

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday 27 April 2023 at 7.30pm
Harbury Village Hall

Present

Cllr K Thompson (Acting Chair)	Cllr S Allen	Cllr J Dominick
Cllr J Balch	Cllr A Potter	Cllr S Ekins
Cllr A Knowles		

Absent

Cllr Mancell, Cllr Lockley, Cllr Thornley, District Cllr Harris

In Attendance

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

Public

9 members of the public

N.B. This meeting was chaired by Cllr Keith Thompson, vice-chair of the parish council in the absence of Cllr Lockley, chairman of the parish council.

23/053 Apologies

Cllr Mancell, Cllr Lockley, Cllr Thornley, District Cllr Harris

23/054 Declarations of Interest

There were none.

23/055 Dispensations

There were none.

23/056 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on Thursday 23 March 2023 as a true and complete record of that meeting.

Before proceeding any further, the chairman announced that this was Cllr Ekins' last meeting after some 12 years on the council as he is not standing for re-election this time. He was thanked for his service and received a small presentation. Cllr Thornley and Cllr Mancell are also not standing for re-election but neither were present. Thanks were expressed to them too.

23/057 Public Participation

- 3 residents registered interest in planning applications at Mill Lane, Temple House and Farm Street.
- 1 resident attended for the swift box project.

23/058 Community Grant Application

It was **RESOLVED** to award a grant of £385 to Harbury Village Show towards the cost of hiring the village hall over 2 days.

23/059 Other Organisations

- 1 **Harbury Library**
No report.
- 2 **Harbury School Governors**
No report.
- 3 **Southam College**
No report, although strikes are having a disruptive effect.
- 4 **Twinning Association**
No report.
- 5 **Village Hall**
No report – AGM scheduled to take place in the library on Thursday 11 May 2023.
- 6 **Harbury Energy Initiative**
No report – AGM scheduled for Thursday 18 May 2023. The HEI group is still looking for new members.
- 7 **Harbury Village Club & Institute**
No report.
- 8 **SDC & WCC**
SDC: No report.
WCC: No report.

23/060 Planning

- 1 [Planning ref 23/00482/FUL – Land adjacent to Northfields, Mill Lane](#)
Proposed self-build 3 bedroom dwelling and associated parking/hardstanding.
It was **RESOLVED** to make no representation.
- 2 [Planning ref 23/01023/FUL – 20 Farm Street](#)
Provision of detached double garage.
It was **RESOLVED** to make no representation.
- 3 [Planning ref 23/00652/LDE – Clock Cottage, Hurdiss Farm, Bush Heath Road](#)
Occupation in breach of condition 2 (agricultural occupancy restriction) of permission S87/1459 for a continuous period in excess of 10 years.
It was **RESOLVED** to make no comment.

- 4 [Planning ref 23/00785/FUL – Temple House, Temple End](#)
Agricultural storage barn for the grounds/farm equipment with additional landscaping features to the existing external areas.
It was **RESOLVED** to make no representation.

- 5 **Delegated Responses as per Appendix A**
Noted.

23/061 Environment

1 **Swift nest boxes**

Amanda Randall thanked all the councillors and the clerk for their help with this project; she was immensely proud of the achievement as well as the enthusiasm of the villagers. She was pleased to report that more than 50 boxes had been installed.

Cllr Thompson, in turn, thanked Ms Randall for initiating this project. Cllr Balch would liaise with her to send relevant information to the media, e.g. Warwickshire Wildlife Trust News, Leamington Courier, Stratford Herald, District Advertiser, RSPB, etc.

2 **Tree planting**

The clerk had sent all the relevant information to WCC which was now under consideration and she awaited a further response from them.

23/062 Properties

1 **Playing Fields**

a) Car Park Extension

The result of the online public consultation organised by Cllr Lockley was in favour of an extension. It was agreed that a wider and more detailed consultation should now take place but the clerk should contact Fields in Trust first as their permission would be needed. It was also agreed to contact the sports clubs again to look for alternative parking sites. This item will be on the agenda again next month.

b) Harbury Future Energy Project

No update at present.

c) Manor Orchard Play Area

It was **RESOLVED** to approve a payment of £100 to the neighbour towards the cost of water and electricity and replacement of garden plants lost during the construction work. The neighbour has been very helpful throughout the process and the council's thanks were expressed.

