

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday 23 November 2023 at 7.30pm
Tom Hauley Room, All Saints Church, Harbury

Present

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

Absent

Cllr Potter; 2 vacant seats

In Attendance

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

Public

3 members of the public

23/166 Apologies

Cllr Potter

23/167 Declarations of Interest

Cllr Dominick declared a personal interest in agenda item no 6 regarding the grant application from Harbury Local Market as she is the organiser of Harbury Environmental Group which is one of the local groups to benefit from funds raised through the market.

23/168 Dispensations

None.

23/169 Minutes

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

23/170 Public Participation

None.

23/171 Community Grants

1 Harbury Local Market

The market organisers want to buy a free-standing tear drop flag to put outside the front of the village hall on market days to advertise the event to passers-by as not everyone in Harbury knows about the market. The group has a bank account but they are charged a fee for any donations they receive. To avoid unnecessary charges, it was **RESOLVED**

that the parish council would purchase the flag direct and gift it to Harbury Local Market. It would be paid for from the grants budget.

2 Harbury Heritage Centre

It was **RESOLVED** to formally approve a grant award of £225 towards the cost of replacing the centre's door. Because a new door was urgently required, the grant has already been paid under delegated powers following consultation with councillors.

23/172 Other Organisations

1 Harbury Library

The boiler has been repaired and the heating system is working again.

2 Harbury School Governors

The school is busy preparing for Christmas.

3 Southam College

No report.

4 Twinning Association

No report.

5 Village Hall

Bookings are going well. The pantomime begins tonight.

6 Harbury Energy Initiative

No report.

7 Harbury Village Club & Institute

No report. It was noted that a new sign has been erected outside.

8 SDC & WCC

SDC: District Cllr Ostrander reported:

- She has received an enquiry from a resident about the possibility of double yellow lines at the junction of Ivy Lane, Hight Street and The Bull Ring to prevent people from parking right on the junction which blocks the visibility splay. Cllr Lockley responded that the costs involved would be high and WCC Highways are not generally supportive. Furthermore, there is no enforcement.
- She has now completed her planning training and has joined the planning committee.
- There have been some serious incidents of anti-social behaviour in Harbury. The public are asked to report all incidents to the police which helps them in their enquiries.
- The Police & Crime Commissioner has recently launched a public consultation which closes on 22 December 2023.

- SDC has £100k in a climate change fund which is available to parish councils and local organisations.
- Ward councillors representing parishes in the east of the district have now formed a group known as the Eastern 7. The inaugural meeting is to take place soon.

WCC - no report received.

23/173 Planning

1 [Planning ref 23/02979/TREE - The Stonehouse, 2 Mill Street](#)

T1 – holly – Remove.

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

2 [Planning ref 23/03038/TREE - Corner Cottage, The Bull Ring](#)

T1 – conifer – Reduce the crown by approximately 2.5 metres.

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

3 **Delegated Responses**

Noted as per appendix A.

4 **Middle Road Solar Farm –community benefit**

It was agreed that Cllr Allen would try again to make contact as neither she nor the clerk have received any response to their recent emails.

23/174 Future Energy Project UKSPF Grant – Car Park Extension

1 **Tendering Process Update**

The tender documents have now been prepared and are ready to be published on contracts finder on Monday, 27 November 2023. The documents have been circulated to councillors. The deadline for submission of tenders is 13 December 2023.

2 **Delegation**

It was **RESOLVED** to delegate authority to the clerk in consultation with the chair and vice-chair to progress any urgent matters relating to the project.

23/175 Properties

1 **Playing Fields**

a) Car park public consultation

The consultation has now ended. There has been a 22.8% response rate with 86% in favour of an extension. Cllr Gard volunteered to analyse the comments and report back at the next meeting.

b) Annual bonfire

The event had been very successful and the traders had also done well. There had been visitors from the surrounding area again. The ground had been very wet this year and so the vehicles had made more impact but the damage was still not as bad as it has been in some previous years. GASS will give some thought to using more boards in future as this seems to have helped to protect the ground. The corner nearest the bonfire is the

area that needs most protection. It would also help if the pitch could be moved nearer the netball courts. The football club had indicated that they would be happy to think about moving the pitch and were willing to discuss mitigation measures with GASS. The alterations to the car park will also need to be taken into account in the plans for next year. Parish councillors would also join in the discussion if required. The council's contractor will carry out any remedial work to the ground when the time is right.

c) Skate park refurbishment

Cllr Dominick has contacted an organisation called The Skatepark Project for advice and is continuing to make local contacts and gather information. She would like to organise a meeting for early 2024 to recruit some helpers. It is an important facility for young people.

2 Allotments

a) Wellbeing Project - update

The next step is to meet with the arboriculturist re suitable fruit trees to plant. Cllr Balch is arranging this.

3 Cemetery

It was **RESOLVED** to approve the quote for fencing the gap in the boundary hedge behind the brick shelter.

4 Tennis Clubhouse – Water Licence

It was **RESOLVED** to renew the licence with WCC as drafted. WCC had suggested that it might be preferable to amalgamate the licence with the lease for the allotments but the parish council could not see any benefit from this. The water licence serves the tennis club only and is funded separately from the allotments.

23/176 Environment

1 Replacement of stiles

The agreements in respect of the replacements at Bridge End Farm have been signed and the clerk is now waiting to meet the contractor on site and obtain a quote for the installation. She has already obtained quotes for the gates themselves. Cllr Lockley has yet to make contact with the other landowner.

