

**HARBURY PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Thursday 28 March 2024 at 7.30pm**  
**Harbury Village Hall**

**Present**

Cllr T Lockley (Chair)	Cllr K Thompson
Cllr J Dominick	Cllr K Gard
Cllr A Knowles	Cllr E Mulley
Cllr J Balch	

**Absent**

Cllr Allen; Cllr Potter; 1 vacant seat

**In Attendance**

Mrs Alison Biddle, Clerk to the Council  
County Cllr Kettle

**Public**

4 members of the public

**24/041 Apologies**

Cllr Allen (holiday)

**24/042 Declarations of Interest**

None.

**24/043 Dispensations**

None.

**24/044 Minutes**

It was **RESOLVED** to approve the minutes of the ordinary meeting held on 22 February 2024 as a true and complete record of that meeting.

**24/045 Public Participation**

None.

**24/046 Other Organisations**

**1 Harbury Library**

The AGM has taken place. Sharon Hancock stood down as chair after 9 years and her place was filled by Kay Garvey. The clerk was asked to write to Mrs Hancock on behalf of the council to thank her for all her hard work.

**2 Harbury School Governors**

None.

### 3 Southam College

The old building is to be demolished during the Easter holidays. The new building will open after Easter.

### 4 Twinning Association

No report.

### 5 Village Hall

No report.

### 6 Harbury Energy Initiative

No report

### 7 Harbury Village Club & Institute

No report.

### 8 SDC & WCC

County and district councillors reported as follows:

#### SDC

Cllr Ostrander was not present but had sent her apologies and her written report had been circulated to members prior to the meeting. It was noted that it included details of Ufton PC's objections to the Biffa planning application.

#### WCC

- Cllr Kettle apologised for missing the last PC meeting.
- WCC has now completed its budget and has identified £16m savings.
- The Harbury Lane/Fosse Way junction improvements are almost complete and will be handed back to WCC Highways on 15 April 2024. There will be an overnight road closure to enable re-surfacing to take place.
- Restoration of Chesterton Windmill has been delayed because of bats and listed building complications. The sails are due to be replaced by the end of this calendar year.
- HS2 did not allow proper consultation to take place regarding the current closure of the A425. Cllr Kettle has told them this is completely unacceptable.
- There has been a lot of flooding in some parts of Cllr Kettle's ward.
- The county councillor grant scheme begins again in April.
- The developer of Henry's has been told that he has a legal obligation (under the planning conditions) to install the streetlighting. If he fails to do this, WCC will have the lights installed and will charge him accordingly using the bond that they hold.
- Cllr Kettle had given an assurance to the PC that the works to extend the 40mph speed limit along Bush Heath Road would be completed by the end of the 2023/24 financial year. This has not happened and he has asked officers for a full explanation. He asked the parish council to accept his apologies.
- Ufton PC is very concerned about the planning application for the Biffa Landfill Site. The smell and the flies are a real problem. Residents have also reported

non-compliance with existing planning conditions and these are being investigated by the enforcement officer. Ufton PC would appreciate the support of Harbury PC and councillors would be welcome to attend their next meeting on 2 April 2024.

#### **24/047 Planning**

**1** [Planning ref 24/00550/FUL - 6 Mill Street](#)

Proposed single storey rear (part infill) extension, flat roof to fall, stone façade. Existing 'lower' 2 storey (former extension) roof eaves & ridge level adapted/raised. It was **RESOLVED** to make no representation.

**2** [Planning ref SDC/24CM002 - Biffa Landfill Site \(In- vessel Composting Facility, Ufton](#)

Retention of in-vessel composting and office facilities at Ufton Landfill Site. It was **RESOLVED** to object to this application on the grounds of the issues relating to smell and flies and also on the lack of an assessment during the summer months when these problems are at their worst. The council fully supported the objections already raised by Ufton PC.

**3 Delegated Responses**

Noted as per appendix A.

**4 Sharmer Farm**

The council has received notice from the developer that they have submitted a planning application for a business park at Sharmer Farm. Councillors have been invited to attend a site visit. The clerk was asked to obtain some possible dates for this.

