

**HARBURY PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Thursday, 23 May 2024 at 7.40pm**  
**Harbury Village Hall**

The council agreed to begin the meeting 5 minutes earlier than advertised as it followed the conclusion of the annual meeting and it was thought that those members of the public who wished to attend were already present.

**Present**

Cllr Tim Lockley (Chair)  
Cllr Kate Gard  
Cllr Alan Knowles  
Cllr Julie Balch

Cllr Keith Thompson  
Cllr Alex Potter (from 7.45pm)  
Cllr Ed Mulley  
Cllr Sam Allen

**Absent**

None  
2 vacant seats

**In Attendance**

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

**Public**

12 members of the public

**24/085 Apologies**

None

**24/086 Declarations of Interest**

- Cllr Gard declared a personal interest in item 9.2 which was the planning application for land north of Hall Lane as this is adjacent to her property. Cllr Gard also declared a pecuniary interest in item 17.3 relating to the appointment of a general maintenance person as a member of her family has expressed an interest in this role.

**24/087 Dispensations**

None.

**24/088 Minutes**

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

**24/089 Casual Vacancy**

A casual vacancy has been declared following the resignation of Cllr Dominick on 9 May 2024. The vacancy is currently being formally advertised.

## **24/090 Future Energy Project**

As Mr Quinney was present, the council agreed to bring agenda item 10.1 a) forward:

### **1 UKSPF Grant – Car Park Extension**

#### **a) Grasscrete accessibility & safety**

Councillors had inspected the grasscrete just prior to this evening's meeting. Although the grass is now beginning to grow through, it was agreed that the surface was still not level enough to provide access for all users. It was agreed that a concrete strip should be laid across the central area thereby providing a hard surfaced path to link the previously existing car to the perimeter path via the new extended area. Mr Quinney, as the project leader and consultant, was asked to find a suitable solution and come back to the PC with a quote. Although the grasscrete area is not yet fully accessible, the council was satisfied that it is safe to use.

*Cllr Potter arrived at the end of the last item.*

## **24/091 Public Participation**

### **Harbury & Deppers Bridge NDP**

A resident asked about the status of the NDP. It was explained that this document has been formally adopted by SDC as supplementary planning guidance and must be taken into account when considering any planning applications. Shouldn't the parish council be looking to update the NDP? It was explained that the NDP must align with the policies in the local plan. A new local plan is currently being prepared jointly by SDC and WDC. It will be several years before this is formally adopted and it is not possible to update the NDP before the new local plan has been completed.

### **Car Park Signage**

Please would the council consider installing signage to make people aware that CCTV is in operation as this would act as a deterrent against anti-social behaviour? The chairman explained that the CCTV had been installed by the village hall, not the parish council, but the PC would discuss the possibility of signage with the village hall committee. The clerk suggested that it might be possible to fix vinyl signs to the lighting columns in the car park.

Please would the council also consider signage in the new extended area of the car park to remind people that this is a residential area? This is to be discussed later in the agenda.

## **24/092 Community Grants**

It was **RESOLVED** to award a grant of £60 to Harbury Toddler Group to pay for a play parachute.

## 24/093 Other Organisations

- 1 **Harbury Library**  
No report.
- 2 **Harbury School Governors**  
No report.
- 3 **Southam College**  
GCSE exams are taking place.
- 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's report had been previously circulated to members. She highlighted the following:

- It would be good if more people attended the police meetings in Southam otherwise they might cease.
- In future, green space on new developments will be adopted by parish councils unless they decline to take it on, in which case it will be adopted by SDC. It is not retrospective and will only apply to new planning applications. It comes with a commuted sum towards the cost of maintenance which is usually calculated on a 30 year term.
- The GLH health centre has been approved but will not be in place until 2027. In the meantime, people will have to continue using other local GP surgeries such as Harbury. Cllr Ostrander is pursuing the possibility of providing a temporary resource in GLH.

