

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday 26 October 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 K Gard |
| Cllr A Knowles | Cllr A Potter |

Absent

2 vacant seats

In Attendance

Mrs Alison Biddle, Clerk to the Council
District Cllr Susan Ostrander
County Cllr Chris Kettle
Mrs Carole Gwillam, Minute Secretary

Public

3 members of the public

23/148 Apologies

There were none.

23/149 Declarations of Interest

There were none.

23/150 Dispensations

It was **RESOLVED** to grant a dispensation for Cllr Gard in respect of Harbury Village Hall.

23/151 Minutes

It was **RESOLVED** to approve the minutes of the ordinary meeting held on 28 September 2023 as a true and complete record of that meeting.

23/152 Public Participation

Future Energy Project

Mr Quinney, speaking on behalf of the project team, distributed a drawing of the proposed car park extension. This part of the project is now ready to go out to tender; as the grant money must be spent by the end of March 2024, it was imperative to move as quickly as possible.

Planning Application – Land west of Bull Ring Farm Road

Mr Quinney expressed surprise that WCC Highways had not raised any objections to the new application which had come forward at the same time as the appeal against the original application decision. He was particularly concerned about the access and the visibility splay.

23/153 Other Organisations

1 Harbury Library

Unfortunately, the boiler has now died. Investigations are on-going to see if it's possible to secure a short term fix. In the meantime, temporary electric heaters are being used.

2 Harbury School Governors

Cllr Dominick reported that a Green Team has been formed and Earthworms have received a £100 grant from Harbury Environment Group. Cllr Thompson added that there was now a new chair of governors. There is currently an emphasis on reading and maths. They are looking for sponsors for books and volunteers to hear children reading were always welcomed. Plans are in hand to tidy up the school site, courtesy of HS2.

3 Southam College

No report.

4 Twinning Association

No report.

5 Village Hall

The hall floor has been refurbished and the new curtains have been installed.

6 Harbury Energy Initiative

No report.

7 Harbury Village Club & Institute

No report.

8 SDC & WCC

A written report from the district councillor had been circulated prior to the meeting; the written report from the county councillor had not been received in time to circulate before the meeting.

SDC: District Cllr Ostrander's main points were:

- Policing/Safer neighbourhoods
- South Warwickshire Local Plan update
- Following May's elections, the new administration have asked for an overarching review of planning
- South Warwickshire Climate Champion – SDC/WDC are looking for stories from people and communities on how they are trying to make a difference regarding climate change – projects big or small. Cllr Dominick pointed out that a group of children from Harbury Primary had raised £500 with their recent litter pick.
- Request for Farm Street / Mill Street junction dropped kerb for disabled access – although this had been investigated in the past, it was felt that it was worth revisiting. The chairman explained that previously WCC Highways had said that

as this is a blind corner, it was not safe to use as a crossing point. Cllr Ostrander will follow this up with WCC Highways.

WCC: County Cllr Kettle reported:

- That funds were still available to spend on minor highways improvements via his delegated budget but no requests had been received from Harbury PC. The clerk said that she had sent him an email some time ago detailing Harbury's requests which included new, improved line markings at the junction of Mill Lane and High Street; he would check back as he'd missed this. In the meantime, the clerk would re-send.
- Roadworks connected to the Eastfields Solar farm currently taking place on the Ufton Road are not signed well enough in advance to give drivers proper warning. Cllr Kettle will follow this up.
- Harbury Lane/Fosse Way junction improvements – there have been lengthy delays due to concerns about the impact of piling on the nearby house and as a result completion is now not expected until later next year.
- HS2 contractors have not managed to control ragwort which is now a serious problem as the plant is poisonous to animals.
- Hi-Speed Broadband – WCC is pursuing contractors who are not fulfilling their obligations.
- WCC has a serious problem with the cost of school transport for excluded children, their interim education and finding another school. Numbers are rapidly increasing, mainly due to inappropriate behaviour.
- 3 schools in the area affected by the current RAAC problem.
- Resident complained of manure and soil being spread through the village – however, Cllr Kettle and the WCC Highways Officer have met the farmer in question who has been cleaning up, and they have confirmed that there is no manure involved. It was suggested that if the field entrance which abuts the public highway could be hard surfaced, that would help prevent the spread of mud along the road. Cllr Kettle will have a look at this with the highways officer.
- There is £1500 left in Cllr Kettle's community grant fund. Local groups are encouraged to apply.

23/154 Planning

- 1 [Planning ref 23/02457/VARY – Clock Cottage, Hurdiss Farm, Bush Heath Road](#)
Deletion of condition 2 of planning permission S97/1459 (determined 19.10.1988) to permit unrestricted residential occupation of property
It was **RESOLVED** to make no representation.
- 2 [Planning ref 23/02716/FUL – Fable House Farm, Chesterton Road](#)
Proposed single storey side extension replacing existing orangery. Proposed side storey enclosed cloister to existing courtyard space. Replacement glazing and openings as shown on proposed elevations.
It was **RESOLVED** to make no representation.

