

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday, 27 June 2024 at 7.30pm
Harbury Village Hall

Present

Cllr Tim Lockley (Chair)
Cllr Kate Gard
Cllr Alan Knowles
Cllr Sam Allen

Cllr Keith Thompson
Cllr Alex Potter
Cllr Ed Mulley

Absent

Cllr Balch
2 vacant seats

In Attendance

District Cllr Susan Ostrander
County Cllr Chris Kettle

Public

10 members of the public

24/104 Apologies

Cllr Balch; Alison Biddle (Clerk)

24/105 Declarations of Interest

- Cllr Mulley declared a personal interest in agenda item 9.1 relating to the planning application for land at Northfields as the applicant is a friend of his.

24/106 Dispensations

None.

24/107 Minutes

1. It was **RESOLVED** to approve the minutes of the annual meeting of the parish council held on 23 May 2024 as a true and complete record of that meeting.
2. It was **RESOLVED** to approve the minutes of the ordinary meeting of the parish council held on 23 May 2024 as a true and complete record of that meeting.

24/108 Co-option

It was **RESOLVED** to co-opt Christopher Bradley and, in the absence of the clerk, to defer the signing of his declaration of acceptance of office until a later date when it could be signed before the clerk.

24/109 Public Participation

Planning application - Land at Northfield

The applicant put forward their case for the application.

Bush Heath Road/Butt Lane Traffic

A resident expressed their disappointment at the extremely poor service from WCC relating to the implementation of the reduced speed limit. The parish council has chased WCC many times on this matter. The latest update from WCC is that the public consultation will commence on 12 July 2024 and therefore no further action by the parish council is required at present.

24/110 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

The proposal to install CCTV signage was discussed by the committee who were happy for this to go ahead. It was agreed that the village hall chairman would liaise with the parish clerk.

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 written report had been previously circulated to members. There were no questions.

WCC

Cllr Kettle's report had been circulated earlier in the day.

- It was noted that a meeting with the HS2 commissioner had taken place and that they had made criticism of Balfour Beatty Vinci. There will be informal discussions to move forward.

24/111 Planning

To consider the following planning matters:

- 1 [Planning ref 24/01034/FUL - Land adjacent to Northfield, Mill Lane](#)
Proposed self- build 3 bedroom dwelling and associated parking and hardstanding.
It was **RESOLVED** to make no representation but to request that White Lias stone is used to match local Harbury stone as far as possible.
- 2 [Planning ref 24/01352/FUL - 21 Bush Heath Lane](#)
Demolition of existing rear single storey extension. Construction of new rear 2 storey extension. New front window.
It was **RESOLVED** to make no representation.
- 3 [Planning ref 24/01413/FUL - The Dairy Cottage, Bush Heath Road](#)
The Dairy Cottage to be extended to the southeast with a mixed 1 and 2 storey extension.
It was **RESOLVED** to make no representation.
- 4 [Planning ref 24/01414/FUL - Hurdiss, Bush Heath Road](#)
Extension of a detached single dwelling house, with associated hard and soft landscaping.
It was **RESOLVED** to make no representation.
- 5 **Delegated Responses**
There were none.

24/112 Future Energy Project

- 1 **UKSPF Grant – Car Park Extension**
 - a) [Grasscrete accessibility solution](#)
No update received – carried forward to next meeting.
 - b) [Request for additional privacy fencing](#)
It was **RESOLVED** to refuse this request for additional fencing.
- 2 **Main Project**
This is now in the hands of WCC. The clerk has advised them that the initial consent from Fields in Trust was subject to work commencing within 12 months and therefore it may have expired so they should check this.

24/113 Properties

- 1 **Playing Fields & Car Park**
 - a) [Perimeter Path](#)
There was no update on maintenance. Carried forward to next meeting.

b) Pat Summers' Bench

The council was unclear as to what approval was required regarding the plan for installation.

c) Car Park – CCTV Signage

This had already been discussed at 24/110.5 above.

