

**HARBURY PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Thursday 28 September 2023 at 7.30pm**  
**Harbury Village Hall**

**Present**

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

**Absent**

Cllr A Knowles  
3 vacant seats

**In Attendance**

Mrs Alison Biddle, Clerk to the Council  
District Cllr Susan Ostrander

**Public**

7 members of the public

**23/130 Apologies**

Cllr A Knowles, County Cllr Chris Kettle

**23/131 Declarations of Interest**

Cllr Thompsom declared a personal interest in the planning application relating to 2 Manor Orchard at agenda item 8.1 on account of the fact that this is a neighbouring property to his own.

**23/132 Dispensations**

There were none.

**23/133 Minutes**

It was **RESOLVED** to approve the minutes of the ordinary meeting held on 20 July 2023 as a true and complete record of that meeting.

**23/134 Co-option**

It was **RESOLVED** to co-opt Kate Gard to the parish council. After signing her declaration of acceptance of office, which was witnessed by the clerk, Cllr Gard took her seat on the council.

**23/135 Public Participation**

**Future Energy Project**

Bob Sherman reported that the project team were pleased to learn that the PC's recent application to the UK Shared Prosperity Fund for the part of the scheme which relates to the

extension of the car park, has been shortlisted for approval by SDC. He also reported that the project team's own application to the Rural England Prosperity Fund to set up a community interest company had also been shortlisted. The team were less pleased to discover that they will not be a party to the contract with WCC which is now responsible for delivering the main part of the scheme to install the public EV charging points. This is because they are not a public authority and therefore future communications with WCC will be via the parish council. They have, in effect been excluded from their own project despite it being their original idea and having worked hard over the last 4 years to research and develop the scheme. The CIC, however, will now go forward and will manage the car park extension part of the scheme on behalf of the parish council. The council expressed its thanks to Bob Sherman and Paul Quinney and their fellow team members for all their hard work on the project to date including the recent bid to the UKSPF.

### **Proposed bus shelter at Binswood End**

Mr Thurston, who had raised the petition for the bus shelter, summarised his efforts to bring this to the council for their consideration and expressed deep disappointment that the council is now of the opinion that it is not feasible. He emphasised how important it is to encourage people to use the bus service so that it is not withdrawn but also because it is a more sustainable form of transport and better for the environment. The chairman explained that it had been established that it would be unlawful to erect a bus shelter on a legally designated village green and following discussions with WCC Highways, with parish councillors having checked the measurements themselves, it is clear that there is not enough space to put a shelter on the pavement. The possibility of making an application to have the green de-registered had been investigated but there is a non-refundable application fee of £4,900 with no guarantee that the application would be successful. There is also the problem of underground services being located on the green. The chairman emphasised that the council would very much like to install a shelter but after extensive investigations of all possibilities, in his opinion it was probably not feasible but this would be discussed by the council later in the meeting as per the agenda.

### **23/136 Other Organisations**

#### **1 Harbury Library**

Richard Fowler has now stepped down as the library lead but others have volunteered to help cover this role. The project to replace the heating system is ongoing. .

#### **2 Harbury School Governors**

Harbury School has not been affected by the recent RAAC concrete concerns.

#### **3 Southam College**

Southam College is not affected by RAAC concrete.

#### **4 Twinning Association**

No report.

## 5 Village Hall

The committee is undertaking a review of the electricity charging. The curtains are to be replaced. Bookings are still increasing. The recent CAMRA beer festival was very successful. The weather and late night bus service helped in this respect and the attendance was up on last year but the lack of outside lighting was a problem. The catering was provided by the village hall committee.

## 6 Harbury Energy Initiative

No report.

## 7 Harbury Village Club & Institute

There have been some recent changes in the club's management. The chair reported that he had passed on information about possible Government grant funding to the committee.

## 8 SDC & WCC

Written reports from both the district and county councillor had been circulated prior to the meeting.

