

**HARBURY PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Thursday, 25 July 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 Chris Bradley  
Cllr Julie Balch

**Absent**

Cllr Mulley  
1 vacant seat

**In Attendance**

No attendance by county or district councillors

**Public**

2 members of the public

**24/121 Apologies**

Cllr Mulley; Alison Biddle (Clerk)

**24/122 Declarations of Interest**

None.

**24/123 Dispensations**

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

**24/124 Minutes**

It was **RESOLVED** to approve the minutes of the ordinary meeting of the parish council held on 27 June 2024 as a true and complete record of that meeting, to be signed by the chairman at a later date on the clerk's return.

**24/125 Co-option**

It was **RESOLVED** to co-opt Robert Stockdale 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.

**24/126 Public Participation**

None.

## **24/127 Other Organisations**

- 1 **Harbury Library**  
The library will be closed over the summer holiday period to allow for installation of the new heating system. Exact dates to be confirmed.
- 2 **Harbury School Governors**  
The recent SATS results have been excellent.
- 3 **Southam College**  
No report.
- 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**  
No report  
**WCC**  
Cllr Kettle's written report had been circulated prior to the meeting.

## **24/128 Planning**

To consider the following planning matters:

- 1 **Delegated Responses**  
Noted as per appendix A.

## **24/129 Future Energy Project**

- 1 **UKSPF Grant – Car Park Extension**
  - a) Grasscrete accessibility solution  
No update received as Paul Quinney has been away– carried forward to next meeting.

b) Invoice discrepancy

The overpayment was noted. To be resolved on payment of final invoice.

**2 Main Project**

No update from WCC.

**24/130 Properties**

**1 Playing Fields & Car Park**

a) Perimeter Path

It's not feasible to clear the edges of the path using manual labour by volunteer councillors. A quote has been obtained for a man and a machine at a cost of £300 per day. Time estimated to clear the path is 1 to 2 days. There is a possibility that the machine will scratch the tarmac. It was **RESOLVED** to accept this quote.

**2 Pineham Farm Allotments**

a) Well-being Project

There was no update.

b) Rent Review

The clerk had provided revised information regarding the cost of running the allotments and had asked the council to reconsider the rent review based on this information instead. Having taken into account this new information, it was **RESOLVED** that the new rents from September 2025 would be £50 for a full plot and £25 for a half plot as previously agreed at the June PC meeting.

c) Best Kept Allotment Competition

It was agreed that Cllr Balch and Cllr Mulley would judge the allotments this year.

**3 Hall Lane Allotments**

a) Wall restoration and new access

One quote has been obtained. A second quote is awaited.

b) Rents payable

It was **RESOLVED** to defer the tenancy agreements for a further 6 months.

**4 Cemetery**

a) Monitoring of Memorials

It was noted that the clerk and Cllrs Knowles and Thompson would meet on 5 August 2024 to re-inspect and monitor those memorials previously identified as at risk during the last full inspection.

## **24/131 Environment**

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

The contractor will be fitting the new latches and posts next week.

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

This is on-going as the clerk is still in the process of obtaining permission from the landowner.

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

The public consultation ends on 5 August 2024. The work is expected to be carried out in the autumn.

### **4 Hedgehog Highway Project**

The school already has a number of hedgehog homes. It was therefore agreed to provide them with signage instead as per their request.

### **5 Tree Planting**

The plan put forward by Cllr Potter was agreed for new plantings at The Pound, Middle Road, Temple End, B4453/B4452 and Ivy Lane. Where appropriate, the work will be carried out in partnership with WCC. The plan is now to be put forward to WCC for their approval and costing and will be paid for by the Eastfields Solar community fund. The planting should take place next autumn/winter.

## **24/132 Climate Change**

Cllr Gard reported that she was investigating the possibility of converting the remaining non LED streetlights to LEDs. There is the possibility of grant funding to cover the cost. She is also looking at running a stall about climate change awareness at the 2025 Harbury Carnival.

## **24/133 Finance & General Purposes**

### **1 Budget report**

Noted.

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

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

### **3 New NALC model financial regulations**

It was **RESOLVED** to adopt the final draft as recommended by the F&GP group without further amendment.

### **4 New laptop**

It was **RESOLVED** to accept the quote for supply and set up by Edge IT Systems Ltd.

**5 Disposal of broken printer and update to assets register**

It was **RESOLVED** to approve disposal. The update to the register was noted.

**6 Renewal of pitch hire contract**

It was **RESOLVED** to approve the renewal of the pitch hire contract with HRI Harbury FC for the 2024/25 season.

**24/134 New Councillor Appointments**

It was **RESOLVED** to make the following appointments:

Cllr Bradley: Environment, Properties and Climate.

Cllr Stockdale: Environment, Staffing and Climate.

Cllr Gard: removed from Environment.

**24/135 The Great Western**

The Friends group does not meet the criteria to submit an application to have the former public house listed as an asset of community value and have asked if the parish council would make the application instead. It was **RESOLVED** to submit the application for listing The Great Western as an ACV.

**24/136 Accounts for Payment**

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

**24/137 Reports & Questions**

There were none.

**24/138 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**

It was **RESOLVED** to accept the recommendation from the staffing group that the current relevant profile for the clerk’s job is LC3 and that the appropriate salary point is SCP35 to be backdated from 1 April 2024.

**24/139 Date of Next Meeting**

The next ordinary meeting will be held at Harbury Village Hall on Thursday, 26 September 2024 at 7.30pm.

The meeting closed at 8.40pm.

Signed ..... Chairman      Date.....

## APPENDIX A

### Planning Applications – Delegated Responses 25 July 2024

- 1 [Planning ref 24/01235/FUL - Sharmer Farm Cottage, Fosse Way](#)  
Proposed demolition of existing buildings and construction of office/light industrial buildings (Use Class E(g) (i) and E (g) (iii)), road improvements, reconfigured parking, associated infrastructure, amenity areas and landscaping including a new pond.  
**No representation**
  
- 2 [Planning ref 24/01415/FUL - Hurdiss Cottage, Bush Heath Road](#)  
Extension to the north- east at first floor level and a rear single storey extension and replacement porch.  
**No representation**

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