- 3 [Planning ref 23/00482/FUL \(amended\) – Land adjacent to Northfields, Mill Lane](#)
Proposed self-build 3-bedroom dwelling and associated parking/hardstanding.
It was **RESOLVED** to make no representation. The amendment relates to the red line area only.
- 4 [Planning ref 23/02438/FUL – Field House, The Pound](#)
Ground floor rear extension to existing kitchen
It was **RESOLVED** to make no representation.
- 5 [Planning ref 23/02336/OUT – Land WEST OF Bull Ring Farm Road](#)
Outline application with all matters reserved, except for access and layout, for up to 6 no. self-build/custom-build dwellings.
It was **RESOLVED** to uphold the delegated response of objection already submitted on 12 October 2023 subject to further amendment to paragraph 3; Cllr Allen would revise this and send it to the clerk.
- 6 [Planning ref SDC/22CM003 – Bishop’s Bowl Lakes, Station Road](#)
Discharge of condition 13 – to consider commenting on CCTV arrangements submitted to satisfy condition 13.
It was **RESOLVED** to make no representation.
- 7 [Planning ref 23/02794/TREE – Harbury House, Butt Lane](#)
T1 – oak – removal; T2 – oak – removal; T3 – cherry - removal
It was **RESOLVED** to object as no justification for removal had been provided, and no mitigation planting offered. Trees are important for the environment and help to combat the climate crisis.
- 8 [Stratford upon Avon Gateway Masterplan Framework SPD Consultation](#)
It was **RESOLVED** to comment that the idea of the masterplan is good but it needs further consideration; the train service is wholly inadequate with no direct fast trains to Stratford on Avon, and it appears that no thought has been given to local transport and the lack of car parking facilities. There needs to be a more joined up plan.
- 9 **Delegated Responses**
Noted as per appendix A.
- 10 **Middle Road Solar Farm –community benefit**
The clerk has written again to the developer to arrange a meeting to discuss community benefit but, as yet, hasn’t received a reply.

23/155 [Future Energy Project UKSPF Grant – Car Park Extension](#)

It was agreed that Paul Quinney and the project team would continue to manage the project and that they should go ahead with drawing up the tendering documents as soon as possible. Cllr Lockley and the clerk would be the points of contact. Any decisions/approvals would need to be made by the parish council. The clerk would send

the project team copies of the council's financial regulations and guidance on the local authority procurement process.

23/156 Properties

1 Playing Fields

a) Car park public consultation – update

The leaflets were being distributed. Responses already received were mostly in favour of the extension. When the consultation period ends, 15 November, all responses will need to be collated and analysed for the PC next meeting.

b) Car park/playing field security – consideration of improvements.

A resident had expressed a concern that the entrance is not secure enough and councillors felt this was a valid point. However, as the entrance will be altered as part of the future energy project, it was decided to revisit this in the spring.

c) Skate park refurbishment

Cllr Dominick reported that she is trying to contact people in the community who have previously expressed an interest in being involved. She has a contact who is a professional skateboarder and is seeking his views on what is needed.

2 Allotments

a) Wellbeing Project - update

Work to construct the additional raised beds has been completed. Weeds are a problem in the area where bark chippings were used and the PC's grounds maintenance contractor has been asked to spray them. The beds are to be numbered, a greenhouse and shed to be purchased, and compost bins to be made from the pallets.

3 Cemetery

a) New planting on boundary with 4 South Parade

It was **RESOLVED** to approve the order for the new planting.

b) Quote for fencing gap in hedge next to brick shelter.

Quote not yet received. Agreed to defer to next meeting.

c) Memorial bench for the late Pat Summers

Pat Summers' family have asked for the council's permission to install a memorial bench in the cemetery. It was **RESOLVED** to install a bench which would be funded by the parish council in recognition of all the work Pat Summers had done for the village in her time as a parish councillor and in particular in the cemetery with the Friends of Harbury Cemetery group which she had set up. Cllr Thompson volunteered to meet with her family to agree the exact location and inscription.

23/157 Environment

1 **Replacement of stiles – update and agreement of next steps**

The clerk is making progress with the first landowner who has agreed to the installation of two new gates to replace existing stiles. Cllr Lockley has still to make contact with the second landowner who did not reply to the clerk's initial letter.

2 **Village centre traffic – consideration of local resident's suggestions for improvements**

After some discussion, it was **RESOLVED** that the clerk would write to the resident concerned, thanking them for their suggestions, but pointing out that these ideas had been considered before. Without the support of WCC and means of enforcement, the suggested improvements are not viable.

3 **Memorial tree –request to plant a tree in memory of the late Mary Shelley**

It was **RESOLVED** that the clerk would write to the family, thanking them for their offer and suggesting that they might like to provide a new feature tree as part of the planned landscaping for the car park extension (future energy project).

23/158 Climate Change

1 **Letter to all village organisation re climate change mitigation activity**

It was **RESOLVED** to approve the draft letter provided by Cllr Dominick. It was agreed that Cllr Dominick would circulate the letter to all village organisations.