#### **24/048 Future Energy Project UKSPF Grant – Car Park Extension**

**1 Update on Works**

The work is now complete apart from topping up the soil on the blocks which should be done by next Thursday. The new signage is still awaited and the installation of the new length of hedge. Mr Quinney was asked to let residents know that the hedge will be completed as soon as possible as they have been very concerned about this. Mr Quinney is still waiting for a price to remove the crocodile teeth.

**2 Funding Shortfall**

There is still no contact from Centrica regarding the community funding.

**3 Matters for Consideration**

a) Crocodile Teeth

It was agreed that these should be removed now rather than waiting for the main works to commence but a price is needed before committing to this.

b) Signage

A proof had been circulated and this was approved.

c) Tree Planting

The proposal is to plant 2 trees species Prunus padus 'Bird Cherry'. This was approved by the council. The clerk was asked to write with the details to the Shelley family who had offered to donate a tree in memory of their later mother, Mary Shelley.

## 24/049 Properties

### 1 Playing Fields

a) Skate Park Refurbishment

There was no news to report.

b) Perimeter Path

No progress with this yet. It has been too wet.

c) Annual Play Inspection Report

Cllr Thompson has summarised the works required and this had been circulated to members for their information. There is nothing major but the council does not have a handyman at the moment now that the general maintenance contract has ended. A replacement is to be discussed at the next PC meeting.

### 2 Allotments

a) Pineham Farm Wellbeing Project

Plans and budget costs of £2079 for purchase and installation of a shed and greenhouse were put forward. It was **RESOLVED** to approve an order for these which would be paid for from the Eastfields Solar Community Fund.

b) Hall Lane

A meeting with plot holders has been arranged for next week to confirm who has which plots. The bricks from the broken section of wall have been sorted, cleaned and stacked on site.

### 3 Cemetery

It was **RESOLVED** to approve works at a cost of £880 to the beech tree which is overhanging the garden of a property in South Parade and causing issues for the resident.

## 24/050 Environment

### 1 Replacement of stiles

The new gates have been installed but the landowner is not entirely satisfied. Following a site meeting, it was agreed that wooden posts would be installed either side of the gates and the latches would be replaced by animal safety latches which are now on order.

The clerk pointed out the gates installed are standard gates which have been designed for PROWs but, in accordance with the legal agreement, it is necessary for the landowner to be completely satisfied with the gates and the installation before he signs them off as he will be taking responsibility for their ongoing maintenance.

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

The clerk has identified the landowners. It was agreed to make contact and ask for their permission to remove the stiles.

## 3 **Bush Heath Road/Butt Lane Traffic**

Both the clerk and Cllr Kettle have chased WCC Highways regarding these works. Cllr Kettle apologised that he had been led to believe that the work would be completed by the end of March and accordingly had previously given his assurance to the parish council.

## 24/051 Climate Change

### 1 **Update**

There has been no meeting yet. Cllr Dominick did not think that she would be in a position to organise the Eco Fair this year. Cllr Lockley said he would approach a local resident who had previously shown interest in this event and ask if they might be able to help.

## 24/052 Finance & General Purposes

### 1 **Budget report**

Noted.

### 2 **Bank reconciliation report for February 2024.**

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

### 3 **Approval of CIL to fund picnic bench.**

It was **RESOLVED** to use the existing CIL fund towards the cost of the new picnic bench.

### 4 **Precept Calculation**

The clerk reported that she had discovered a problem with the spreadsheet used to calculate the precept for 2024/25 which had resulted in the total being £1 less than it ought to have been. She had tested the spreadsheet which now appears to be working properly and could not identify what had gone wrong. It was agreed that it was most likely an Excel 'glitch'.

### 5 **Connexin Wayleave**

It was **RESOLVED** to approve the draft wayleave agreement for £150 per annum and to delegate authority to the clerk to sign it once the details regarding the location of the lighting columns had been confirmed.

### 6 **Streetlights Annual Maintenance Contract 2024/25**

It was **RESOLVED** to approve the renewal of the annual maintenance contract with WCC at a cost of £808.48. It was noted however, that there are still a number of streetlights waiting for repair despite these having been reported some months ago. County Cllr Kettle agreed to follow this up.

## 7 Risk Register

This document is still not ready for adoption.

### 24/053 D Day Commemoration

It was **RESOLVED** to order the official commemorative flag for the 80<sup>th</sup> anniversary of D Day. It can be donated to the Harbury Heritage Centre afterwards.

