

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

Present

Cllr Tim Lockley (Chair)
Cllr Kate Gard (from 7.37pm)
Cllr Samantha Allen
Cllr Julie Balch

Cllr Robert Stockdale
Cllr Keith Thompson
Cllr Alan Knowles
Cllr Edward Mulley

Absent

Cllr Alex Potter
1 vacant seat

In Attendance

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

Public

5 members of the public

25/039 Apologies

Cllr Potter

25/040 Declarations of Interest

- Cllr Stockdale declared a personal interest in agenda item 11.3 relating to the request for a horses warning sign in Chesterton Road as he lives in the vicinity.
- Cllr Allen declared a personal interest in agenda item 7 relating to a grant application by Harbury RFC as her child is a member.
- Cllr Thompson declared a personal interest in agenda item 7 relating to a grant application by Harbury RFC as his grandchild is a member.

25/041 Dispensations

There were no dispensation requests.

25/042 Minutes

It was **RESOLVED** to approve the minutes of the ordinary meeting of the parish council held on 27 February 2025 as a true and complete record of that meeting.

25/043 Co-option

It was **RESOLVED** to co-opt Ashley Sylvester to fill the casual vacancy. Cllr Sylvester duly signed his declaration of acceptance of office which was witnessed by the clerk.

25/044 Public Participation

There were no representations from the public.

25/045 Community Grants

It was **RESOLVED** to award a grant of £1559.88 to Harbury Rugby Club for the provision of event shelters.

25/046 Other Organisations

1 Harbury Library

The AGM is on 1 April 2025 at 7.30pm in the library.

2 Harbury School Governors

The Ofsted inspection has just been completed and a good report has been issued.

3 Southam College

No report.

4 Twinning Association

No report.

5 Village Hall

Andy Rutherford is standing down as the chairman at the AGM so the committee is looking for a replacement for him. It looks as though the village hall needs to register with the Information Commissioner as a data processor and controller which will include any data collected via the CCTV.

6 Harbury Future Energy

WCC has made no further progress.

7 SDC & WCC

County and district councillors reported as follows:

SDC

- Booklets detailing the council's budget have been issued with the council tax demands. SDC is one of the lowest taxing authorities in the country.
- There were 6,000 individual responses to the recent SWLP consultation.
- Over 41,000 trees have been planted in the SDC area as part of the national tree project.
- The proposals for the local government re-organisation include a single unitary authority for the whole of Warwickshire or splitting it into two authorities as North and South Warwickshire. This is under discussion at the moment.
- The new post of parish liaison officer has been filled and they will start work in April.
- Mill Lane access problems – residents will probably have to obtain their own legal advice.

WCC

- The sails are now installed on Chesterton Windmill.
- The gated road between Chesterton and Lighthorne will be permanently closed except for emergency access.
- A number of parishes have raised concern about speed limits but WCC's budget constraints do not permit spending money on this.
- Flooding at the corner of Farm Street and Mill Street has been added to the jobs list and will be done in the 2025/25 financial year.
- The flooding outside the doctors' surgery has also been raised but this will require removal of vegetation which could be impacted by the nesting season. It may also require public consultation.
- 96% of children have been offered a school place within their top 3 choices.
- More meetings have been held with HS2 who continue to make commitments and then change their plans a few weeks later. The problem of ragwort and how it is treated has also been discussed with them.
- Devolution – two options are being considered as mentioned in the SDC report above. There is some doubt as to whether splitting services in two is economically viable.
- Mill Lane – Cllr Kettle wrote to the chief fire officer re the width of the lane and has been assured that the max. width of a fire engine is 2.5m and that in an emergency, the engine would get through regardless. Residents in attendance said this had not been the case some months ago when someone had broken their leg and were asked to 'walk' to the ambulance.

25/047 Planning

To consider the following planning matters:

- 1 [Planning ref 25/00224/FUL - 41 South Parade](#)
Proposed demolition of porch and single storey garage to make way for new pitched roof porch and two-storey side and rear extension, along with single storey extension to the rear.
It was **RESOLVED** to make no representation.
- 2 [Notification ref 25/00577/TEL28 - Cell 75425 Bull Ring Farm, Bull Ring Farm Road](#)
Installation of 1 no. transmission dish (to be fixed to the existing telecommunications installation).
This notification is for information only and was noted by the council. No comments.
- 3 Appendix A – delegated responses
Noted.

25/048 Properties

1 Hall Lane Allotments

Cllr Allen has spoken to the contractor and he says he will provide a sketch for the planning application.

2 Cemetery

A request for personal graveside seating has been received. It was agreed that the grassed area of the burial ground is not a suitable place for a bench but it might be possible to find a suitable location elsewhere within the cemetery. The clerk was asked to write to the person making the request and explain why the council would not permit a bench at the graveside. It was noted that there are other benches already in situ on the grassed area next to graves which had been placed there without the council's permission. The council felt that these should be removed as they pose a risk to health and safety (they are not fixed in the ground and could easily be tipped up) and the clerk was asked to write to the families concerned accordingly.

25/049 Environment

1 Streetlights energy contract

The current contract with Yu Energy expires at the end of April. It was **RESOLVED** to approve a new electricity contract for streetlighting with Tomato Energy from 1 May 2025.

