

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday, 27 February 2025 at 7.30pm
Harbury Village Hall

Present

Cllr Tim Lockley (Chair)
Cllr Kate Gard
Cllr Samantha Allen
Cllr Julie Balch

Cllr Robert Stockdale
Cllr Alex Potter
Cllr Alan Knowles
Cllr Edward Mulley

Absent

Cllr Keith Thompson
1 vacant seat

In Attendance

Alison Biddle, Clerk to the Council
County Cllr Chris Kettle (from 8.05pm)
District Cllr Susan Ostrander

Public

8 members of the public

25/021 Apologies

Cllr Thompson; Cllr Kettle sent to word to say he would be late.

25/022 Declarations of Interest

None.

25/023 Dispensations

There were no dispensation requests.

25/024 Minutes

It was **RESOLVED** to approve the minutes of the ordinary meeting of the parish council held on 23 January 2025 as a true and complete record of that meeting.

25/025 Casual Vacancy

A casual vacancy has been formally advertised following the resignation of Cllr Bradley. No election has been called. An advert has been placed in the Harbury News with the intention of filling the vacancy by co-option at the March PC meeting.

25/026 Public Participation

Northfields, Mill Lane

The owner noted that the parish council had not made any representation regarding their recent planning application.

Mill Lane Access

Several residents of Mill Lane raised concerns about access to their properties which they say has been restricted because of obstructions placed on the lane by another resident. Of particular concern is the fact that the septic tank lorry is no longer able to gain access. As a result, there is now grey water pooling in a field close to the public right of way which is a health risk for both residents and walkers alike. One resident also reported that they had been knocked down by a delivery driver who was trying to avoid the obstruction placed on the lane.

Residents are disappointed with the response they have received from WCC. They understand that the lane is privately owned but feel that WCC could do more to ensure that the public right of way and those people who use it, are protected. However, as pedestrians are not currently obstructed, WCC is unable to take any enforcement action.

It was suggested that the residents contact the fire service for an assessment of the emergency access. Cllr Ostrander agreed to discuss the possibility of a planning breach with SDC. The chair of the parish council, Cllr Lockley, agreed to write to the resident concerned about the encroachments on the lane. Although the parish council was sympathetic, it was noted that the parish council has no powers of enforcement and as the lane is private, even though it is not registered, it is really a private legal matter between the residents.

25/027 Other Organisations

1 Harbury Library

The AGM is on 1 April 2025.

2 Harbury School Governors

No report.

3 Southam College

No report.

4 Twinning Association

No report.

5 Village Hall

No report.

6 Harbury Future Energy

The thermal imaging camera is currently being tested. Regarding the main project to install public EV charging points in the playing fields car park, there has been no progress

since last month. The lead project manager at WCC has retired and the main contact has left. However, WCC will be going out to tender again in the next 2 weeks. The new named contact is Sebastian Burch.

7 Harbury Village Club & Institute

No report.

8 SDC & WCC

County and district councillors reported as follows:

SDC

- More information about the SWLP consultation is contained in Cllr Ostrander's written report which had been circulated to members prior to the PC meeting. There were new instructions for using the interactive maps. It was also noted that its not the quantity of comments received which is important but their content which must relate to legitimate planning issues.
- Devolution – there is a need to involve all stakeholders in the discussion.
- Livestock worrying – the rural crime team is on hand and signage is available.
- Chesterton Windmill – the sails may be in position by the end of March.
- There is a lot of car crime in this area at the moment which Southam SNT believes is organised.

WCC

- Mill Lane access – Cllr Kettle has taken advice from WCC's legal team; this is a private drive so WCC has no authority. The PROW (footpath) itself is not obstructed so there is no enforcement issue in this respect. Environmental health is a matter for SDC. However, the problem is still being looked at and Cllr Kettle is happy to discuss further outside the PC meeting.
- WCC has approved a budget increase of 4.99%. The total spend is £414 million of which £250 million is allocated for adult social care.
- Devolution – WCC applied for the first tranche but was not included. They have been asked to produce a top level plan by the end of March.
- Pensions review - the LGPS is already using the model preferred by the government.
- Old Gated Road – the majority of people who responded to the survey were in favour of the road being closed . However, there might be a case for making it available for use in emergencies.
- Chesterton Windmill – Cllr Kettle has seen the new sails. Planning permission has been granted and it is hoped they will be installed in March, before the bat season begins.
- Cllr Kettle has used his delegated budget to jet the 3 worst drains in Harbury. Unfortunately, the operation in Church Terrace failed initially but this has now been rectified. Cllr Knowles asked again about the drain in Mill Street by the old garage. Cllr Kettle will discuss this with him outside the meeting.
- Potholes – this is a problem taken very seriously by WCC although there is not much money available.
- HS2 – the battle against road closures continues.

- There are ongoing problems with the treatment of SEN children in mainstream schools which Cllr Kettle and Cllr Crump are very concerned about. They are working together to improve the situation. If anyone knows someone who is struggling in this respect, please put them in touch with Cllr Kettle. The matter will be dealt with entirely confidentially.

