

**HARBURY PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Thursday 22 February 2024 at 7.30pm**  
**Harbury Village Hall**

**Present**

Cllr T Lockley (Chair)	Cllr S Allen
Cllr J Dominick	Cllr K Thompson
Cllr A Potter	Cllr K Gard
Cllr A Knowles	Cllr E Mulley

**Absent**

Cllr Balch; 1 vacant seat

**In Attendance**

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

**Public**

5 members of the public

**24/021 Apologies**

Cllr Balch (working)

**24/022 Declarations of Interest**

- Cllr Allen declared a personal interest in agenda item 7 grant applications from Harbury Juniors FC and Harbury Primary School which are both attended by her children.
- Cllr Potter declared a personal interest agenda item 7 the grant application from Harbury Primary School which is attended by his children.
- Cllr Dominick declared a personal interest in agenda item 7 grant applications from Harbury Juniors FC and Harbury Primary School which are both attended by her children.

**24/023 Dispensations**

1. It was **RESOLVED** to grant dispensation to Cllr Mulley in respect of Harbury Village Hall.
2. There were no dispensation requests relating to agenda items.

**24/024 Minutes**

It was **RESOLVED** to approve the minutes of the ordinary meeting held on 25 January 2024 as a true and complete record of that meeting.

**24/025 Parish Champion**

The parish champion was unable to attend. An alternative date is to be arranged.

#### 24/026 Public Participation

None.

#### 24/027 Community Grants

##### 1 Harbury Juniors FC

The council considered an application from Harbury Juniors FC for a grant of £1300 for the purchase of trophies. The council decided that this was a normal running cost for which grants are not usually paid. The club was advised to re-submit their application for an item which is not a running cost. It was **RESOLVED** to delegate authority to the clerk to decide the new application when received.

##### 2 Harbury School PTA

It **RESOLVED** to award £2,000 to Harbury School PTA towards the provision of an outdoor well-being space following an amendment to the original application which had removed the request for staff training but had increased the amount for the outdoor space.

#### 24/028 Other Organisations

##### 1 Harbury Library

There have been obstacles in applying for grants from the Lottery Fund and other big funding bodies because of the complicated lease arrangements. The committee is now looking at a number of smaller grants. If these also fail, it may be necessary to re-visit the lease arrangements.

##### 2 Harbury School Governors

None.

##### 3 Southam College

A Just Giving page has been launched to raise money for furnishing the new building.

##### 4 Twinning Association

No report.

##### 5 Village Hall

The committee is hoping to buy some more new furniture. A surveyor had inspected the cracks in the walls of the green room. These are believed to be caused by the weight of the mezzanine floor and natural settlement. It is not thought to be too serious and is currently being monitored.

##### 6 Harbury Energy Initiative

The AGM was held recently. The same officers were re-elected.

##### 7 Harbury Village Club & Institute

No report.

## 8 SDC & WCC

County and district councillors reported as follows:

### SDC

- Free start-up business training is available in Stratford
- Specialist training is available for up and coming athletes
- SDC's Climate Change Fund is now available for grant applications from community groups, charities and local councils.
- SDC is preparing its budget which is to be debated next week
- SDC is hoping to reinstall its customer access terminal in Southam Library.
- Subscriptions have opened for the green waste bin collections from April
- HS2 has surplus trees which they are now offering to the community.
- Cllr Lockley asked Cllr Ostrander to find out how many people use the green waste service, the income SDC receives from this and the cost of running the service. He would like to know if it is used to subsidise SDC's budget. Cllr Ostrander will follow this up.

**WCC** - County Cllr Kettle was not present and no written report had been received.

### 24/029 Planning

#### 1 **Delegated Responses**

Noted as per appendix A.

### 24/030 Future Energy Project UKSPF Grant – Car Park Extension

#### 1 **Update on Works**

On schedule despite the rain. The hedge needs to be re-planted where it was removed and this will be made good on completion.

#### 2 **Funding Shortfall**

Contact details for Centrica have been forwarded to the PC by Canadian Solar but so far there is no news regarding the community funding.

#### 3 **Matters for Consideration**

##### a) Crocodile Teeth

It was **RESOLVED** that the crocodile teeth should be removed.

##### b) New Perimeter Bollards

It was agreed that the new bollards should be black.