#### **WCC**

Cllr Kettle gave the following update:

- Harbury junction improvements are still not open because of a problem connecting the lighting to the grid. Cllr Kettle has been assured that by tomorrow evening, all the cones will finally be removed.

- Cllr Kettle has expressed his concern to HS2 about the poor standard of communications with local communities.
- In primary schools, 99% of applicants have been offered their 1st, 2nd or 3rd preferences. Harbury and Bishop's Itchington schools are both now full.
- Cllr Kettle has a new delegated highways budget for minor works. If there is anything that needs to be done, please let him know within 30 days.
- He has been dealing with some problems with tenants in affordable housing.
- He is still receiving complaints about the fibre installation companies.
- The broken land drain on the verge at the corner of Farm Street and Mill Street, and is causing problems with flooding, is still being investigated. He will make contact with the resident who witnessed the broken land drain.
- Cllr Kettle is fully aware of the delays regarding the implementation of the new 40mph speed limit along Bush Heath Road and is continuing to pursue the matter. The chairman commented that the service from WCC has been spectacularly poor and he would like the fee paid by the PC to be refunded.
- The county councillor grants scheme is now open again but will close on 13 June 2024.

#### 24/094 Planning

- 1 [Planning ref 24/00966/FUL - Stapenhall Farm, Orchard Cottage, Deppers Bridge](#)  
Proposed detached garage.

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

- 2 [Planning ref 24/00975/OUT - Land north of Hall Lane](#)

Outline application for the erection of 1 no. self-build dwelling and creation of natural wildlife habitat including wetland area (access submitted with all other matters reserved).

It was **RESOLVED** to object to the application on the following grounds (wording provided by Cllr Allen as requested at the PC meeting):

Planning permission has been refused in this location on three occasions (16/01440/FUL, 18/00543/FUL& 23/00130/FUL). The application 23/00130/FUL was only allowed on appeal due to the lack of self-build plots available in the Stratford-upon-Avon district, rather than the development meeting planning need or compliance with any planning legislation. In fact, the appeal confirmed that the application was contrary to Policies CS.5, CS.9, CS.15 and AS.10 of the Core Strategy as well as Policies H.01, H.02 H.05, H.06 and H.10 of the Harbury and Deppers Bridge Neighbourhood Development Plan. This would not be sustainable development.

This new application claims to be a self-build application. However, there is no individual buyer named in the application and hence no correlation with any entries on the Stratford upon Avon self-build register.

In view of the refusal of the previous applications, this site is not suitable for development if it cannot meet the requirements for a self-build dwelling. This application has no

individual applicant/buyer detailed and therefore this application is incompatible with a self-build application and should be refused as before.

- 3 [Planning ref 24/00783/FUL and 24/00784/LBC - The Homestead, Crown Street](#)  
To rebuild damaged/fallen section of stone boundary wall and to rebuild leaning wall section.  
It was **RESOLVED** to make no representation.
- 4 [Planning ref 24/01055/FUL - 13 Manor Road](#)  
Ground floor rear extension together with first floor rear extension above existing ground floor accommodation.  
It was **RESOLVED** to make no representation.
- 5 [Planning ref 24/00930/TREE - Montgomery House, Mill Lane](#)  
T1 Monterey cypress - Fell  
As the tree officer has since reported that the tree is unstable, it was **RESOLVED** to remove the delegated objection and make no further representation but request that the replacement trees are planted as detailed in the application.
- 6 [Planning ref 24/00919/FUL - 31 Deppers Bridge](#)  
Single storey rear extension  
It was **RESOLVED** to make no representation.
- 7 **Delegated Responses**  
Noted as per appendix A.
- 8 **Street Trading - [Licence ref 24/00489/STCON](#)**  
Licence application for Nally's Jamaican Jerk & Grill  
It was **RESOLVED** to make no comment.

