

**HARBURY PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Thursday, 23 February 2023 at 7.30pm**  
**Harbury Village Hall**

**Present**

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

**Absent**

Cllr Mancell

**In Attendance**

None (minutes were recorded by Cllr Dominick in clerk's absence)

**Public**

6 members of the public

**23/020 Apologies**

Cllr Mancell; District Cllr Harris

**23/021 Declarations of Interest**

None

**23/022 Dispensations**

It was **RESOLVED** to grant Cllr Mancell's dispensation request in respect of business relating to Harbury Village Hall of which he is, as a parish councillor, a trustee.

**23/023 Minutes**

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on the 26 January 2023 as a true and complete record of that meeting.

**23/024 Public Participation**

**Harbury Future Energy Project**

Planning permission has been granted. The project team is now waiting to hear about funding. If funding is not available for the whole project, then the charge points will take priority. It is possible that funding could be awarded via WCC who would then take charge of the project.

**Footpaths & Cycle Ways**

A resident asked if some of the money from the solar farm could be used to improve footpaths and cycle ways at Binswood End.

## 23/025 Other Organisations

- 1 **Harbury Library**  
The AGM will take place on 6 March 2023.
- 2 **Harbury School Governors**  
No report.
- 3 **Southam College**  
No report.
- 4 **Twinning Association**  
A trip to France is planned.
- 5 **Village Hall**  
The new flagpole (purchased & owned by the parish council) has been installed.
- 6 **Harbury Energy Initiative**  
No report.
- 7 **Harbury Village Club & Institute**  
Cllr Thornley reported that the club was 'in the black' but there is a lot of repair work to do so the committee is currently seeking grants for this.
- 8 **SDC & WCC**  
No reports received and no councillors in attendance.

## 23/026 Planning

- 1 [Planning ref 23/00130/FUL - Land north of Hall Lane, Harbury](#)  
Erection of 1 no. self-build dwelling and creation of natural wildlife habitat including wetland area.  
It was **RESOLVED** to object to this application on the same grounds as previously submitted under delegated powers on 13 February 2023.
- 2 [Planning ref 23/00318/FUL - Harbury Surgery, Mill Street](#)  
Installation and operation of prescription collection automated dispenser.  
It was **RESOLVED** to make no representation.
- 3 [Planning ref 23/00273/FUL - Old Toms Barn, Hall Lane](#)  
Partial demolition of existing rear single-storey extension and construction of replacement rear single-storey extension and construction of open sided car shelter.  
It was **RESOLVED** to make no representation.

4 [South Warwickshire Local Plan - Issues & Options Consultation - SDC](#)

It was agreed that Cllr Allen would draft a response for circulation to all members for approval before it is submitted to SDC/WDC.

5 [Middle Road Solar Farm Public Consultation](#)

It was noted that Ufton PC has suggested that this should in fact be two separate planning applications as it refers to two quite separate parcels of land. If planning permission is granted, the council would like to see a larger amount of money for community benefit as the site is much larger than Eastfields Solar Farm which will be contributing £50k. It was agreed that Cllr Lockley would draft a response which would be circulated to all members for approval prior to submission.

6 **Delegated Responses**

These were noted as per appendix A.

## 23/027 Environment

1 **Chair**

It was **RESOLVED** to elect Cllr Potter as the new chair of the environment group.

2 **Swift Nest Boxes**

Cllr Potter will make contact with Amanda Randall re the arrangements for installation.

3 **Litter Bins**

It was agreed to place a notice in HL News asking people to think about recycling their litter where possible and pointing out that the public bins are not to be used for domestic waste. The clerk to be asked to find out if it is possible to install a larger bin in Church Street.

4 **Streetlights**

A resident had asked the council to consider installing extra lights between Hillside and Binswood End. The council declined this request as the village is a low lighting area and they could not justify installing additional lights in this part of the village and not in other parts.

5 **Tree Planting**

The clerk had received a response from WCC and this had been circulated. If the parish council wishes to plant trees on land owned by WCC Highways, the parish council must fund the purchase and planting costs, both of which would be carried out by WCC who would also take responsibility for future maintenance. Planting would not now take place until next winter. It was **RESOLVED** to accept these terms and conditions.

