

**HARBURY PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Thursday, 28 November 2024 at 7.30pm**  
**Tom Hauley Room**

**Present**

Cllr Tim Lockley (Chair)	Cllr Keith Thompson
Cllr Kate Gard	Cllr Chris Bradley
Cllr Alex Potter	Cllr Samantha Allen
Cllr Julie Balch	Cllr Edward Mulley
Cllr Robert Stockdale	

**Absent**

Cllr Knowles

**In Attendance**

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

**Public**

14 members of the public

**24/177 Apologies**

Cllr Knowles

**24/178 Declarations of Interest**

- Cllr Gard declared a personal interest in agenda item 8.2 re the planning application for The Bungalow, Hall Lane, which is a neighbouring property.
- Cllr Thompson declared a personal interest in 10.1(a) which relates to a request from Harbury Juniors FC for pitch improvements, on account of the fact that his grandson is a member of the football club.
- Cllr Balch declared a personal interest in 10.1(a) which relates to a request from Harbury Juniors FC for pitch improvements, on account of the fact that her son is a member of the football club.
- Cllr Allen declared a personal interest in 10.1(a) which relates to a request from Harbury Juniors FC for pitch improvements, on account of the fact that her son is a member of the football club.
- Cllr Potter declared a personal interest in 10.1(a) which relates to a request from Harbury Juniors FC for pitch improvements, on account of the fact that his son is a member of the football club.

**24/179 Dispensations**

There were no dispensation requests.

### **24/180 Minutes**

It was **RESOLVED** to approve the minutes of the ordinary meeting of the parish council held on 24 October 2024 as a true and complete record of that meeting.

### **24/181 Public Participation**

#### **Planning Application – The Bungalow, Hall Lane**

The applicant gave a summary of the improvements that are proposed to be carried out.

#### **Planning Application – Pool Cottage**

Residents raised their objections to this application on a number of grounds which included the negative impact on the conservation area, the loss of amenity to neighbours, and safety of the vehicular access and parking.

### **24/182 Community Grants**

#### **1 Application from Harbury School PTA**

This item had been withdrawn from the agenda.

### **24/183 Other Organisations**

#### **1 Harbury Library**

There will be a temporary road closure in place in December to facilitate a new electricity connection for the new heating system

#### **2 Harbury School Governors**

No report.

#### **3 Southam College**

No report.

#### **4 Twinning Association**

No report.

#### **5 Village Hall**

The hall now has a new projector and sound system which are good quality and more user friendly.

#### **6 Harbury Energy Initiative**

It was agreed that following the recent merger of the two groups, this item should now be retitled 'Harbury Future Energy'. The group has been successful in its application for funding of a thermal imaging camera.

#### **7 Harbury Village Club & Institute**

No report.

## 8 SDC & WCC

County and district councillors reported as follows:

### SDC

Cllr Ostrander's report had been circulated to members.

- If parish councillors have any topics for consideration by the Overview & Scrutiny Committee, please send her an email.
- There had been a meeting of various leaders from SDC and WCC to discuss the traveller encampment at Ladbroke and related issues which include planning matters, anti-social behaviour and highways safety.
- There will be a SWLP preferred options public consultation from January to March 2025.

### WCC

- Cllr Kettle has used his delegated budget to pay for gullies and drains to be jetted. The clerk has raised the problem of flooding at the corner of Church Terrace and Hall Lane again as this has not yet been cleared.
- The flooding at the surgery will require a more complex solution than jetting.
- The water leakage at the junction of Farm Street and Mill Street is a longstanding issue and it has been noted that action is required.
- HS2 has announced another closure of the A425. This has not yet been approved by WCC.
- The order has been placed with the contractor for the new signage along Bush Heath Road for the implementation of the new speed limit. The PC paid for this over 3 years ago and Cllr Kettle has demanded that action is taken.
- There is an increasing number of exclusions from schools, often for special needs. The onus is on schools to take SENs where appropriate. Cllr Kettle asked for anyone experiencing this problem to contact him.
- Cllr Kettle asked the PC to let him know of any issues which he might be able to fund from his delegated highways budget.
- Only one application from Harbury has been received for the county councillor fund.
- Cllr Kettle explained that the occupants of the traveller site at Ladbroke had made a new entrance onto the A423 which had caused a major safety problem. However, gates have now been installed which dramatically reduces the safety risk.

## 24/184 Planning

### 1 [Planning ref 24/02667/TPO - Normandie House, 9 Pirie Close](#)

T1 -horse chestnut – reduce crown to growth points by 1.5 metres to 2.5 metres.  
Reduce 1-2 branches by up to 2 metres to 2.5 metres, away from the property.

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

2 [Planning ref 24/02780/FUL - The Bungalow, Hall Lane](#)

Single storey extensions and associated renovation works to existing bungalow, comprising:

- Side and rear extension to bungalow
- Demolition and rebuilding of existing front porch to bungalow
- Installation of solar PV panels to new roof
- Rear extension (to form new hobby room/art studio) to existing garage
- Slight widening of existing driveway entrance and exit
- Removal of conifer tree and overgrown shrubbery adjacent east side boundary

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

3 [Planning ref 24/02690/FUL - Pool Cottage, Temple End](#)

Demolition of existing cottage, erection of two detached dwellings, associated accesses and other works.