23/159 Seasonal Lights

1 **Replacement of old/ purchase of new lights – update**

The seasonal lights group had met last week and it was agreed to buy new spheres and festoons similar to the existing ones, as well as the cabling and sundries (£1,000 had been allocated in the budget for this). The clerk would order these as soon as she is given the specific requirements. The Old New Inn green will be included this year and also the Shakespeare Inn. Cllr Knowles would ask one of the residents at Binswood End Green if some of the lights could be powered from his house and if so, lights can be installed in some of the trees on that green too. Reimbursement for the cost of the electricity will be offered again this year.

23/160 Consultations

1 [SDC Gateway Consultation on Draft Revised Statement Community Involvement](#)

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

2 [Consultation on Stratford upon Avon District Council Plan 2023-2027](#)

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

3 [Review of Polling Districts and Polling Places / Stratford-on-Avon District Council](#)

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

23/161 Finance & General Purposes

1 **Budget report**

Noted.

- 2 **Bank Reconciliation reports for 30 September 2023**
These had been prepared by the clerk and checked by Cllr Allen. Everything is in order.
- 3 **Approval of amendment to bank mandate to include Cllr Gard**
It was **RESOLVED** to approve this; mandate duly signed.
- 4 **Approval of new reserve for Future Energy Project (UKSPF grant)**
It was **RESOLVED** to approve this.
- 5 **Review of emergency plan - update**
This was a work in progress.
- 6 **Review of asset list - update**
Still in progress.
- 7 **Registration of PC land - update**
This matter was deferred until the next meeting pending receipt of an estimate.

23/162 Accounts for Payment

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

23/163 Reports & Questions

- Cllr Lockley asked if there was any signage to indicate that the Councillors Corner was taking place. This is held by Cllr Thompson.
- Cllr Thompson was away the following week and asked if anyone would be available to put the green bins out at the cemetery; Cllr Dominick volunteered.

23/164 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:

- 1 Legal matter – it was **RESOLVED** to sign the contract and transfer document.

23/165 Date of Next Meeting

The next ordinary meeting of the parish council will be held at the Tom Hauley Room, All Saints Church, Harbury on Thursday 23 November 2023 at 7.30pm.

The meeting closed at 8.48pm.

Signed Chairman Date.....

APPENDIX A
Planning Applications – Delegated Responses
26 October 2023

1 [Planning ref 23/02454/FUL - Harbury Fields Farm, Middle Road](#)
Change of use of land from agricultural to dog walking (sui generis)

No representation. Requested condition if possible, which permits dog walking only and no other use.

APPENDIX B
Accounts for Payment

| Accounts for approval 26 October 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 01318896 | d/debit | 407.74 | 81.55 | 489.29 |
| YU Energy (street lights) inv 01318897 | d/debit | 27.70 | 1.38 | 29.08 |
| YU Energy (street lights) inv 01318898 | d/debit | 13.13 | 0.66 | 13.79 |
| YU Energy (street lights) inv 0318899 | d/debit | 43.65 | 2.18 | 45.83 |
| Stratford Landscapes Ltd (allotments project) | 231000 | 2,000.00 | 1,000.00 | 3,000.00 |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Sub-total | 2,492.22 | 1,085.77 | 3,577.99 |
| | | | | |
| Accounts for payment on 26 October 2023 | | | | |
| Payee | Payment ref | Net | Vat | Gross |
| Staff costs | 231001 to 05 | 2,806.03 | | 2,806.03 |
| Edge IT Systems Ltd (new cllr email) | 231006 | 33.00 | 6.60 | 39.60 |
| Greentech Ltd (line marking powder) | 231007 | 179.70 | 35.94 | 215.64 |
| Village Green Tree Surgeons (tree felling mem g | 231008 | 200.00 | - | 200.00 |
| RML Engineering (car park post repair) | 231009 | 88.65 | - | 88.65 |
| WCC (replacement Heritage lanterns x 2) | 231010 | 2,111.38 | 422.28 | 2,533.66 |
| Frank Mann Farmers (field mowing - Sept) | 231011 | 129.00 | 25.80 | 154.80 |
| Royal British Legion Poppy Appeal | 231012 | 100.00 | - | 100.00 |
| WALC (cllr training - K Gard) | 231013 | 62.00 | 12.40 | 74.40 |
| Harbury Church (room hire - Nov PC) | 231014 | 30.00 | - | 30.00 |
| T Bastin (bin & shelter cleaning) | 231015 | 40.00 | - | 40.00 |
| M Robinson (Pestforce - allotments) | 231016 | 350.00 | 70.00 | 420.00 |
| C Beaton (general m'nance) | 231017 | 60.00 | | 60.00 |
| H Drabble (gdn m'nance & cemetery bank bulbs | 231018 | 154.99 | | 154.99 |
| Information Commissioner (data reg renewal) | d/debit | 35.00 | | 35.00 |
| 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 | 7,909.96 | 787.00 | 8,696.96 |
| | | | | |
| | TOTALS | 10,402.18 | 1,872.77 | 12,274.95 |
| | | - | - | - |