2 Tree planting

The planting at Frances Road and The Mound has now been successfully completed. The family of the late Mary Shelley are interested in donating a specimen tree for the new landscaping at the playing fields car park when the Harbury FE Project extension work has been completed. Advice is to be obtained regarding a suitable species.

3 Bush Heath Road/Butt Lane – extension of 40mph limit

WCC Highways had promised that this work would be carried out before the end of the calendar year but progress has been very slow. At the end of October, they reported that they still hoped to undertake the statutory public consultation before Christmas.

4 Replacement lantern, Bush Heath lane

It was **RESOLVED** to approve the order for the replacement lantern at a cost of £1238.97 plus VAT.

23/177 Climate Change

1 Update

There was nothing to report.

23/178 Seasonal Lights

1 This year's display - update

All the lights had been checked that they were in working order and PAT tested. The cherry picker has been booked, the volunteers are ready, and everything is in hand for the installation on Saturday morning, meeting at the chapel at 9.00am.

2 Orders for new lights

It was **RESOLVED** to formally approve the orders for the new lights at a total cost of £845.09 plus VAT.

23/179 Finance & General Purposes

1 Budget report

Noted.

2 Bank reconciliation reports for 31 October 2023

This had been prepared and circulated by the clerk but is still to be checked by Cllr Allen.

3 Pay award

It was **RESOLVED** to approve and implement the national pay award for the clerk backdated to 1 April 2023.

4 Dates for F&GP budget meetings

It was agreed to meet on Monday, 11 December 2023 and Monday, 15 January 2024 at 9.00am in the council's office.

5 Review of emergency plan

The review has been completed. It was **RESOLVED** to adopt the revised plan.

6 Review of asset list

The assets audit has now been completed and the assets register updated accordingly. The revised register had been circulated prior to the meeting. It was **RESOLVED** to approve the register.

7 Review of grants policy

The policy had been circulated. It was **RESOLVED** that no amendments were required. Next review is due in 2027.

8 Risk register

Cllr Allen is still working on preparing a new risk register.

9 Registration of PC land

A quote had been received and was noted. It was agreed to defer this matter for the foreseeable future on the basis that most of the land is already protected because it is registered as a village green.

23/180 Working Parties

It was **RESOLVED** to appoint Cllr Gard to Climate, Properties & Environment. Cllr Gardd was also recruited to the play equipment inspection team.

23/181 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.

23/182 Reports & Questions

- A resident had expressed concern to Cllr Dominick about activities relating to a boundary on the green near their home. There is currently no breach of planning regulations.

23/183 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 Land off Hall Lane

It was agreed that Cllr Lockley would make contact with those concerned.

23/184 Date of Next Meeting

The next ordinary meeting of the parish council will be held at Harbury Village Hall on Thursday 25 January 2024 at 7.30pm.

The meeting closed at 9.00pm

Signed Chairman Date.....

APPENDIX A

Planning Applications – Delegated Responses 23 November 2023

- 1 [Planning ref 23/02847/FUL - 25 Bush Heath Lane](#)
New garage.
No representation.

- 2 [Planning ref 23/02226/VARY - The Dairy Cottage, Butt Lane](#)
Deletion of condition two (restricted occupation) of planning permission 64/8/8 (determined 01.09.1964) to allow for less restrictive occupation of dwelling. Original description of development: erection of housekeeper's cottage.
No representation.

- 3 [Planning ref 23/02835/FUL - Granary Cottage, Mill Lane](#)
Single storey rear extension.
No representation.

- 4 [Planning ref 23/02837/LDE - Land west of Butt Lane](#)
Site with an extant planning permission for the erection of 1 dwelling, approved under 18/02701/FUL.
No representation.

APPENDIX B
Accounts for Payment

Accounts for approval 23 November 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 01355400	d/debit	13.67	0.68	14.35
YU Energy (street lights) inv 01355401	d/debit	30.91	1.55	32.46
YU Energy (street lights) inv 01355402	d/debit	468.84	93.77	562.61
YU Energy (street lights) inv 01355403	d/debit	44.63	2.23	46.86
Harbury Heritage Centre (grant)	231100	225.00	-	225.00
Lightstyle London Ltd (seasonal lights)	231101	249.40	49.88	299.28
Lights4fun Ltd (seasonal lights)	231102	595.69	119.14	714.83
Thomas Flavell & Sons (land purchase& fees)	231103	7,817.50	181.50	7,999.00
Thomas Flavell & Sons (fees)	231103A	2,693.75	178.75	2,872.50
		-	-	-
	Sub-total	12,139.39	627.50	12,766.89
Accounts for payment on 23 November 2023				
Payee	Payment ref	Net	Vat	Gross
Staff costs	231104 to 07	3,893.92		3,893.92
Fasthosts Internet Ltd (domain reg renewal)	231108	61.00	12.20	73.20
Frank Mann Farmers (field mowing - October)	231109	129.00	25.80	154.80
Frank Mann Farmers (bonfire day)	231110	189.00	37.80	226.80
WCC (replacement bollard light)	231111	1,251.79	250.36	1,502.15
Harbury Village Hall (market hire)	231112	319.50	-	319.50
Harbury Village Hall (meeting room hire)	231113	21.25	-	21.25
SLCC (membership fee)	231114	293.00	-	293.00
T Bastin (bin & shelter cleaning)	231115	40.00	-	40.00
C Beaton (general m'nance)	231116	60.00	-	60.00
S Allen (seasonal lights sundries)	231117	280.26	-	280.26
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	8,068.93	540.14	8,609.07
	TOTALS	20,208.32	1,167.64	21,375.96
		-	-	-