25/028 Planning

To consider the following planning matters:

- 1 [Planning ref 25/00256/FUL & 25/00257/LBC - The Homestead, Crown Street](#)
To remove the current front garden fence that is rotten and unsightly and replace this with a low Hornton stone wall. A footing is to be dug to a suitable depth and filled with concrete. A new stone wall is to be constructed to a height of 300mm at a length of estimate 9.5m. The wall is to be 300mm wide with a planter in the middle. The wall is to be vented at the bottom to stop water logging. The stonework is to be in keeping with the surrounding wall and will be constructed from lime mortar to match the house. There will be no gate only a walkway through the wall. The wall will be in keeping with others on the street. The wall will not be attached to the house, to allow both the wall and the stonework of the house to breathe.

It was noted that the stone in the description above is Horton stone not Hornton. Furthermore, the applicant has now changed this to Lias stone and the planning officer has confirmed that there will need to be a re-consultation on this amendment. It was **RESOLVED** to make no representation pending the amendment.

- 2 [Planning ref 25/00187/VARY - Roseleigh, Bush Heath Road](#)
Removal of Condition 1 attached to planning permission SM/62/9/5 dated 06/11/1962, which restricts occupancy of the dwelling to agricultural worker. It was **RESOLVED** to make no representation.

- 3 [SWLP Preferred Options Consultation](#)
To further consider council's response to consultation on preferred options in the South Warwickshire Local Plan.

Cllr Lockley and Cllr Allen will meet tomorrow and respond online as discussed at the February PC meeting.

- 4 Appendix A – delegated responses
Noted.

25/029 Future Energy Project

This had already been discussed under 25/027.6 above.

25/030 Properties

1 Hall Lane Allotments

The clerk reported that she had consulted with plot holders but had not received any comments from them. She is still waiting for the contractor's drawing for submission with planning application. Cllr Allen volunteered to work with the clerk to move this forward.

2 Playing Fields

The annual inspection reports had been circulated. There were no major issues. The properties group will review and draw up a list of works. The play area gate post is loose. The clerk will ask Simon Nicholson to have a look at it.

25/031 Environment

1 Replacement of stiles on footpath SM64

It was **RESOLVED** to approve the order for the purchase and installation of the gates (2 kissing gates and 2 flat gates) at a cost of £1900 plus VAT.

2 Mill Lane

The access problems at Mill Lane had already been discussed during the public forum above.

25/032 Climate Change

Cllr Stockdale now has the original terms of reference for this group. He is talking to various possible new members and will also contact former parish councillor and chair of this group, Jess Dominick. There is some overlap with the environment group, for example, concerns about traffic management, but these issues can be discussed by the new group.

25/033 Finance & General Purposes

1 Budget report

Noted.

2 Bank Reconciliation Report for January 2025.

These had been prepared by the clerk and checked by Cllr Allen. All correct.

3 External Audit 2024

The external auditor report for the year ended 31 March 2024 was received at the end of September 2024. The report was circulated to members. No issues were raised. The closure of the audit was publicly advertised at the time and is now formally recorded in these minutes.

4 Review of Effectiveness of Internal Audit 2024/25

The interim internal audit was carried out on 17 February 2025. The report has been circulated for review by members. The auditor's recommendations have already been or are in the process of being implemented. The clerk will discuss the value of the fidelity guarantee with the insurers and it will be included the March agenda for the council's review. The council considers that its internal audit procedures remain effective.

5 **Review of Fixed Assets Register**

A review of the fixed assets had been completed by Cllr Lockley and Cllr Thompson with the clerk's assistance. It appears that there has been some double counting of the dog waste bins previously but these have now all been re-listed under street furniture and the numbers consolidated. Additions to and deletions from the register during the year have been recorded and were noted. The clerk has now transferred the register to the electronic accounting system. It was **RESOLVED** to adopt the new format for the register as circulated to members.

6 **Review of Direct Debits & Standing Orders**

The schedule of current direct debits and standing orders was approved as follows:

Standing Orders

- Adams & Munson - £460.33 per month – office rent
- Frank Mann Farmers - £1,237.45 per month – grounds maintenance

Direct Debits

- BT – currently variable due to early overpayment. Should be £68.34 from March 2025 subject to any price increases - phone & broadband
- YU Energy – variable whole bill paid monthly on 4 separate accounts (MPANS) – s/lights electricity
- Information Commissioner - £35 per annum – data protection registration renewal

It was **RESOLVED** to set up a new variable direct debit to Waterplus for the cemetery water supply.

7 **Review of Bank Mandate**

It was **RESOLVED** to add Cllr Robert Stockdale as a signatory to the account. No other amendments are required.

8 **Renewal of Streetlighting Maintenance Contract**

The new contract has not yet been received so this item was deferred till the March PC meeting.

25/034 Accounts for Payment

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

25/035 Calendar 2025/26

It was agreed that the July meeting should take place on 24 July 2025 as scheduled subject to Cllr Thomson being available to chair it.