2 Streetlight maintenance contract

It was **RESOLVED** to approve the renewal of the annual maintenance contract with WCC for 2025/26 at a cost of £829.08.

3 'Beware Horses' signage, Chesterton Road

Chesterton Road forms part of a popular circuit for horse riders but it is a busy and fast road. It has been suggested that horses warning signs might be appropriate. WCC would need to give its permission for new signage. The clerk was asked to find out what is involved and obtain a cost.

25/050 Climate Change

Cllr Stockdale reported that a first meeting of the re-launched group had been held which was attended by several people. There had been a good discussion and the notes of the meeting have been circulated to all councillors. Consideration is being given to having a broader scope and joining up with the environment group. It had been agreed to have a stall at the carnival. Cllr Stockdale will find out if someone from SDC might be able to attend or provide materials relating to recycling. He will liaise with District Cllr Ostrander on this.

25/051 Finance & General Purposes

1 Budget report

Noted.

2 Bank Reconciliation Report for February 2025.

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

3 Amendment to standing order for F M Farmers

It was **RESOLVED** to increase the standing order to £1262.61 per month from 1 April 2025.

4 Review of level of fidelity guarantee

The current guarantee is set at £200k which is far below the average amount of cash held in the council's accounts over the last year. It was agreed to obtain a quote for increasing the guarantee to the next level of £500k when the insurance becomes due for renewal in May and make a decision then. The clerk advised that councillors should consider the level of risk when comparing the increase in the premium.

5 Pitch marking contract

The clerk has been in discussion with the junior football club about the arrangements for payment of the new junior pitch marking contract. The club would prefer to pay its contribution towards the pitch marking to the parish council in total at the beginning of the season and for the contractor to invoice the parish council direct for the whole amount. However, the clerk has discovered that the senior team still require their pitch to be burned in which is an extra expense the council had not included when setting the budget for next year. The clerk was asked to find out how much it would cost to burn in the senior pitch only. This matter will be further considered at the next PC meeting.

25/052 Accounts for Payment

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

25/053 Policy Review

It was **RESOLVED** to adopt the latest version of the model publication scheme and the associated draft information guide.

25/054 Reports & Questions

- Cllr Knowles asked whether the council should revisit his proposal for an extension to the car park (discussed a couple of years ago). The chairman pointed out that there is no money available for this.
- Cllr Lockley will attend Councillors Corner next Saturday.
- The clerk reminded councillors about a request she had received for a memorial bench to be installed on Old New Inn Green. Councillors considered that as there are already two benches on this green, a third would be superfluous. They were grateful for the offer but cannot accept another bench in this location.

25/055 Exclusion of Public & Press

There were no confidential matters to discuss.

25/056 Date of Next Meeting

The next ordinary meeting will be held at 7.30pm on Thursday, 24 April 2025 at 7.30pm in Harbury Village Hall.

The meeting closed at 8.45pm.

Signed Chairman Date.....

APPENDIX A

Planning Applications – Delegated Responses 27 March 2025

1 [Planning ref 25/00414/TREE - Juxta Pacem, Temple End](#)

T1 – Laurel - Fell

No representation

DRAFT

APPENDIX B

Accounts for Payment

Accounts for approval 27 March 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 02388530	d/debit	531.61	106.32	637.93
YU Energy (street lights) inv 02388531	d/debit	31.89	1.59	33.48
YU Energy (street lights) inv 02388532	d/debit	43.62	2.18	45.80
YU Energy (street lights) inv 02388633	d/debit	12.47	0.62	13.09
Water Plus (cemetery water supply)	250300	13.65	-	13.65
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Sub-total	633.24	110.71	743.95
Accounts for payment on 27 March 2025				
Payee	Payment ref	Net	Vat	Gross
Staff costs	250301	2,680.01		2,680.01
S Allen (cldr allowance)	250303	320.00		320.00
HMRC (PAYE)	250304	719.19		719.19
Greentech Ltd (line marking powder)	250306	272.00	54.40	326.40
WCC (replacement lantern, Mill St)	250307	1,043.96	208.79	1,252.75
J Balch (Xmas lights thank you gifts)	250308	89.91	-	89.91
Harbury & Ladbroke News (annual subs)	250309	10.00	-	10.00
Arbscape (cem lime trees and track hedge)	250310	1,250.00	250.00	1,500.00
Secure-a-Field Ltd (new PROW gates)	250311	1,577.80	315.56	1,893.36
WALC (t/course - A Biddle)	250312	35.00	7.00	42.00
Harbury Village Hall (local market hire)	250313	334.50	-	334.50
Harbury Village Hall (room hire)	250314	63.50	-	63.50
Warwicks Property Management (water licence fee)	250315	160.00		160.00
Viking (stationery)	250316	26.31	5.26	31.57
SDC (cemetery rates 2025/26)	250317	1,242.75		1,242.75
T Bastin (bin & bus shelter cleaning)	250318	40.00		40.00
Harbury Carnival (stall hire)	250319	55.00		55.00
BT (phone & b'band)	d/debit	56.95	11.39	68.34
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	11,468.42	1,058.64	12,527.06
	TOTALS	12,101.66	1,169.35	13,271.01