

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday, 24 April 2025 at 7.30pm
Harbury Village Hall

Present

Cllr Tim Lockley (Chair)	Cllr Robert Stockdale
Cllr Kate Gard (from 7.37pm)	Cllr Keith Thompson
Cllr Samantha Allen	Cllr Alan Knowles
Cllr Edward Mulley	Cllr Ashley Sylvester

Absent

Cllr Balch
Cllr Alex Potter

In Attendance

Alison Biddle, Clerk to the Council

Public

County Cllr Chris Kettle
9 members of the public

25/055 Apologies

Cllr Balch; Cllr Potter; District Cllr Ostrander

25/056 Declarations of Interest

- Cllr Stockdale declared a personal interest in agenda item 11.3 relating to the request for a horse warning sign in Chesterton Road as he lives in the vicinity.
- Cllr Lockley declared a personal interest in agenda item 6.1 relating to a grant application by Harbury Village Library as he is a trustee of the library.
- Cllr Mulley declared a personal interest in agenda item 6.1 relating to a grant application by Harbury Village Library as he is a volunteer at the library.

25/057 Dispensations

- 1 There were no dispensation requests relating to agenda items.
- 2 It was **RESOLVED** to approve Cllr Sylvester's application for dispensation in any matters relating to Harbury Village Hall from today, 24 April 2025, until the expiry of the current term of office following the next ordinary election in May 2027.

25/058 Minutes

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

25/059 Public Participation

There were no representations from the public.

25/060 Community Grants

1 Harbury Village Library

It was **RESOLVED** to award a grant of £1500 towards the purchase of new computers and associated equipment.

2 Harbury Show

It was **RESOLVED** to award a grant of £385 to pay for the hire of the village hall.

25/061 The Great Western Hotel & Public House

1 Report of Public Meeting

Cllrs Thompson and Stockdale had attended the recent public meeting. They had been impressed by the new owner and inspired by his presentation. He has plans to begin work on restoring the building very soon, which will include reinstating the model train. The proposal is to create a family environment and to provide quality food at reasonable prices. There is also the possibility of providing workspace and a meeting room. The aim is to open Wednesdays to Sundays. The plan is to complete the ground floor restoration in 3 to 6 months using local contractors and suppliers where possible.

2 Blue Plaques

It was agreed that the blue plaques should be covered with plywood for protection during the building works. The council's maintenance person will do this. The owner has already given his permission.

25/062 Other Organisations

1 Harbury Library

No report.

2 Harbury School Governors

No report

3 Southam College

No report.

4 Twinning Association

No report.

5 Village Hall

It will soon be the AGM. Andy Rutherford has stood down as the chairman so the committee is looking for a replacement. There are plenty of bookings. There was a

complaint about poor behaviour by partygoers last weekend to which the committee has already responded.

6 Harbury Future Energy

There has been some movement by WCC and the new tender documents are now ready. However, HFE is concerned that they might be over long. Mr Quinney will discuss this with WCC.

7 SDC & WCC

County and district councillors reported as follows:

SDC

Cllr Ostrander was not present but she had submitted a written report which had been circulated prior to the meeting. Councillors did not raise any questions. It was noted that the £140k threshold for having to provide additional information with the precept demand is set by legislation. This amount does not appear to have been increased for many years.

WCC

- Cllr Kettle's written report had been circulated prior to the meeting.
- Councillors are now in purdah pending the forthcoming WCC elections so not very much is happening at the moment.
- Road and drainage maintenance continues along with pothole repairs.
- Cllr Kettle thanked the parish council for the opportunity to work with them over the last 4 years. This will be his last meeting for this term of office but he is standing for re-election.

25/063 Planning

To consider the following planning matters:

Cllr Lockley declared a personal interest in items 2 and 3 relating to the installation of blue plaques as he is a member of the project team.

1 [Planning ref 25/00759/FUL - 8 Frances Road](#)

Existing two storey outbuilding to be converted and extended away from the boundary and connect to the house and a single side extension.