### SDC:

- Cllr Rock who represents parishes in and around Southam, is keen to join forces with neighbouring ward members to look at issues specific to this rural area and bring them to SDC's attention.
- There is currently a public consultation on the council which runs until later in October.
- The Harbury Lane/Fosse Way improvement works have been subject to a number of delays for various reasons and will not now be completed until next year.
- The leader of SDC, Cllr Susan Juned, is keen to develop communications with parish councils. A parish champion has been appointed who hopes to attend a Harbury PC meeting soon.
- Cllr Ostrander has arranged to meet with the parish clerk to find out more about Harbury and current issues. She is also keen to visit community groups to develop her understanding and lend her support.

### WCC:

County Cllr Kettle was not present and had sent his apologies. His written report had been circulated.

## 23/137 Planning

### 1 [Planning ref 23/02199/FUL - 2 Manor Orchard](#)

Proposed alterations and extensions.

It was **RESOLVED** to uphold the objections already submitted under delegated powers as follows:

Object to the application for the following planning reasons:

Concerns about the protrusion being 4m out and the pitch of the proposed roof line. Please can the 45/25 degree rule be accurately plotted at site visit?

The aspect of these houses has the consequence that the rear extension could possibly overshadow and cause loss of light to the neighbouring property as per Part F of the Development requirements SPD. Although this is a single storey proposal, the roof pitch at the back point is relatively high as it is proposed to maintain the same ridge height from the front to the back of the house. This would not comply with Core Strategy CS.20b as it is not subservient to the existing building.

2 [Planning ref 23/02445/TREE - Orchard House, Hall Lane](#)

T1 – Cedar – remove.

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

Cllr Gard reported a personal interest as this is a neighbouring property to her own.

3 [Planning ref 23/02074/FUL - 7 Church Street](#)

Replacing all windows with dark grey aluminium frames

It was noted that only the rear windows are to be replaced with aluminium frames. It was **RESOLVED** to make no representation.

4 [APPEAL: Planning ref 22/01484/OUT - Land at Bull Ring Farm](#)

It was **RESOLVED** to make no further comment.

5 [APPEAL: Planning ref 23/00130/FUL - Land north of Hall Lane](#)

It was **RESOLVED** to make no further comment.

Cllr Gard reported a personal interest as this site is adjacent to her own property.

6 Delegated Responses

Noted as per appendix A.

7 Proposed development off Vicarage Lane

A recent pre-application meeting had taken place between the developer and members of the council as recorded at appendix B.

8 Middle Road Solar Farm

The clerk is currently organising a meeting with the developer to discuss community benefit.

## 23/138 Environment

1 **Tree planting**

The trees are on order via WCC and are expected to be planted by WCC before the end of December. (Frances Road green, The Mound).

## 2 Replacement of stiles

A positive response has been received from one landowner which the clerk will now follow up with the rights of way officer at WCC. However, there has been no response from the other landowner. Cllr Lockley volunteered to go and speak to them personally.

## 3 Twenty's Plenty – speeding on village roads

Cllr Dominick clarified that she was not seeking to pursue the Twenty's Plenty campaign but she had received a complaint from someone at a recent Councillors' Corner about speeding along South Parade. Once again, residents should be advised to report such incidents to the police. It was agreed however, that the clerk would ask the local police to carry out speed checks on South Parade and also Bush Heath Lane. The possibility of setting up a community speed awareness group was briefly discussed but this is dependant on having a number of volunteers.

## 4 Bulb planting in Manor Orchard.

It was **RESOLVED** to give permission for residents to plant bulbs on the small green in Manor Orchard.

### 23/139 Properties

#### 1 Playing Fields

##### a) Car parking

It was agreed to run the consultation on a car park extension until 15 November 2023. Cllr Allen volunteered to print labels. Cllr Dominick volunteered to deliver the flyers. Cllr Gard also volunteered to help with delivery. The clerk will make the arrangements with the library for a collection point.