It was **RESOLVED** to object on the same grounds as stated previously in respect of the now withdrawn application but also to include new additional comments. These included include concerns re vehicles entering and exiting the property in a forward gear, the loss of privacy for neighbouring properties and the use of non-independent reports re the condition of the existing building.

4 [Planning ref 24/02334/FUL - Land to the rear of 5 Farm Street](#)

Erection of a residential dwelling

It was **RESOLVED** to uphold the objections submitted under delegated powers on 5 November 2024.

5 [Planning ref 24/02873/LDE - Roseleigh, Bush Heath Road](#)

Roseleigh has been occupied in breach of the agricultural occupancy condition for a continuous period in excess of 10 years.

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

6 Appendix A – delegated responses

Noted.

**24/185 Future Energy Project**

**1 Car Park Extension**

The path across the top of the grasscrete has been completed. It is a very good job. There is some cleaning up to do on site and the final invoice to be paid.

**2 Main Project**

This has gone out to tender but no tenders have yet been received. The funding has been sitting with WCC for 18 months but there is still no contract in place. Paul Quinney is discussing the way forward with WCC.

## 24/186 Properties

### 1 **Playing Fields & Car Park**

#### a) Pitch Marking

Harbury Juniors FC would like to have the pitches wet marked by a professional company rather than doing it themselves using line powder as they do currently. This would provide a better, more professional finish. They already have a line marking machine but it gets clogged and needs frequent cleaning, plus they don't have the time to do this work themselves. They are asking the parish council to share the cost of this with the club. They estimate the cost to the parish council would be £2,000 per annum which would allow marking to be carried out once a fortnight. The council agreed to give this proposal consideration as part of its budget for 2025/26.

### 2 **Pineham Farm Allotments**

#### a) Rent Review

Following further consideration of the representations made by the allotments committee on behalf of its members, it was **RESOLVED** to review the previous decision and set the rent at £40 per annum for a full plot (£20 per annum for a half plot) with effect from 1 October 2025. The allotments committee had suggested some improvements to the site and it was agreed that any surplus at the end of each year would be transferred to a reserve and earmarked for this purpose.

### 3 **Hall Lane Allotments**

#### a) Wall Restoration and New Access

The clerk reported that she and a few councillors had met with the contractor who hoped to start work in January. The design of the new access had been discussed but when she spoke to WCC Highways about it, they raised objections to the scheme. She thought it would be helpful to meet WCC on site to discuss further and see if a solution could be found. Cllr Kettle agreed to organise the meeting.

### 4 **Cemetery**

#### a) Night of our Light

It was **RESOLVED** to allow this annual event to place in the cemetery from now on following such a successful event this year, subject to the provision of a risk assessment by the organiser and evidence of their public liability insurance.

#### b) Candle Jars

It was agreed that the jars used for the above event could be stored in the cemetery chapel.

## 24/187 Environment

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

The first two stiles, one next to the surgery, and the next one along, have now been removed by the footpaths group. There is one further stile which involves another landowner and the clerk will try making contact with them.

## 2 Replacement of stiles on SM64

Cllr Stockdale reported that the landowner is willing to have the stiles replaced with gates and understands that they will take ownership of them once the gates have been installed to their satisfaction. To this end, they would like to use their usual contractor for this work as they are too busy to do it themselves. It was **RESOLVED** that the parish council would fund the cost of the gates and the installation by the contractor. It was agreed to meet with the landowner and the contractor on site after Christmas to discuss what is required.

## 3 Bush Heath Road/Butt Lane Traffic

This had already been discussed during the county councillor's report at min ref. 24/182.8 above.

## 4 Tree Planting

Following WCC's rejection of the PC's proposals, this needs to be looked at again. There are no alternative suggestions at present.

### 24/188 Climate Change

There was nothing new to report.

### 24/189 Seasonal Lights

This relates to the tree of light which is usually displayed on the front of the library. The tree is not part of the wider village display which has been organised by the parish council since 2020. The tree of light has been permanently fixed to the front of the library for several years and so they were removed in February 2024, when the other lights were taken down, in order to check their condition which is not good. The lights are currently stored in the chapel and are still available if the organisers want to use them. It was **RESOLVED** to offer the organisers a small budget of up to £200, as a gesture of goodwill, which they could use to provide a temporary display this year with a view to planning a bigger display/replacement for the original tree of light next year. They would be welcome to apply to the parish council for financial support for a new display next year.

### 24/190 Finance & General Purposes

#### 1 Budget report

Noted.

#### 2 Bank reconciliation report for October 2024.

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

#### 3 Implementation of National Pay Award

It was **RESOLVED** to implement the national pay award with regard to the clerk's salary backdated to 1 April 2024.