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

2 [Planning ref 25/00692/LBC - The Bridles, Chapel Street](#)

To 'erect' a 300mm diameter resin cast 'Blue Plaque' on the front of the property (as shown). This is to commemorate Arnold Andrew who lived at the property before he went off to fight on WW1. He is named on the war memorial in Crown Street.

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

- 3 [Planning ref 25/00654/LBC - The Homestead, Crown Street](#)
Erect 300mm diameter resin cast blue plaque on front of property to commemorate the two Rainbow brothers who lived at the property before they went off to fight in WW1. Both men are named on the Harbury war memorial.
It was **RESOLVED** to make no representation.
- 4 Appendix A – there had been no delegated responses this month.
- 5 [BT Payphone Removal | Stratford-on-Avon District Council](#)
Concerns were expressed that a number of calls to helplines had been made from the phone box in Mill Street. It was agreed that Cllr Lockley would respond to the consultation citing these concerns as a good reason for not removing the phone. A copy would be sent to Wellesbourne PC where a number of calls had also been made. If BT insists that the phone is removed, the PC can explore ways to provide an alternative. The telephone box itself is listed and cannot be removed but could be purchased by the PC for £1.00.

25/064 Properties

1 Hall Lane Allotments

Cllr Allen now has the sketch plan provided by the contractor and is completing an application for lawful existing development for submission to SDC.

2 Cemetery

It was agreed that the far end of the path would be a suitable location for installing a public bench. The clerk will obtain some quotes and the matter will be further discussed at the next PC meeting.

25/065 Environment

1 'Beware Horses' signage, Chesterton Road

WCC will require a non-refundable deposit of £500 to investigate the possibility of installing new signage. It was agreed not to take this matter any further at the present time. Instead, a notice is to be placed in HL News and on Facebook asking people to take slow down and take care when driving past horses.

2 Replacement Lantern LC3 in Hall Lane

It was **RESOLVED** to formally approve the order for a replacement lantern at a cost of £1043.96.

25/066 Climate Change

1 Possible Merger of Climate & Environment Groups

Cllr Stockdale had been considering whether it would be more efficient to merge these two groups but it is more complicated than he had originally thought so has decided not to take this any further at the moment.

2 Update Report

The carnival stalls have been booked and the group is hoping that SDC can provide some resources to feature recycling. The primary school and Earthworms have also been contacted.

25/067 Finance & General Purposes

1 Budget Report 31 March 2025

Noted.

2 Bank Reconciliation Report 31 March 2025

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

3 Transfer to Reserves

It was **RESOLVED** to approve the following end of year transfers from the general fund to earmarked reserves:

New cemetery fund	£10,000
BMX & skate park fund	£7,500
Tennis & netball courts maintenance fund	£6,191

4 Review of Reserves Policy Statement

This had been circulated prior to the meeting. As part of the review, the policy has been updated to reflect the latest guidance and the current status of the council's reserves. It was **RESOLVED** to approve the amendments and adopt the statement.

5 Financial Report Year Ended 31 March 2025

It was **RESOLVED** to approve the financial report which was duly signed by the chairman and the clerk.

6 Annual Governance & Accountability Return (AGAR) 2025

a) Receive & Review Internal Auditor's Report

The internal audit report had been circulated. Everything was found to be in order and no issues had been raised. It was **RESOLVED** to approve the internal audit report.

b) Approval of Section 1 of AGAR 'Annual Governance Statement 2024/25.

Councillors considered the questions in Section 1 which were read out by the chairman. All questions were answered in the affirmative and it was **RESOLVED** to approve the annual governance statement accordingly. This was duly signed by the chairman and clerk/RFO.

c) Approval of Section 2 of AGAR 'Accounting Statements 2024/25

The accounting statements at Section had been prepared and signed by the clerk/RFO and were reviewed by the council. It was **RESOLVED** to approve the accounting statements at Section 2 of the AGAR and they were duly signed by the chairman.

d) Period of Public Rights & Publication on Website

The dates had been set by the clerk/RFO. It was noted that the notice of public rights would be published on the council's website on Monday, 2 June 2025 and documents would be available for inspection from Tuesday, 3 June 2025 to Monday, 14 July 2025.