#### **24/095 Future Energy Project**

- 1 **UKSPF Grant – Car Park Extension**
  - a) [Grasscrete accessibility & safety issues](#)  
This had already been discussed at 24/090 above.
  - b) [Replacement hedge planting](#)  
The hedge was examined by the council at a site meeting earlier in the evening. The council was satisfied with the planting and agreed that it should be allowed time to grow. It should become a reasonably substantial hedge within 2 years.
  - c) [Other outstanding issues](#)  
There were none.

d) Approval of invoice

Mr Quinney had confirmed that the contractor had completed the work as per the contract and that there was still one more invoice to come after this one. It was therefore **RESOLVED** to approve payment of the second interim invoice. The clerk will arrange for payment next week.

## 2 Main Project

It was **RESOLVED** to give formal permission to WCC to proceed with the main part of the project.

### 24/096 Properties

#### 1 Playing Fields

a) Skate Park Refurbishment

Following the resignation of Cllr Dominick, there is no one to lead this project currently. It was therefore **RESOLVED** to remove this item from the agenda for now.

b) Perimeter Path

No progress with the maintenance issues yet.

c) Car Park Signage

A request had been received for signage to be installed reminding people that they are parking in or near a residential area. It was **RESOLVED** to decline this request. The council will discuss with the village hall the possibility of installing CCTV signage to deter anti-social behaviour. The sports clubs will also be contacted and their members asked to be considerate when using the car park. Any issues relating to anti-social behaviour should always be reported to the police. It was also agreed that in future, the PC would advise event holders to site ice cream vans and any other food and drink vehicles away from garden fences and if possible, they should be allowed to use the field instead, weather permitting.

#### 2 Pineham Farm Allotments

a) Well-being Project

The shed and greenhouse have been erected. A hand mower and tools have been donated. Some garden chairs and a table would also be welcome. The beds need weeding. The clerk has a plan of who has which plot.

b) Rent Review

WCC is seeking to increase the rent from September 2024 from £650 per annum to £900. This will be the first increase since 2010. The clerk has reminded WCC that in accordance with the 1955 lease agreement, 12 months' notice is required for any increases. It was **RESOLVED** to formally request a 12 month notice period so that any increase will take effect from September 2025. It will also be necessary for the parish council to review the rent for its own tenants. This will be discussed at the next PC meeting.

### 3 Hall Lane Allotments

#### a) Wall inspection

The recent survey report had been circulated to members. Although a lot of work is required, the wall is not in immediate danger of collapse. It was **RESOLVED** to find a suitable builder with experience of working in a conservation area and formulate a plan of action before further consultation with allotment holders.

#### b) Clearance of vegetation & debris

It was agreed to ask the council's maintenance contractor to mow the verge outside the wall from now on. It was agreed that the overgrown vegetation around the edges of the site could be ignored for now.

### 24/097 Environment

#### 1 **Replacement of stiles at Bridge End Farm**

The replacement safety latches are with the contractor who will fit them as soon as he can.

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

The clerk has not yet had time to contact the landowners.

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

Cllr Kettle gave a short update on this matter during his report at 24/093.8 earlier in the meeting

### 24/098 Climate Change

The council remains committed to doing what it can to mitigate climate change but more councillors are needed.

### 24/099 Finance & General Purposes

#### 1 **Budget report for month ended 30 April 2024.**

Noted.

#### 2 **Bank reconciliation reports for 30 April 2024**

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

#### 3 **Transfer from tennis courts fund to current account.**

It was **RESOLVED** to transfer £160 from the tennis courts reserve fund to the current account to pay the water pipe fee for the clubhouse.

#### 4 **New NALC model financial regulations**

It was agreed that the clerk would prepare the new model for the council's adoption by making the relevant amendments. These will be tracked for the council to review.

## 5 Risk Register

This document is still not ready for adoption and was deferred again.

### 24/100 Accounts for Payment

It was **RESOLVED** to formally approve the accounts for payment as per Appendix A. Cllrs Potter and Thompson will authorise the payments and confirm that they have checked the invoices by email.