25/036 Reports & Questions

- The tarmac around the manhole cover at cemetery corner has broken up. This has been reported to WCC Highways.

25/037 Exclusion of Public & Press

There were no confidential matters to discuss.

25/038 Date of Next Meeting

The next ordinary meeting will be held at 7.30pm on Thursday, 27 March 2025 at 7.30pm in Harbury Village Hall.

The meeting closed at 9.00pm.

Signed Chairman Date.....

APPENDIX A
Planning Applications – Delegated Responses
27 February 2025

- 1 [Planning ref 24/03267/VARY - 6 Old Paddock, Bush Heath Lane](#)
Variation of condition 1 of planning permission 22/03478/REM (date of decision: 16/02/2023) to allow for minor amendments to the design of the approved dwelling including reduction of the footprint, moving the garage forward, change in design of windows and doors and extension of the roof. Original description of development: Reserved matters relating to condition 2, details of appearance, landscaping, layout and scale of plot1 and condition 23, Climate Change Checklist of planning application 20/02112/OUT (date of decision 16/11/2021).
No representation

- 2 [Planning ref 24/02880/FUL - Land adjacent to Northfields, Mill Lane](#)
Creation of outdoor riding arena 20m x 60m for private use.
No representation

- 3 [Planning ref 25/00086/LBC - The Homestead, Crown Street](#)
Repointing of the stonework to the front and the right side elevations of the property. This will involve the replacement of cement with lime mortar. The front elevation is to be raked back to a depth of 20mm and repointing in a flush finish using NHL3.5 lime mortar to match the original mortar. The stonework is to be cleaned and any damaged or loose stone is to be repaired or replaced. The coping stones on the parapet wall are to be re-bedded where needed and mechanically fixed. Replacement of the existing wooden fence in front of the house with a small stone wall (30 cm high) that will be pointed with NHL3.5 lime mortar to match the style of the main property. The replacement wall will follow the line of the existing wooden fence on the front of the house.
No representation

- 4 [Planning ref 25/00144/TREE - Western House, Station Road](#)
H1 Lonicera and Forsythia: Remove the Forsythia and the Lonicera hedge section (as shown in red on the site plan at appendix 2) to ground level, as a precautionary measure and treat the stumps to prevent regrowth. G2 plum – Remove to ground level as a precautionary measure and treat the stumps to prevent regrowth. The tree works are proposed to stop the influence of the tree(s) on the soils below foundation level and provide long term stability to Western House.
No representation

- 5 [Planning ref 25/00232/COUQ - Hurdiss Farm, Bush Heath Road](#)
Conversion of cattle building to seven dwellings.
No comment

- 6 [Planning ref 25/00194/TREE - Old Tom's Barn, Hall Lane](#)
T1 apple – Removal. Replace with foxglove tree (no.2)
No representation

7 [Planning ref 24/03289/FUL - Monkton Wylde, 12 Church Street](#)

Alterations to rear elevation of dwelling to enlarge dormer windows. Conversion of existing garage to extend living area and erection of new single garage.

No representation

APPENDIX B
Accounts for Payment

Accounts for approval 27 February 2025				
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 02308451	d/debit	621.93	124.39	746.32
YU Energy (street lights) inv 02308452	d/debit	36.56	1.83	38.39
YU Energy (street lights) inv 02308453	d/debit	49.50	2.48	51.98
YU Energy (street lights) inv 02308454	d/debit	13.87	0.69	14.56
Water Plus (cemetery water supply)	250200	271.61	-	271.61
Arbscape (emergency tree works - Manor Orchard)	250201	180.00	36.00	216.00
H Drabble (cemetery bank planting)	250202	83.00	-	83.00
		-	-	-
		-	-	-
	Sub-total	1,256.47	165.39	1,421.86
Accounts for payment on 27 February 2025				
Payee	Payment ref	Net	Vat	Gross
Staff payments	250203	2,716.01		2,716.01
Cllr allowances	250204 to 09	1,760.00		1,760.00
HMRC (PAYE)	250210	1,288.19		1,288.19
Play Inspection Co (annual inspection)	250212	368.00	73.60	441.60
S Nicholson (moss remover & bird spikes)	250213	77.91	-	77.91
Geosphere Ltd (parish online mapping)	250214	120.00	24.00	144.00
WCC (s/light annual maintenance contract)	250215	788.48	157.70	946.18
Arbscape (new plantings after care)	250216	125.00	25.00	150.00
Harbury & Ladbroke News (advert renewal fee)	250217	124.00	-	124.00
WPM (Pineham allots rent)	250218	325.00		325.00
Wicksteed Leisure Ltd (play area gate repairs)	250219	659.80	131.96	791.76
IAC Audit & Consultancy (interim internal audit)	250220	375.25	75.05	450.30
T Bastin (bin & bus shelter cleaning)	250221	40.00		40.00
Rio Surfacing Ltd (car park extension)	250222	1,795.37	359.07	2,154.44
BT (phone & b'band)	d/debit	7.81	-	7.81
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	12,062.36	1,052.62	13,114.98
	TOTALS	13,318.83	1,218.01	14,536.84