##### c) Signage

It was agreed that the signage at the far end of the car park should be reduced to 1 sign only directing people to the front of the village hall for list of emergency key holders.

d) Ecology Measures

It was agreed that the location of bird and bat boxes etc. should be delegated to the HFE team. They should take advice on the tree planting, i.e. suitable species and planting time. The interpretation board was deferred for now.

## 24/031 Properties

### 1 Playing Fields

a) Skate Park Refurbishment

There was no news to report.

b) Perimeter Path

No progress with this yet.

c) Annual Play Inspection Report

No major issues had been identified. The properties group will look at the report in detail.

d) Annual Bonfire Damage

A resident had raised concerns about the damage caused to the playing field each year by the bonfire. The council takes the view that the bonfire is an important village event and is much more than just a fund raiser for GASS. The parish council discusses the aftermath each year with GASS and works with them to mitigate any damage as far as possible and seek improvements. This year, boards were used to protect the field which worked well and more boards will be used next year. It was noted however, that the area of the bonfire is still roped off and still littered with nails. The clerk will follow this up with GASS. The ground where the damage has occurred cannot be reinstated until it dries out.

e) Flooding on Courts

With all the recent heavy rainfall, the courts have been flooded again by run-off from the playing field. This is now a regular occurrence every year. The courts drain well so it doesn't cause a lot of inconvenience and the courts are not out of action for very long. It would be prohibitively expensive to install drainage on the playing field. It was agreed to monitor the situation.

### 2 Allotments

a) Pineham Farm Wellbeing Project

The new fruit trees have been planted. Cllr Balch is now looking for a suitable shed and greenhouse.

b) Hall Lane

The wall has now been cleared of vegetation and seems to be in surprisingly good condition although trees have grown through the structure in places. It was **RESOLVED** to obtain a structural report before any repairs are carried out.

## 24/032 Environment

### 1 Replacement of stiles

The new gates have been ordered. It will cost £195 plus VAT for installation plus the cost of stone to level the ground and fill in the hollows.

### 2 Removal/replacement of stiles on SM62a/SM62

A map had been circulated showing the location of the three stiles in question. One of these is broken and all three would appear to be redundant. The clerk will confirm who is the landowner and will discuss with the rights of way officer if it would be possible to have the stiles removed if the landowner is agreeable.

### 3 Bush Heath Road/Butt Lane Traffic

There was no further news regarding the extension of the 40mph speed limit.

## 24/033 Climate Change

### 1 Update

The group will be holding a meeting soon to discuss the arrangements for the Eco-Fair at this year's carnival.

## 24/034 Finance & General Purposes

### 1 Budget report

Noted.

### 2 Bank reconciliation report for January 2024.

This had been prepared by the clerk and checked by Cllr Allen before circulating to members. All noted as correct.

### 3 Approval of August 2023 accounts

The clerk explained that although this item had been on the agenda for approval at the September 2023 meeting, the approval of the accounts had not been recorded in the minutes. It was **RESOLVED** to formally approve the accounts paid during recess in August 2023 as per appendix B.

### 4 Councillors allowances 2023/24

It was **RESOLVED** to approve the councillors allowances for 2023/24 for payment.

### 5 Transfer to tennis courts fund

It was **RESOLVED** to transfer the NS&I interest of £199.17 and the annual maintenance contributions of £5,890 (a total of £6089.17) to the tennis courts maintenance fund.

### 6 Review of bank mandate

The current mandate was reviewed. It was **RESOLVED** to add Cllr Mulley as a signatory. All councillors are signatories along with the clerk.

## 7 Review of internal audit controls & statement of internal control

Internal controls were reviewed and it was agreed that they remain satisfactory. It was **RESOLVED** to adopt the statement of internal control which had been previously circulated to members.

## 8 Review of standing orders and direct debits

The clerk had prepared a schedule of all current standing orders and direct debits which had been circulated to members. It was **RESOLVED** to approve the schedule as follows:

### Standing Orders

- Adams & Munson - £460.33 per month – office rent
- Frank Mann Farmers - £1,213.20 per month – grounds maintenance

### Direct Debits

- BT – £70.66 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

## 9 Risk register

This document is still being prepared but should be ready for adoption at the March PC meeting.

## 10 Appointment of internal auditor

It was **RESOLVED** to appoint IAC Audit & Consultancy Ltd as the internal auditor in 2024.