### 24/101 Reports & Questions

- This month's Councillors Corner will be attended by Cllr Allen and Cllr Lockley.

### 24/102 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 Correspondence re broken garden slabs**

It was agreed that no action would be taken by the council. The clerk was asked to respond accordingly.

#### **2 Re-evaluation & salary review – clerk's job**

The clerk's job was last evaluated in 2013. It was agreed that the staffing group would meet with the clerk to discuss further and report back to the next PC meeting with a recommendation for approval.

*Cllr Gard, having declared a pecuniary interest in the following item, left the meeting at this point and did not take any part in the ensuing discussion.*

#### **3 Appointment of general maintenance person**

It was agreed that the job should be advertised and anyone who had already expressed an interest would be able to submit an application following the public advertisement. Hours and pay are yet to be agreed. The clerk should make arrangements to advertise the job as soon as possible.

### 24/103 Date of Next Meeting

The next ordinary meeting will be held at Harbury Village Hall on 27 June 2024 at 7.30pm.

**The meeting closed at 9.30pm.**

Signed ..... Chairman      Date.....



## APPENDIX A

### Planning Applications – Delegated Responses 23 May 2024

- 1 [Planning ref 24/00877/FUL – 21 Bush Heath Lane](#)  
Demolition of existing single storey extension to the rear of the existing house.  
Construction of a two storey extension to the rear of the existing house. New window to the front of the house.  
**No representation**
  
- 2 [Planning ref 24/00749/FUL – Stapenhall Farm, Deppers Bridge](#)  
Proposed tennis court  
**No representation**
  
- 3 [Planning ref 2400930/TREE – Montgomery House, Mill Lane](#)  
T1 Monterey cypress – Fell  
**Object** – this is one of a very few significant and mature trees in the centre of the village which contributes much to the environment.  
**N.B** This delegated response will be reviewed by the parish council at its meeting on 23 May 2024.

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

<b>Accounts for approval 23 May 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 01665588	d/debit	473.59	94.72	568.31
YU Energy (street lights) inv 01665589	d/debit	30.36	1.52	31.88
YU Energy (street lights) inv 01665590	d/debit	13.26	0.66	13.92
YU Energy (street lights) inv 01665591	d/debit	44.28	2.21	46.49
Harbury Village Show (grant)	240418	385.00	-	385.00
Harbury Carnival (grant)	240419	483.00	-	483.00
		-		-
	Sub-total	1,429.49	99.11	1,528.60
<b>Accounts for payment on 23 May 2024</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Staff costs	240501 to 03	2,797.26		2,797.26
Allcott Associates LLP (wall survey)	240504	995.00	199.00	1,194.00
Frank Mann Farmers (field mowing - April)	240505	204.00	40.80	244.80
Viking (ink cartridge)	240506	27.27	5.45	32.72
Npower (defib cabinet - Oakfields)	240507	1.76	0.09	1.85
Arbscape Tree Surgeons Ltd (cem beech tree)	240508	880.00	176.00	1,056.00
WCC (water pipe to tennis club)	240509	160.00	-	160.00
Clear Insurance (insurance renewal)	240510	1,422.53	-	1,422.53
Lightstyle London Ltd (seasonal lights)	240511	853.65	170.73	1,024.38
T Bastin (bus shelter cleaning)	240512	40.00	-	40.00
Plunkett UK (membership - Friends of Gt Weste	240513	200.00	40.00	240.00
S Nicholson (screws for greenhouse)	240514	6.39		6.39
SDC (annual bin emptying charge)	240515	586.13	117.23	703.36
BT (phone & b/band)	d/debit	64.48	12.90	77.38
Adams & Munson (office rent)	s/order	460.33	-	460.33
Frank Mann Farmers (grds m'nance)	s/order	1,031.21	206.24	1,237.45
		-	-	-
	Sub-totals	9,730.01	968.44	10,698.45
	<b>TOTALS</b>	<b>11,159.50</b>	<b>1,067.55</b>	<b>12,227.05</b>