### 24/054 Accounts for Payment

It was **RESOLVED** to formally approve the accounts for payment as per Appendix B. Cllrs Knowles and Lockley had already authorised the payments in advance at the request of the clerk to ensure that they were made before close of business today which coincides with the commencement of the Easter bank holiday and the end of the financial year. They have confirmed that they have checked the invoices (circulated prior to the meeting) by email.

### 24/055 Reports & Questions

- A resident had asked if Church Street could be made one way? This has been discussed before and is not supported by WCC Highways.
- Councillors Corner is on Saturday from 10am to 11am. Cllrs Gard and Dominick will attend.
- The water leak at the corner of Mill Street and Farn Street has been attended by Severn Trent, who say they are not responsible, and also WCC Highways who are still discussing the matter. It is necessary to establish who owns the verge and which fibre broadband company carried out the excavations during which a land drain appears to have been damaged. Cllr Kettle will follow this up with WCC and report back.

### 24/056 Exclusion of Public & Press

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972 to discuss the following confidential item:

#### **1 Hall Lane Allotments**

Two quotes had been obtained. It was **RESOLVED** to approve the quote from Allcott Associates to carry out a structural survey of the wall.

### 24/057 Date of Next Meeting

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

**The meeting closed at 9.01pm**

Signed ..... Chairman      Date.....

## APPENDIX A

### Planning Applications – Delegated Responses 28 March 2024

- 1 [Planning ref 24/00454/FUL - Stapenhall Farm, The Farmhouse, Deppers Bridge](#)  
Change of use of agricultural building to a mixed agricultural and equestrian use and the construction of a menage.  
**No representation**
  
- 2 [Planning ref 24/00487/TREE - Montgomery House, Mill Lane](#)  
T1 – horse chestnut – fell  
**No representation**

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**APPENDIX B**  
**Accounts for Payment**

<b>Accounts for approval 28 March 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 01548604	d/debit	518.58	103.72	622.30
YU Energy (street lights) inv 01548605	d/debit	31.84	1.59	33.43
YU Energy (street lights) inv 01548606	d/debit	12.88	0.64	13.52
YU Energy (street lights) inv 01548607	d/debit	44.28	2.21	46.49
Harbury School PTA (grant award)	240225	2,000.00	-	2,000.00
IAC Audit & Consultancy (interim audit)	240226	375.25	75.05	450.30
Village Green Tree Surgeons (emergency call out)	240227	300.00	-	300.00
R Sherman (seasonal lights electric)	240228	15.00	-	15.00
Cana Import Ltd (seasonal lights - gifts)	240229	54.18	10.84	65.02
Rio Surfacing Ltd (car park extension 1st invoice)	240300	32,789.23	6,557.85	39,347.08
Currys Ltd (office printer)	240301	124.44	24.88	149.32
Village Green Tree Surgeons (tree works Y1)	24030X	5,000.00		5,000.00
	Sub-total	41,265.68	6,776.78	48,042.46
<b>Accounts for payment on 28 March 2024</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Staff costs	240302 to 04	2,797.46		2,797.46
All Saints Church (wayleave - lych gate lantern)	240305	40.00	-	40.00
A Biddle (expenses)	240306	6.00	-	6.00
D Gordon (seasonal lights electric)	240307	40.00	-	40.00
WCC (allotments rent)	240308	325.00	-	325.00
Harbury Juniors FC (grant)	240309	1,300.00	-	1,300.00
Edge IT Systems Ltd (contract upgrade)	240310	166.00	33.20	199.20
Frank Mann Farmers (bricks sorting - Hall Lane)	240311	125.00	25.00	150.00
Arrowscape (website)	240312	768.00		768.00
T Bastin (bus shelter cleaning)	240313	40.00	-	40.00
Harbury Village Hall (local market Jan to March)	240314	334.50		334.50
Harbury Village Hall (room hire Jan to March)	240315	80.64		80.64
SDC (cemetery rates 2024/25 pre-payment)	240316	994.20		994.20
Ruby UK Ltd (gate latches)	240317	56.58	11.32	67.90
C Beaton (gen m'nance)	240318	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	8,663.59	283.50	8,947.09
	<b>TOTALS</b>	<b>49,929.27</b>	<b>7,060.28</b>	<b>56,989.55</b>