##### b) Skate park

Cllr Dominick raised concerns about the condition of the skate park as some components are wearing out. Unfortunately, current equipment must be maintained while funds are being raised for a new facility. The surfaces will need replacing again soon. Cllr Dominick offered to undertake a detailed inspection. It is important that young people are involved in raising funds and developing a new scheme. It was agreed to obtain some prices as a guide.

##### c) Bonfire night

The same arrangements are in place as for last year. The clerk was asked to book the tractor and driver for the Saturday morning and liaise with Paul Quinney.

##### d) Memorial plaque

A request had been received to fix a memorial plaque to the bench in the far corner of the playing field. All the other memorial benches have been bought by the deceased persons' families and donated to the community. It was **RESOLVED** to give permission for the plaque to be fixed to the bench on condition that a

contribution is made in return. It was suggested that this could be paying for one of the fruit trees for the community well-being allotment.

## **2 Allotments**

### a) Wellbeing Project - update

The levelling work has been completed and the next phase will begin next week. This will include laying the membrane and gravel and building the raised beds. It should be completed in 2 weeks. The final stage will be to buy the fruit trees and source a second and shed and greenhouse. Compost bins will be built by the volunteers. An open morning is being planned.

### b) Management

The clerk had outlined how much work is required in terms of administration and management in her report. Cllr Dominick also reported that it had taken her many hours to inspect the condition of the allotments. It was **RESOLVED** that the clerk would write to the allotments association to ask for their help in carrying out the inspections which would then be followed up by one council inspection each year (to be carried out by a councillor).

Cllr Dominick reported that some scrap metal had been dumped on site. It was suggested that tenants could be asked to put any scrap at a collection point for removal.

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

This had been discussed during the public forum in some detail. Councillors reluctantly agreed that there were too many insurmountable problems regarding the location for the bus shelter. An application for de-registration of the green would incur a non-refundable fee of £4,900 with no guarantee of success and it was agreed that this was too much of a risk to public money. It was **RESOLVED** that having established it is not feasible to erect a bus shelter at Binswood End, this proposal would not be taken any further.

## **4 Cemetery**

### a) Boundary with 4 South Parade

A meeting has been arranged with the neighbour and the contractor for next Friday morning to agree on suitable species for planting up the boundary hedge.

### b) Bulb planting

It was **RESOLVED** to set a budget of £300 for planting bulbs along the bank outside the new fence. The clerk was asked to organise this with Hannah Drabble. It was suggested that the residents who live opposite should be consulted on the type of bulbs as they had previously expressed concerns about the aspect of the new fence.

## **23/140 Climate Change**

### **1 Feedback from Eco-Fair**

This event had gone well. It was very busy with lots of people to talk to. All the eco starter packs had been handed out. Harbury Hedgehogs also did well. The group has been discussing how to expand it for next year. One idea is to invite Electric Zoo, who provide the e-Wheels cars, to bring along some electric cars for display. Thanks were expressed to the Quinney family for the marquee.

### **2 Draft letter to all village organisations re climate change mitigation**

It was agreed to defer this until the October meeting.

### **3 Request from HEI re grant application for thermal imaging camera**

It was agreed that it would be better for HEI to purchase and own the camera itself rather than involving the parish council. It was agreed that HEI should be advised to apply to the county councillor's fund and also the Co-op Heart of England community fund.

## **23/141 Seasonal Lights**

### **1 Replacement of old/ purchase of new lights**

Some need replacing but new extra lights are also required. The clerk will advise how much money is in the budget. She asked councillors to research the prices and availability. It was agreed to hold a separate meeting of the working party to discuss the details.

### **2 Extension of area of display**

There are 3 new areas currently under consideration:

- Old New Inn Green – dependent on the neighbour providing an electricity supply. This is to be checked out.
- The large trees at Oakfields – again, an electricity supply is required.
- The Paddock – the owner is supportive but there is no electricity supply on site.

### **3 Period of display**

It was agreed that the lights would be switched on 25 November 2023 and switched off 3 February 2024.

