

Claire Linfoot McClean (MD of Linfoot Homes)

Sarah Brooke-Taylor (rural housing enabler at WRCC)

Alison Biddle (parish clerk)

The meeting had been convened at the request of Claire Linfoot McClean to discuss the possibility of a development on land off Hall Lane. A copy of the council's protocol for pre-planning meetings with developers had been circulated to all attendees.

Background

The council had been approached a few years ago by the owners of the property at Westfields in Hall Lane and the field at the rear of Westfields, adjacent to Old Tom's Barn. At that time Westfields and the field were owned separately but they are now both under the same ownership.

The landowners' initial idea was that the bungalow at Westfields would be demolished and the land (including the field) made available for a small scale development of homes for older people. The council subsequently commissioned an independent housing needs survey for over 55s which identified a need, in November 2020, for 36 homes for households with a defined local connection to Harbury parish and where at least one household member was aged over 55 years.

The landowners were advised to discuss their proposal further with Sarah Brooke-Taylor and consider if they wished to approach a developer.

Proposal

Claire Linfoot McClean shared a copy of the map showing the settlement boundary for Harbury and the location of Westfields with the field at the rear. She explained that they had been approached by the landowners as this site may possibly be suitable for a

small local needs scheme. She pointed out that such a scheme could only come forward if it received the support of the parish council.

The land area is approx. 1.6 acres (1.4 acres with the existing bungalow at Westfields in situ) which could be suitable for 10 bungalows of which 3 would be affordable and 7 local market. Any restrictions would be controlled by way of a Sec 106 agreement. However, Claire Linfoot McClean suggested that placing both a local connection and age limit on the homes would be too restrictive. She explained that a number of older people still require a mortgage and the mortgage companies can be put off by too many restrictions. She suggested that the Sec 106 should be limited to a local connection only. In her experience, most people who are looking for bungalows do so either because they are older or they have mobility problems, which could apply to some younger people too. Sarah Brooke-Taylor also warned against an age restriction which would be difficult for younger disabled people.

Councillors pointed out that the neighbouring field is owned by the Price Trust which has been trying to obtain planning permission for other sites in the village for a number of years. If this field were included, it would no longer be a small scale scheme and could provide a possible Phase 2.

Access

There is currently a narrow access to the field at the side of the bungalow at Westfields but it would not be suitable for a housing development. Claire Linfoot McClean had discussed partial demolition of the bungalow with the owners in order to widen the access but now thinks that they are minded to demolish the bungalow completely. If they did this, there would be no problem with re-siting and widening the access appropriately. If the bungalow were demolished, this would be replaced with a new dwelling which would not be part of the local connection scheme but would stand alone as a replacement dwelling in addition to the 10 bungalows mentioned above.

Next Steps

Councillors who were present were interested in the scheme as it would meet an identified local need. Claire Linfoot McClean's next step is to discuss further with the landowners and then take the idea to her architects and ask them to put a sketch plan together for further discussion with the parish council. She hoped this would be before Christmas. She also hoped that it would be possible to include the replacement dwelling as part of the same planning application for the local connection bungalows.

Alison Biddle

4 October 2022

APPENDIX B

Planning Applications – Delegated Responses

27 October 2022

- 1 [Planning ref 22/02331/VARY - The Dairy Cottage, Butt Lane](#)
Removal of condition two (restricted occupation) of planning permission 64/8/8 (determined 01.09.1964) to allow for unrestricted occupation of dwelling.

No representation

- 2 [Planning ref 22/02495/COUNTY - Bishops Bowl Lakes, Station Road](#)
Revised design of Bishops Bowl Fishery utilising the importation of inert materials and soils.

No objection

N.B. The parish council has already responded direct to WCC regarding this application. The council has no objection to the proposed works subject to a planning condition to ensure that there is an enforceable legal agreement that any site traffic travels along B roads only.

APPENDIX C
Accounts for Payment

Accounts for approval 27 October 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 00937979	d/debit	421.96	84.39	506.35
YU Energy (street lights) inv 00937980	d/debit	28.63	1.43	30.06
YU Energy (street lights) inv 00937981	d/debit	13.16	0.66	13.82
YU Energy (street lights) inv 00937982	d/debit	42.56	2.13	44.69
		-	-	-
		-	-	-
		-	-	-
	Sub-total	506.31	-	594.92
Accounts for payment on 27 October 2022				
Payee	Payment ref	Net	Vat	Gross
Staff costs	221001 to 05	2,662.57	-	2,662.57
Frank Mann Farmers (field mowing)	221006	153.00	30.60	183.60
Marshalls Landsape Protection (bollard repair)	221007	478.18	95.64	573.82
Greentech Ltd (pitch marking powder)	221008	192.20	38.44	230.64
WALC (training - A Potter)	221009	30.00	6.00	36.00
Arbscape (annual inspection)	221010	480.00	96.00	576.00
WALC (training - A Biddle)	221011	20.00	4.00	24.00
Allcott Associates LLP (Manor Orchard wall surv	221012	395.00	79.00	474.00
Exclusive Leisure Ltd (courts floodlights call out)	221013	210.00	42.00	252.00
H Drabble (memorial garden)	221014	253.00		253.00
WALC (training - S Ekins)	221015	30.00	6.00	36.00
PIRMS (play equipment inspection)	221016	91.00		91.00
T Bastin (bus shelter cleaning)	221017	40.00		40.00
C Beaton (contract maintenance)	221018	50.00		50.00
BT (broadband & phone)	d/debit	48.08	9.62	57.70
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	6,502.70	605.53	7,108.23
	TOTALS	7,009.01	605.53	7,703.15