#### 4 **Budget Meetings**

It was agreed that the F&GP group would meet on 16 December 2024 at 9.00am and again on Tuesday, 14 January 2025 at 9.00am to discuss and prepare the budget for 2025/26.

#### 5 **Annual Review of Fixed Assets**

It was agreed that Cllrs Lockley and Thompson would check the benches. Cllr Thompson will check the office items. Everything else is covered by the weekly play equipment inspection.

#### 6 **BT Contract**

The clerk had reported problems with the BT contract which she renewed in August but BT has failed to implement resulting in a large over charge. The clerk has made a complaint to the Ombudsman and BT has now offered a resolution which comprises a new contract offer, backdated to August and a refund or credit of the over charges. It was agreed to accept the offer but consider an alternative supplier next time the contract is due for renewal.

### 24/191 Council Policies Review

#### 1 **Anti-harassment & Anti-bullying Policy**

It was **RESOLVED** to approve without amendment. Councillors were asked to sign the confirmation that they had read and agreed to abide by the policy and return it to the clerk.

#### 2 **Privacy Notice**

This had been circulated for review and it was **RESOLVED** to approve without amendment.

#### 3 **Filming & Recording of Meetings Protocol**

This had been circulated for review and it was **RESOLVED** to approve without amendment.

#### 4 **Statement of Community Engagement**

This had been circulated for review. It was **RESOLVED** to approve subject to removal of the reference to quarterly news reports.

#### 5 **Statement on Biodiversity**

This had been circulated for review and it was **RESOLVED** to approve without amendment.

#### 6 **Statement on Crime & Disorder**

This had been circulated for review and it was **RESOLVED** to approve without amendment.

#### 7 **Electronic Meetings Protocol**

This had been circulated for review and it was **RESOLVED** to approve without amendment.

### 24/192 Accounts for Payment

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

**24/193 Reports & Questions**

- Please could the cost of the blue plaque project for the 80<sup>th</sup> anniversary of the end of WW2 be considered as part of the budget discussions.

**24/194 Exclusion of Public & Press**

There were no confidential items to discuss.

**24/195 Date of Next Meeting**

The next ordinary meeting will be held at 7.30pm on Thursday, 23 January 2025 at 7.30pm in Harbury Village Hall.

The meeting closed at 9.11 pm.

Signed ..... Chairman      Date.....

## APPENDIX A

### Planning Applications – Delegated Responses 28 November 2024

- 1 [Planning ref 24/02589/FUL - 5 Henry's Place, Bush Heath Lane](#)  
Single storey front utility extension (part retrospective)  
No representation

**APPENDIX B**  
Accounts for Payment

<b>Accounts for approval 28 November 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 02080926	d/debit	476.13	95.23	571.36
YU Energy (street lights) inv 02080927	d/debit	31.19	1.56	32.75
YU Energy (street lights) inv 02080928	d/debit	13.67	0.68	14.35
YU Energy (street lights) inv 02080929	d/debit	44.73	2.24	46.97
Prontaprint (Harbury Local Market flyers)	241016	110.00	22.00	132.00
Harbury Pre-school (grant)	241017	2,000.00		2,000.00
RBL Poppy Appeal	chq 300022	100.00	-	100.00
Lights4Fun Ltd (replacement bulbs)	241100	146.58	29.32	175.90
		-		-
	Sub-total	2,922.30	151.03	3,073.33
<b>Accounts for payment on 28 November 2024</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Staff costs	241101 - 05	4,017.64		4,017.64
Fosse Contracts Ltd (courts cleaning)	241105	1,410.00	282.00	1,692.00
WCC (s/light replacement Chapel St LC1)	241106	1,294.10	258.82	1,552.92
WCC (s/light replacement High St LC1)	241107	1,091.71	218.34	1,310.05
Harbury Village Hall (Harbury Market July & Sept)	241108	208.00	-	208.00
Harbury Village Hall (room hire Jul & Sept)	241109	42.50	-	42.50
FM Farmers (ditch clearance)	241110	295.00	59.00	354.00
S Nicholson (wood and topsoil)	241111	40.50	-	40.50
Viking (ink)	241112	27.03	5.41	32.44
SLCC (membership renewal)	241113	295.00	-	295.00
Jupiter Play & Leisure (Mezzo parts)	241114	105.00	21.00	126.00
T Bastin (bus shelter cleaning)	241115	40.00		40.00
Frank Mann Farmers (bonfire building)	241116	192.00	38.40	230.40
Astill Memorials (memorial safety)	241117	400.00	80.00	480.00
Harbury Village Hall (market Oct & Nov)	241118	208.00		208.00
Harbury Village Hall (room hire Oct & Nov)	241119	42.50		42.50
BT (phone & b/band)	d/debit	118.88	23.78	142.66
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	11,319.40	1,192.99	12,512.39
	<b>TOTALS</b>	<b>14,241.70</b>	<b>1,344.02</b>	<b>15,585.72</b>
		-	-	-
<b>Transfer</b>				
From tennis courts fund to current account (courts cleaning)		£1,410.00		