It was also agreed that recompense would be offered again this year to people providing an electricity supply. Cllr Allen will carry out the PAT testing and Cllr Gard volunteered to help her with this.

## **23/142 Finance & General Purposes**

### **1 Budget report**

Noted.

**2 Bank Reconciliation reports for 31 July 2023 and 31 August 2023**

These had been prepared by the clerk and checked by Cllr Allen. Everything is in order.

**3 Closure of audit & review of external audit report**

The closure was noted and this has now been advertised. Everything had been found to be in order with no matters of concern raised. The report had been circulated to councillors. The completed and signed AGAR has been published on the website.

**4 Transfer of tennis courts reserve to new savings account**

It was **RESOLVED** to complete the signing of the application form to open a new account at the Cambridge Building Society. It was **RESOLVED** to transfer the funds from NS&I to the new account leaving a small amount in NS&I so that the account remains open as it may be required in the future.

**5 Review of emergency plan**

It was agreed to defer this until the October meeting.

**6 Gifting of old projector to library**

The projector has been on loan to the library for several years. It was **RESOLVED** to gift it to the library and remove it from the parish council's assets list.

**7 Review of assets list**

Cllr Dominick has inspected some of the benches. The clerk was asked to circulate an updated list so that the remaining items can be checked.

**8 RBL Poppy Appeal**

It was **RESOLVED** to make a donation of £100 which includes the cost of the wreath at £25.

**9 Registration of PC Land**

It was **RESOLVED** that the clerk should obtain an estimate for the cost of registering all of the PC's unregistered land by an outside body.

**23/143 Accounts for Payment**

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

**23/144 WALC AGM**

Cllr Potter will attend.

**23/145 Reports & Questions**

- Cllr Lockley asked the clerk to re-send him the official email about organising D Day 80<sup>th</sup> commemoration events.



- The clerk reported that a crack has appeared in the new wall at Manor Orchard. She has asked the builder to look at it.

**23/146 Exclusion of Public & Press**

There were no confidential matters this month.

**23/147 Date of Next Meeting**

The next ordinary meeting of the parish council will be held at Harbury Village Hall on Thursday 26 October 2023 at 7.30pm.

**The meeting closed at 9.55pm.**

Signed ..... Chairman      Date.....

**APPENDIX A**  
**Planning Applications – Delegated Responses**  
**28 September 2023**

- 1 [Planning ref 23/02065/TREE - Crown Inn, Crown Street](#)  
SY 4.1 and SY 3.2 - Remove two outermost trunks. -SY 4.2 and SY 3.1 - Crown reduction of up to 4 metres on remaining stems to reduce overall height to approx 11-12 metres and remove South-Southwest growing branch on SY 3.1 at approx 4 metres above ground level.  
**No representation.**
  
- 2 [Planning ref 23/02020/TREE - Lorne Cottage, Crown Street](#)  
P1, P2, P3 poplars x 3no. - Crown reduction by 5-6 metres, back to previous pollarding points, reduce any low regrowth up to approx 3 metres above ground level. -C2 conifer - Reduce height by approx 6 metres, to 6 metre height. -SB1 silver birch - Remove branch on south side of south stem, approx 4metres above ground level, to clear property. Reduce and reshape crown on north stem, remove approx 3metres of growth closest to Club Cottage and reshape crown by approx 2metres elsewhere. Remove deadwood. -D1 damson - Height approx 8 metres, crown reduction of approx 2metres.  
**No representation.**
  
- 3 [Planning ref 23/00942/FUL \(amended\) - Churchlands Business Park, Ufton Road](#)  
Erection of agricultural building.  
**Support** -the parish council cannot see the need to lower the height of the building (amendment to original plan) which reduces the grain drying capability. The development is wholly in keeping with an agricultural business and the location of the building means that it will have no impact on the village itself. We therefore support the application in line with the following policies:
  - H.17 and H.18 Harbury & Deppers Bridge NDP
  - AS.10 of the Core Strategy
  - Paragraphs 83 and 84 of the NPPF.
  