There is still some of debris left on the green. The clerk will ask the grounds maintenance contractor to clear this as soon as convenient.

2 **Allotment Well-being Project**

It is disappointing that such a good idea has received so little support despite various attempts at advertising. It was decided that Cllr Balch would contact the instigator of the project to see if, between them, they could encourage more people to take part and find someone willing to act as a champion. However, if there was no

response by the time of the June PC meeting, then it was recommended that the remaining half plot be let to a tenant once again. The clerk also pointed out that a policy regarding the letting of the raised beds was required.

3 Bus Shelter – Binswood End

It was **RESOLVED** to delegate the project to the properties group. The clerk had already forwarded links for various designs. Councillors were asked to vote for their 3 favourites and then the properties group would progress to obtaining quotes for the most popular designs.

4 Cemetery - boundary treatment with 4 South Parade

No further progress has been made yet. The clerk will obtain advice on suitable hedging species and cost for supply.

5 Village greens and Coronation celebrations

The government has advised that events which are informal gatherings of neighbours and friends, are considered low risk and there is no expectation for people to complete a formal risk assessment. The council would undertake a review of its risk assessment of all the village greens in case there were any maintenance issues. Cllr Dominick offered to do this over the weekend.

6 Memorial Garden

The gardener has suggested using bark chippings as a mulch to suppress weeds and retain moisture. However, they are messy and require frequent replenishing. Therefore, it was **RESOLVED** not to use them.

23/063 Climate Change

1 Update from working party.

A large stall has been booked for the Eco Fair but no meeting to organise this has taken place yet.

2 Update on arrangements for 'No Mow May'

Cllr Dominick had met the grounds maintenance contractor to discuss the pilot areas. He was very supportive of the idea but had some concerns about litter and dog mess. It was suggested that the community litter pickers be asked to do a litter pick of these areas during May. It was also agreed to leave areas of the cemetery unmown as well as the top of Deppers Bridge playing field, behind the goals. It was agreed that the first cut after the end of May will be on 14 June. Signs will be put in place to explain what is happening.

23/064 Finance & General Purposes

1 Budget Report for year ended 31 March 2023

Noted.

2 Bank Reconciliation reports for 31 March 2023

It was **RESOLVED** to accept these.

3 End of year transfers to reserves

It was **RESOLVED** to approve the transfer of £10k to the BMX/skate park fund and £10k to the new cemetery fund.

4 Financial report for year 2022/2023

It was **RESOLVED** to approve the annual financial report.

5 Annual Governance & Accountability Return (AGAR) 2023

a) Receive and review internal auditor's report.

It was **RESOLVED** to approve the internal auditor's report. There were just a couple of points to note which were that a risk register is needed, and a physical check of fixed assets (although usually done in January, June would be a better time of year for this).

b) Approval of section 1 of AGAR 'Annual Governance Statement 2022/23'

All of the questions in section 1 were read out by the chairman 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.

c) Approval of section 2 of AGAR 'Accounting Statements 2022/23'

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.

d) 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, 2 June 2023 and would cover the period from Monday, 5 June 2023 to Friday, 14 July 2023.

6 Approval of insurance renewal for 2023/24

The renewal documents have not yet been received. This was deferred until the next meeting.

7 Renewal of office lease, new rent and amendment to standing order.

It was **RESOLVED** to approve the new lease which takes effect from 1 May 2023 along with the new rent of £460.33 per month. The standing order is to be amended accordingly. It was agreed to request that a 3 month notice period for rent increases should be given in future.

8 Renewal of WALC subscription

It was **RESOLVED** to renew the WALC annual subscription at £721 plus VAT.

9 Possibility of taking photographs of village from windmill

A resident had suggested this. It was agreed that this was a good idea and it appears that Harbury Heritage Centre is willing to organise it.

23/065 Post Election

1 Process for co-option

It was **RESOLVED** to adopt a standardised process for dealing with candidates for co-option as per the draft paper previously circulated by the clerk.

2 Declarations of acceptance of office

It was **RESOLVED** to delegate authority to the clerk to receive declarations as necessary.

23/066 Councillors' Corner

It was agreed that Councillors' Corner is a valuable monthly initiative which should continue. It was useful to arrange it on the same Saturday as the market to maximise potential footfall. The next one would be next Saturday. Cllr Allen offered to arrange a rota which would be circulated in due course.