7 **Fidelity Guarantee Review & Insurance Renewal for 2025/26**

The renewal notice had not been received. This item was therefore deferred until the next meeting.

8 **WALC Subscription**

It was **RESOLVED** to renew the WALC subscription for 2025/26.

9 **New Pitch Marking Contract**

It was agreed that from next season the PC would pay for the lines to be burned in on the senior pitch only. It was also agreed that the wet lining contractor would invoice the parish council direct for the total cost of marking the junior pitches. The junior football club will pay their contribution towards this cost direct to the parish council at the start of the season. It was **RESOLVED** to approve these arrangements.

10 **Transfer to Cambridge BS**

It was **RESOLVED** to approve the transfer of £6,031 from the current account to Cambridge BS (i.e. annual maintenance contributions to tennis courts fund less water licence fee).

11 **Hinckley & Rugby Building Society**

It was **RESOLVED** to open a new savings account for local councils with the above building society. This would give the council more scope to keep its deposits with individual institutions below £85k. The clerk will make the arrangements.

25/068 Accounts for Payment

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

25/069 VE Day Anniversary

The 8 May 2025 will be the 80th anniversary of VE Day. The clerk was asked to remind Mr Winchester to fly the Union Jack.

25/070 Annual Parish Meeting 8 May 2025

Cllr Lockley volunteered to organise the drinks and nibbles.

25/071 Reports & Questions

- The skate park repairs are to be included on the next agenda.
- The energy supplier for the streetlights is to be included on the next agenda.

25/072 Exclusion of Public & Press

1 Benches in the Cemetery

It was agreed that the clerk and the chairman would examine the benches before the chairman speaks to the families concerned. It is hoped that the benches can be made secure.

25/073 Date of Next Meeting

The next meeting will be the annual meeting of the parish council which will be held at 7.30pm on Thursday, 8 May 2025 in Harbury Village Hall. This will be immediately followed by the annual parish meeting at 7.45pm. The next ordinary meeting of the council will be held at 7.30pm on Thursday, 22 May 2025 at 7.30pm in Harbury Village Hall.

The meeting closed at 8.49pm.

Signed Chairman Date.....

APPENDIX B
Accounts for Payment

Accounts for approval 24 April 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 02471310	d/debit	519.83	103.97	623.80
YU Energy (street lights) inv 02471311	d/debit	32.70	1.64	34.34
YU Energy (street lights) inv 02471312	d/debit	13.71	0.69	14.40
YU Energy (street lights) inv 02471313	d/debit	45.78	2.29	48.07
Water Plus (cemetery water supply)	d/debit	15.10	-	15.10
Arrowscape (web management)	250320	804.00	-	804.00
Arbscape (Y2 tree works)	250321	5,500.00	1,100.00	6,600.00
H Drabble (gardening services)	250322	70.00	-	70.00
Harbury RFC (grant)	250323	1,559.88		1,559.88
	Sub-total	8,561.00	1,208.59	9,769.59
Accounts for payment on 24 April 2025				
Payee	Payment ref	Net	Vat	Gross
Staff costs	250401 to 05	3,477.95		3,477.95
A Dollar (PROW gates installation)	250406	470.00	94.00	564.00
WALC (t/course - A Biddle)	250407	35.00	7.00	42.00
WALC (annual subs)	250408	805.00	119.00	924.00
Edge IT (new cllr email account)	250409	33.00	6.60	39.60
IAC Audit & Consultancy Ltd (internal audit fee)	250410	280.25	56.05	336.30
T Bastin (bin & bus shelter cleaning)	250411	40.00		40.00
BT (phone & b'band)	d/debit	60.95	12.19	73.14
Adams & Munson (office rent)	s/order	460.33	-	460.33
Frank Mann Farmers (grds m'nance)	s/order	1,051.84	210.37	1,262.21
		-	-	-
	Sub-totals	6,714.32	505.21	7,219.53
	TOTALS	15,275.32	1,713.80	16,989.12
		-	-	-
Transfer				
From Unity Trust Current to Cambridge BS	chq no 300024		£	6,031.00