- 4 [Planning ref 23/02043/TREE - 21 Farm Street](#)  
T1 hawthorn - Reduce in height by approximately one third, and balance (see submitted photograph P1). -T2 damson - Sever ivy and balance the crown back (on the garden side) by approximately 1metre (see submitted photograph P2).  
**No representation**
  
- 5 [Planning ref 23/01718/FUL - Land at Bishops Bowl Fishery](#)  
Installation and operation of battery energy storage facility.  
**No representation** but we would like to see a more detailed disposal and dismantlement plan after the 25 year period that the equipment is planned to be in operation.

- 6 [Planning ref 23/02156/TREE - Old Toms Barn, Hall Lane](#)  
T1 apple - 20% Crown thin, remove deadwood. -T2 tree of Heaven - Remove deadwood. -T3 Acacia x2no - Shape, prune and tidy. -T4 apple - Remove branch split by trunk, thin by 20% remove deadwood.  
**No representation**
  
- 7 [Planning ref 23/01790/FUL - Kingston House, 4 Mill Street](#)  
Replacement of 5 Front Sash Windows and 2 side windows with Georgian style double glazed sash windows.  
**No representation**
  
- 8 [Planning ref 23/02255/TREE - Dennys Close, Temple End](#)  
T1 holly - Reduce height by 3metres and trim back branches to property boundary. -T2 Thuja - Reduce height by 3metres and trim to shape, by approx 0.5metres. -T3 golden Thuja - Reduce height by 3metres and trim to shape by approx 0.5metres. -T4 Lawson cypress - Reduce height by 3metres and trim spread by approx 0.5metres to shape.  
**No representation**

**APPENDIX B**  
**Proposed Development on Land off Vicarage Lane**  
**Notes of pre-planning application meeting with Centralis Building Solutions**  
**16 August 2023 via Zoom**

**Present**

**Representing the Parish Council**

Cllr Tim Lockley, PC Chair (part of meeting only)

Cllr Julie Balch, PC Vice-chair

Cllr Sam Allen, chair of PC planning group

Cllr Alan Knowles, member PC planning group

Cllr Keith Thompson, member PC planning group

**Representing Centralis Building Solutions**

Rob Atkins, Director

James Coker (landowner's advisor)

John Flavell (Pinn Arch Group)

Hurnake Johal, Director (Pinn Arch Group)

Mark Winslow, Development Director

**In Attendance**

Alison Biddle, Parish Clerk

**To Note**

A copy of the parish council's adopted protocol on pre-application meetings with developers had been circulated to all parties prior to the meeting. The meeting was held, without prejudice, on the basis that everyone had read, understood and agreed to the protocol.

**Presentation**

Centralis recapped on the planning history of this site which is the area of land accessed off Vicarage Road and is located at the rear of housing in Vicarage Lane, Church Street, Ivy Lane and South Parade. A planning application was made by Spitfire Homes in 2017 for 9 dwellings which was refused by SDC and was subsequently dismissed on appeal. The scheme was too big, not in keeping with the local area and would have had too large an impact on the community. However, Centralis believes the site is suitable for development in principle and has discussed its current proposal with SDC planners. They now want to share their plans with the parish council before making a formal application.

The new proposal is for a reduced number of 6 dwellings which will leave more space between each unit. The view into the site from Vicarage Lane will be restricted by dense planting. There will be no hard division between plots but instead soft landscaping will be used to mark the boundaries which will be better for the ecology of the site. The road will be made up to adoptable standards and will meet the criteria for access and turning by refuse lorries and emergency vehicles. A sketch plan (subject to change) of the site was provided and it was

pointed out that the bottom right hand corner as shown on the plan has been designed with soft landscaping to preserve the distance from Ashdown House which is a listed building. Local materials will be used in construction. Garages will be set back from the houses so as not to be too visible.