23/067 Accounts for Payment

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

23/068 Reports & Questions

- Cllr Allen requested some help in putting up the Coronation bunting on the railings at the village hall, the cemetery and the wall at Temple End; Cllr Potter offered to assist.

23/069 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 Matter relating to land in Hall Lane

It was **RESOLVED** that the clerk would write formally to the representative as per the council's instructions.

2 Matter relating to Harbury Village Club

Cllr Lockley had recently met with the committee who were now discussing the matter further. Their reply is awaited.

3 Increase in annual leave entitlement.

It was **RESOLVED** to award a further day's annual leave entitlement in accordance with the terms and conditions of the national pay award.

4 Renewal of general maintenance contract

It was **RESOLVED** to renew the contract on the same terms and conditions subject to an increase in the hourly rate to £30 per hour.

23/070 Date of Next Meeting

The next meeting will be the annual meeting of the parish council to be held at 7.30pm on Thursday 18 May 2023 in the Tom Hauley Room, All Saints Church, Harbury.

The meeting closed at 9.35pm.

Signed Chairman Date.....

APPENDIX A
Planning Applications – Delegated Responses
27 April 2023

- 1 [Planning ref 23/00573/FUL - 2 Ridgley Way](#)
Rear sunroom extension
No representation

- 2 [Planning ref 23/00825/TREE - 19 Mill Street](#)
T1 ash - Reduce crown by approximately 2.5metres (8ft) and shape. -T2 poplar -
Reduce crown approximately 2.5metres (8ft) and shape.
No representation

APPENDIX B
Accounts for Payment

Accounts for approval 27 April 2023				
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 01089296	d/debit	13.77	0.69	14.46
YU Energy (street lights) inv 01089297	d/debit	561.06	112.21	673.27
YU Energy (street lights) inv 01089299	d/debit	34.57	1.73	36.30
YU Energy (street lights) inv 01089300	d/debit	47.57	2.38	49.95
Harbury Juniors FC (grant)	230319	752.34	-	752.34
SDC (cemetery rates)	230400	903.82	-	903.82
		-	-	-
		-	-	-
	Sub-total	2,313.13	-	2,430.14
Accounts for payment on 27 April 2023				
Payee	Payment ref	Net	Vat	Gross
Harbury Village Hall (room hire)	230401	93.75		93.75
Harbury Village Hall (market hall hire)	230402	128.00		128.00
Staff costs	230403 to 07	2,806.03	-	2,806.03
Arrowscape (website fees)	230408	720.00	-	720.00
Greentech Ltd (pitch marking powder)	230409	192.20	38.44	230.64
Bull Ring Garage (office electric)	230410	93.81	18.76	112.57
Look and Learn Ltd (image licence fees)	230411	240.00	48.00	288.00
A Biddle (expenses)	230412	19.38	-	19.38
Frank Mann Farmers (storm debris clearance)	230413	122.50	24.50	147.00
IAC Audit & Consultancy Ltd (internal audit)	230414	280.25	56.05	336.30
WALC - annual subscription	230415	721.00	110.00	831.00
Frank Mann Farmers (bin screen)	230416	145.00	29.00	174.00
T Bastin (bus shelter cleaning)	230417	40.00	-	40.00
Pestforce (allotments treatment)	230418	350.00	70.00	420.00
H Drabble (memorial garden m'nance)	230419	125.50		125.50
Arbscape (cherry picker hire - swift project)	230420	280.00	56.00	336.00
Viking (ink)	230421	27.16	5.43	32.59
T Lockley (Survey Monkey)	230422	99.00		99.00
Harbury Carnival (Eco-fair stall)	230423	20.00		20.00
C Beaton (contract maintenance & swift box inst)	230424	350.00		350.00
D Waddell (wall re-build expenses)	chq no 300018	100.00		100.00
BT (phone & b/band)	d/debit	58.88	11.78	70.66
Adams & Munson (office rent from 1 May 23)	s/order	460.33	-	460.33
Frank Mann Farmers (grds m'nance)	s/order	1,011.00	202.20	1,213.20
		-	-	-
	Sub-totals	8,262.04	670.16	8,932.20
	TOTALS	10,575.17	670.16	11,362.34