2 Pineham Farm Allotments

a) Well-being Project

There was no update in Cllr Balch's absence. Carried forward to next meeting.

b) Rent Review

It was **RESOLVED** to increase the rent from £30 to £50 per full plot and from £15 to £25 per half plot with effect from 30 September 2025. Twelve months' notice to be given to plot holders from 30 September 2024.

3 Hall Lane Allotments

a) Wall restoration and new access

The clerk had reported that quotes should be available for the July PC meeting.

b) Maintenance of grass paths

An approach will be made to existing plot holders for them to pick up responsibility for cutting the grassed areas.

24/114 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

Carried forward to next meeting.

3 Bush Heath Road/Butt Lane Traffic

This had been discussed earlier in the meeting during public participation.

4 Annual Tree Inspection

It was **RESOLVED** to approve the quote for the annual tree inspection at £280 plus VAT.

5 Hedgehog Highway Project

It was **RESOLVED** to purchase one box for £150 and pass to the green team at the primary school for distribution.

24/115 Climate Change

There was no report.

24/116 Finance & General Purposes

1 Budget report

Noted.

2 Bank reconciliation reports for 31 May 2024

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

3 Amendment to bank mandate

It was **RESOLVED** to remove J Dominick as a signatory to the account.

4 New NALC model financial regulations

It was agreed that the F&GP group should meet to discuss the spending limits for recommendation to the council.

5 Risk Register

The final draft had been circulated. It was **RESOLVED** to adopt the risk register without amendment.

24/117 Accounts for Payment

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

24/118 Reports & Questions

There were none.

24/119 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 Re-evaluation & salary review – clerk's job

To be carried forward to next meeting.

24/120 Date of Next Meeting

The next ordinary meeting will be held at Harbury Village Hall on 25 July 2024 at 7.30pm.

The meeting closed at 8.27pm.

Signed Chairman Date.....

APPENDIX B

Accounts for Payment

Accounts for approval 27 June 2024								
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 01727646			d/debit		438.89	87.78	526.67	
YU Energy (street lights) inv 01727647			d/debit		29.35	1.47	30.82	
YU Energy (street lights) inv 01727649			d/debit		44.23	2.21	46.44	
YU Energy (street lights) inv 01784900			d/debit		13.60	0.68	14.28	
RIO Surfacing Ltd (car park -2nd invoice)			240516		37,230.02	7,446.01	44,676.03	
Harbury Toddler Group (grant)			240517		60.00		60.00	
Lights4Fun Ltd (new seasonal lights)			240600		199.90	39.98	239.88	
CEN (portable battery)			240601		1,165.83	233.17	1,399.00	
					-		-	
			Sub-total		39,181.82	7,811.30	46,993.12	
Accounts for payment on 27 June 2024								
Payee			Payment ref		Net	Vat	Gross	
A Biddle (clerk to the council)			240602 to 04		2,797.26		2,797.26	
Bull Ring Garage Ltd (office electric bill)			240605		73.23	-	73.23	
Frank Mann Farmers (field mowing - May)			240606		204.00	40.80	244.80	
Harbury Village Hall (room hire)			240607		95.00	-	95.00	
Npower (defib cabinet - Oakfields)			240608		1.76	0.09	1.85	
Harbury Village Store (APM refreshments)			240609		82.32	16.46	98.78	
Clintplan Ltd (annual report printing)			240610		78.00	-	78.00	
Phoenix Craft Creations (allotment markers)			240611		224.99	45.00	269.98	
Mark Harrod Ltd (replacement net supports)			240612		120.44	24.09	144.53	
Village Green Tree Surgeons (Pound tree work)			240613		600.00	-	600.00	
GRK Landscaping Ltd (shed & greenhouse build)			240614		600.00	120.00	720.00	
T Bastin (bus shelter cleaning)			240615		40.00		40.00	
Harbury Village Hall (local market hire)			240616		312.00	-	312.00	
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		6,785.02	465.58	7,250.59	
			TOTALS		45,966.84	8,276.88	54,243.71	