## 23/028 Properties

### 1 **Playing Field**

#### (a) Car Park

A budget cost for extending the car park using a hybrid surface had been obtained. Cllr Lockley will investigate using survey monkey for part of the public consultation that would be required. It was agreed that Cllr Lockley will talk to the junior football club about the parking problems and discuss the option of using parking marshals on match days.

#### (b) Harbury Future Energy Project

This had already been discussed during the public forum. If there is no funding available, there will be no wind measurement mast.

#### (c) Manor Orchard Play Area Wall

The re-build is going well. The neighbour has been very accommodating.

### 2 **Allotments**

#### a) Application from non-parishioner

An application has been received from a resident of Bishop's Itchington. As Bishop's Itchington has its own allotments, it was **RESOLVED** to decline this application.

#### b) Well-being project

There has been a recent advert on Facebook for new members. Cllr Ekins will meet with the committee to discuss progress.

### 3 **Bus Shelter at Binswood End**

There has been no further progress since the last meeting. The clerk still needs to clarify the relevant permissions. Cllr Lockley has asked Cllr Mancell if he would lead this project and is waiting for his response.

### 4 **Cemetery**

#### a) New fence

A resident had asked if the new fence could be painted with green preservative. It was **RESOLVED** to decline this request.

#### b) Bank

This is to be grass seeded and stabilised before consideration is given to any wildflower planting.

#### c) Bin store

The quote for the bin store/screen was considered. It was agreed that Cllr Ekins would talk to the contractor about the design and reducing the height of the panels.

## 23/029 Climate Change

### **1 Update**

There hasn't been a recent meeting so there is nothing new to report.

### **2 No Mow May**

Cllr Dominick reported that the consultation with residents living near the greens in question was underway. She has already spoken to residents at Binswood End but has yet to meet with residents at Manor Road and Old New Inn greens.

## 23/030 Finance & General Purposes

### **1 Budget Report**

Noted. No questions.

### **2 Bank Reconciliation for January 2023**

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

### **3 Transfer to Tennis Courts Fund**

It was **RESOLVED** to approve the transfer of the annual contribution of £5,610 from the current account to the tennis courts maintenance fund.

### **4 Amendment to Bank Mandate**

It was **RESOLVED** to amend the bank mandate to include Cllr Mancell as a signatory.

### **5 Appointment of Internal Auditor**

It was **RESOLVED** to appoint IAC Audit & Consultancy Ltd as the internal auditor for 2023.

### **6 Review of Internal Audit Report**

The report had been circulated to members prior to the meeting. The audit had gone well. There were two items requiring attention; the setting up of a risk register, and a review of investment accounts to find a higher rate of interest. The clerk will follow these up and report back at a later date.

### **7 Review of Internal Audit & Controls**

It was **RESOLVED** that current controls are satisfactory and no amendments are required.

### **8 Review of Assets Register**

This had been reviewed and a copy of the in- year updates circulated to all members. It was **RESOLVED** to approve the assets register.

## **9 Review of Treasury & Investment Policy**

The policy was reviewed and it was **RESOLVED** that no amendments are required.

## **10 Review of Financial Regulations**

It was **RESOLVED** that no amendments were required.

## **11 Review of Standing Orders**

It was **RESOLVED** that no amendments were required.

## **12 Review of Financial Risk Assessment**

It was **RESOLVED** that no amendments were required.

## **13 Review of Standing Orders & Direct Debits**

A list of the current standing orders and direct debits had been circulated. It was **RESOLVED** to approve these as follows:

### **Standing Orders**

- Adams & Munson - £378.50 per month – office rent
- Frank Mann Farmers - £1,189.40 per month – grounds maintenance

### **Direct Debits**

- BT – £59.94 per month - phone & broadband
- YU Energy – variable whole bill paid monthly on 4 separate accounts (MPANS) – s/lights electricity.
- Information Commissioner - £35 per annum – data protection registration renewal

## **23/031 Coronation**

### **1 Bunting**

It was agreed that owing to a lack of volunteers, the bunting should be installed at the village hall and at the front of the cemetery only. A notice is to be put in HL News offering the remaining bunting for loan to residents having street parties.