### Questions

Councillors raised questions as follows:

- How will the landscaped area shown on the bottom right of the plan to preserve the distance from Ashdown House be enforced? Centralis said there would need to be a legal agreement included in the deeds and that the intention is to plant low growing species so they don't grow too tall.
- Are any veteran trees to be removed? No, no veteran trees will need to be removed.
- How many spaces are there for parking at plot D? Three spaces.
- It was suggested to Centralis that a double garage might be provided at plot C which is a bungalow.
- It was established that there is no extra visitor parking and that visitors would therefore have to park along the frontages.
- If no 4 Vicarage Lane is left in situ (the previous Spitfire application sought to demolish this property) will there be enough room for access. Centralis confirmed that this would be the case. They also confirmed that if they are successful in obtaining planning permission, they will renovate this property.
- What about access for HGVs e.g. the refuse lorry? Centralis explained that treatment of the footpaths could be altered so that a raised kerb may not be used which would allow more passing space but whatever, the road and access will meet the criteria set by the local authorities.
- A concern was raised about plot B which, on the plan, looks quite close to no 6 Vicarage Lane. Centralis agreed it was close but confirmed there would be no overlooking.
- It was noted that there is a right of way to a garage owned by an existing property. Centralis confirmed that the right of way would be preserved.
- Councillors commented that the proposed scheme was more appropriate than the previous one. It provided a better mix which includes some bungalows for which there is a local need.

### Next Steps

Centralis agreed to provide the council with further details as they emerge, prior to making a full planning application.

Alison Biddle  
16 August 2023

**APPENDIX C**  
Accounts for Payment

<b>Accounts for approval 28 September 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 01255636	d/debit	399.25	79.85	479.10
YU Energy (street lights) inv 01255637	d/debit	27.70	1.38	29.08
YU Energy (street lights) inv 01255638	d/debit	13.54	0.68	14.22
YU Energy (street lights) inv 01255639	d/debit	44.63	2.23	46.86
Exclusive Leisure Ltd (tennis court works)	230812	2,785.00	557.00	3,342.00
C Beaton (maintenance contract)	230813	60.00	-	60.00
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Sub-total	3,330.12	641.14	3,971.26
<b>Accounts for payment on 28 September 2023</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Staff costs	230901 to 04	2,725.58		2,725.58
WALC (training)	230905	30.00	6.00	36.00
Moore (external audit fee)	230906	420.00	84.00	504.00
Arbscape (tree survey)	230907	880.00	176.00	1,056.00
Frank Mann Farmers (field mowing - August)	230908	129.00	25.80	154.80
WCC (allotment rent)	230909	325.00	-	325.00
SLCC (training - 18/10/23)	230910	45.00	9.00	54.00
SLCC (training - 28/11/23)	230911	30.00	6.00	36.00
SLCC (training - 21/11/23)	230912	30.00	6.00	36.00
SLCC (training - 3/10/23)	230913	15.00	3.00	18.00
Viking (office supplies)	230914	76.42	15.28	91.70
Harbury Village Hall (room hire)	230915	29.75	-	29.75
Harbury Village Hall (local market)	230916	208.00		208.00
Harbury Village Hall (room hire)	230917	21.25	-	21.25
T Bastin (bin & shelter cleaning)	230918	40.00		40.00
Edge It Systems Ltd (income band upgrade)	230919	128.00	25.60	153.60
Frank Mann Farmers (pitch marking)	230920	390.00	78.00	468.00
C Beaton (general m'nance)	230921	60.00		60.00
BT (phone & b/band)	d/debit	58.88	11.78	70.66
Adams & Munson (office rent)	s/order	460.33	-	460.33
Frank Mann Farmers (grds m'nance)	s/order	1,011.00	202.20	1,213.20
		-	-	-
	Sub-totals	7,113.21	648.66	7,761.87
	<b>TOTALS</b>	<b>10,443.33</b>	<b>1,289.80</b>	<b>11,733.13</b>