## 11 Review of interim audit report

The report included several items for action most of which had already been resolved. The two outstanding items were the adoption of a risk register as a matter of high priority and the continued need to annually review the general reserve and set it at an appropriate level which should be recorded in the minutes.

### 24/035 Working Parties

It was **RESOLVED** to appoint Cllr Mulley to environment and properties.

### 24/036 Seasonal Lights

The lights had now been taken down and this had gone smoothly. It was agreed that the timing of the display from the end of November to the beginning of February was about right. Some lights had failed and would need replacing for next year. A power bank would also be useful.

**24/037 Accounts for Payment**

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

**24/038 Reports & Questions**

- Free portraits of HM King Charles III are available to local councils. It was agreed to order one for the village hall.
- There has been some flooding in Mill Street with only 1 out of 3 drains working. Cllr Lockley will report this online.
- Connexin equipment on streetlights – the clerk has made contact with those responsible and will follow this up.
- The community hub fibre broadband connection for the village hall has still not been installed but the VH chairman is following this up.
- Next Councillors Corner is on Saturday, 24 February 2024 from 10am to 11am. Cllrs Dominick and Gard will be in attendance. Cllr Dominick will circulate a rota.

**24/039 Exclusion of Public & Press**

There was no confidential business.

**24/040 Date of Next Meeting**

The next ordinary meeting of the parish council will be held at Harbury Village Hall on Thursday 28 March 2024 at 7.30pm.

**The meeting closed at 9.05pm**

Signed ..... Chairman      Date.....

APPENDIX A  
Planning Applications – Delegated Responses  
22 February 2024

- 1 [Planning ref 24/00028/REM - Land off Bush Heath Lane](#)  
Reserved matters relating to condition 2 details of the appearance, landscaping, layout and scale of Plot 5 and Climate Change Checklist of planning application 20/02112/OUT (date of decision 16/11/2021).  
**No representation**



<b>Accounts for approval 22 February 2024</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 01492999	d/debit	595.89	119.18	715.07
YU Energy (street lights) inv 01493000	d/debit	35.65	1.78	37.43
YU Energy (street lights) inv 01493001	d/debit	13.84	0.69	14.53
YU Energy (street lights) inv 01493010	d/debit	48.81	2.44	51.25
Harbury Village Library (new heating system)	240200	8,303.00	-	8,303.00
P Clarke (stone for allotments track)	240201	400.00	-	400.00
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Sub-total	9,397.19	124.09	9,521.28
<b>Accounts for payment on 22 February 2024</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Staff costs	240202	1,721.60		1,721.60
T Lockley (chair's allowance)	240203	480.00		480.00
J Balch (cldr allowance)	240204	320.00		320.00
A Knowles (cldr allowance)	240205	320.00		320.00
K Thompson (cldr allowance)	240206	320.00		320.00
S Allen (cldr allowance)	240207	320.00		320.00
A Potter (cldr allowance)	240208	320.00		320.00
HMRC (PAYE)	240209	1,218.74		1,218.74
Staff costs	240210	576.92		576.92
WCC (s/light repair)	240211	1,238.97	247.79	1,486.76
Geosphere Ltd (digital mapping)	240212	120.00	24.00	144.00
HL News (advert renewal)	240213	113.00	-	113.00
Arbscape Ltd (fruit trees at allotment)	240214	1,190.00	238.00	1,428.00
Arbscape Ltd (cem limes & allot hedge)	240215	1,360.00	272.00	1,632.00
WCC (s/light annual m'nance contract)	240216	790.98	158.20	949.18
Frank Mann Farmers (Hall Lane clearance)	240217	475.00	95.00	570.00
S Allen (new seasonal lights)	240218	212.42		212.42
Secure-a-Field Ltd (pedestrian field gates x 2)	240219	685.00	137.00	822.00
J Balch (expenses)	240220	164.50		164.50
A Biddle (postage)	240221	3.45		3.45
T Bastin (bus shelter cleaning)	240222	40.00		40.00
WALC (t/course)	240223	30.00	6.00	36.00
C Beaton (gen m'nance)	240224	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	13,610.79	1,391.97	15,002.76
	<b>TOTALS</b>	<b>23,007.98</b>	<b>1,516.06</b>	<b>24,524.04</b>
		-	-	-
Transfer				
From current acct to tennis courts fund	chq 300021	6089.17		6089.17