### **2 Heritage Bunting**

It was **RESOLVED** to provide a budget of £100 for new students at the primary school to add to the existing heritage bunting.

### **3 Use of Village Greens**

It was **RESOLVED** to grant permission for residents to use the village greens for parties subject to the completion of a risk assessment for their event beforehand.

**23/032 Accounts for Payment**

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

**23/033 Reports & Questions**

- It was agreed to include an all -purpose sports area for discussion on the next agenda.

**23/034 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:

**1 Cemetery Fees**

It was **RESOLVED** to waive the fees for the late M Shelley.

**23/035 Date of Next Meeting**

The next ordinary meeting of the parish council will be held at 7.30pm on Thursday, 23 March 2023 in Harbury Village Hall.

The meeting closed at 9.17pm.

Signed ..... Chairman      Date.....

APPENDIX A  
Planning Applications – Delegated Responses  
23 February 2023

1 [Planning ref 23/00119/TPO - Harbury House, Butt Lane](#)

T3 cedar - Reduce damaged or over extended limbs by 1-2 metres. -T4 cedar - Reduce damaged or over extended limbs by 1-2 metres. -T5 cedar - Reduce damaged or over extended limbs by 1-2 metres.

**No representation**



**APPENDIX B**  
**Accounts for Payment**

<b>Accounts for approval 23 February 2023</b>				
<b>Urgent accounts paid since the last meeting and requiring formal approval of the council</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
YU Energy (street lights) inv 01035431	d/debit	585.33	117.07	702.40
YU Energy (street lights) inv 01035432	d/debit	35.60	1.78	37.38
YU Energy (street lights) inv 01035433	d/debit	13.81	0.69	14.50
YU Energy (street lights) inv 01035434	d/debit	48.13	2.41	50.54
Harbury & Ladbroke News (grant)	230117	265.00	-	265.00
Harbury School PTA (grant)	230118	3,000.00	-	3,000.00
N Ashford (deposit - wall repair)	230200	6,995.00	1,399.00	8,394.00
N Ashford (interim pay't - wall repair)	230200A	3,497.50	699.50	4,197.00
	Sub-total	14,440.37	-	16,660.82
<b>Accounts for payment on 23 February 2023</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Staff costs	230201- 03	2,251.18	-	2,251.18
S Allen (cllr's allowance)	230204	280.00	-	280.00
S Ekins (cllr's allowance)	230205	280.00	-	280.00
A Knowles (cllr's allowance)	230206	280.00	-	280.00
T Lockley (cllr's allowance)	230207	420.00	-	420.00
K Thompson (cllr's allowance)	230208	280.00	-	280.00
J Thornley (cllr's allowance)	230209	280.00	-	280.00
HMRC (PAYE)	230210	1,099.68	-	1,099.68
WALC (t/course - A Biddle)	230211	30.00	6.00	36.00
Harbury Village Hall (energy saving event)	230212	130.75		130.75
Frank Mann Farmers (cemetery fence pt 2)	230213	750.00	150.00	900.00
Bull Ring Garage (office electric bill)	230214	125.79	25.16	150.95
A Biddle (expenses)	230215	75.15		75.15
J Balch (Xmas lights expenses)	230216	86.95		86.95
Harbury & Ladbroke News (advert renewal)	230217	113.00		113.00
S Allen (Xmas lights expenses)	230218	175.93		175.93
Phoenix Craft Creations (swift boxes)	230219	412.50	82.50	495.00
R Sherman (Xmas lights hosting)	230220	15.00		15.00
WCC (s/light maintenance contract)	230221	688.56	137.72	826.28
T Bastin (bus shelter cleaning)	230222	40.00		40.00
IAC Audit & Accountancy (interim audit)	230223	395.00	79.00	474.00
A J Block Paving Ltd (car aprk repair)	230224	441.67	88.33	530.00
C Beaton (contract maintenance)	230225	50.00		50.00
Phoenix Craft Creations (adapted swift boxes)	230226	41.87	8.37	50.24
BT (phone & b/band)	d/debit	49.95	9.99	59.94
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	10,162.65	785.30	10,947.95
	<b>TOTALS</b>	<b>24,603.02</b>	<b>785.30</b>	<b>27,608.77</b>