

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday, 26 June 2025 at 7.30pm
Harbury Village Hall

Present

Cllr Tim Lockley (Chair)
Cllr Keith Thompson
Cllr Edward Mulley
Cllr Kate Gard
Cllr Ashley Sylvester

Cllr Robert Stockdale
Cllr Alan Knowles
Cllr Julie Balch
Cllr Alex Potter

Absent

Cllr Samantha Allen

In Attendance

Alison Biddle, Clerk to the Council
County Cllr Chris Kettle
Nicola Thompson (HL News)
1 member of the public

Public

County Cllr Chris Kettle
District Cllr Susan Ostrander
2 members of the public

25/095 Apologies

Cllr Allen

25/096 Declarations of Interest

None declared.

25/097 Dispensations

None.

25/098 Minutes

It was **RESOLVED** to approve the minutes of the ordinary meeting of the parish council held on 22 May 2025 as a true and complete record of that meeting.

25/099 Public Participation

There were no representations from the public.

25/100 Other Organisations

1 Harbury Library

The recent recruitment drive for more volunteers didn't attract any applicants. New people are needed.

2 Harbury School

No report.

3 Southam College

No report.

4 Twinning Association

No report.

5 Harbury Village Hall

Income is £3000 up on this time last year owing to several large weekend events, including weddings. There is an urgent need for new committee members.

6 Harbury Future Energy

No report.

7 SDC & WCC

County and district councillors reported as follows:

SDC

Cllr Ostrander had sent her apologies for this evening. Her written report had been circulated to members prior to the meeting. There were no questions.

WCC

- The leader of the council has resigned and the deputy leader has taken charge temporarily. An election for a new leader will be held in July.
- SEN funding is a problem. More help from the government is needed.
- The HS2 liaison meetings continue.
- Cllr Kettle is waiting to hear more about the planned drainage works near the surgery in Mill Street. The recent site meeting between WCC Highways and parish councillors was very helpful. Councillors now understand why the tree has to be removed.

25/101 Planning Matters

1 [Planning ref 25/01269/FUL Hillside Farm House, Binswood End](#)

Demolition of existing entrance porch, construction of new entrance porch. Construction of single storey extension to the rear of the house. Internal alterations.

This application had been included on the agenda in error and was not discussed.

2 Appendix A – Delegated Responses

No delegated responses this month.

25/102 Properties

1 Hall Lane Allotments

a) Wall repairs & new access

The planning officer has now advised that a full planning application is required for the repairs as the wall exceeds 1 metre in height at one end and is adjacent to the public highway. A scaled plan for the new entrance has been drawn and this will be submitted along with the full application within the next few days.

b) Current condition & maintenance

There are only a few people using the site now and it has become very overgrown, reverting to a field in places. It was never laid out like a conventional allotment site which makes it difficult to allocate plots to potential new tenants. It was agreed that the clerk would discuss the situation with the remaining tenants and report back at the next PC meeting.

2 Pineham Farm Allotments

a) Inspection arrangements

Cllrs Balch, Mulley and Sylvester have volunteered to form the new inspection team. The clerk will show them round the site. General inspections are carried out twice a year, in late autumn and during the summer growing season. The clerk has recently carried out an inspection and as a result of this, 3 plots have become vacant which are now in the process of being offered to people on the waiting list. There are only 5 people on the list in total and it seems very likely that all of these people will be offered a plot by the end of September. A couple of tenants currently have injuries which are preventing them from tending their plots and there are a few people who have received improvement notices whose plots will be reinspected later in the year.

b) Best Kept Allotment – Judging Arrangements

Steve Ekins has agreed to judge the allotments this year.

c) Community Allotment - Maintenance

There is a section which only has bark chippings on the ground and no membrane and this has become very overgrown so that people can no longer tend the small raised beds. It was agreed to obtain a quote from the PC's grounds maintenance contractor to dig this out, lay a membrane and put gravel on top. Ongoing maintenance will be required during the year. The clerk has already asked the PC's contractor to spray the weeds. Mr Clarke is to be asked if he will mow the grass path at the side.

3 Cemetery – grounds maintenance

Members of the properties group had visited the cemetery with the clerk and had drawn up a list of areas that had become overgrown and require additional maintenance. The clerk will obtain a quote for this from the PC's contractor and also approach local tree surgeons for quotes to remove two dead trees.

4 Skate Park

The repairs have now been carried out. A couple of proposals for improvements have been received from King Ramps Ltd:

- Improvements using existing ramps with new ones added at a cost of £20k to £25k
- A complete re-build with a modern design which would cater for all ages and abilities across all wheeled sports at a cost of £75,600k

Councillors favoured a complete re-design to a modern specification. They were asked to research funding opportunities and report back at the next meeting. There is currently £22.5k in the new skate park reserve with a further £7.5k included in this year's budget.

25/103 Environment

1 Stile Replacements

Two gates have been reclaimed from Bridge End Farm and will be installed on footpath SM62 subject to the landowners' consent being obtained. One will be at the entrance to the Co-op field in Mill Street and the other at the junction of the footpaths leading from the end of Mill Lane. The clerk is in the process of obtaining the necessary consents.

2 Budget for Stile Replacements

It is hoped to replace 2 stiles along footpath SM84 leading from Bush Heath Road to Bishop's Itchington. It was **RESOLVED** to fund the cost of 2 gates plus installation costs where appropriate. A budget of £500 plus was agreed.

3 Replacement tree planting

A horse chestnut tree in Mill Street near the surgery has to be removed to allow for drainage improvement works. In mitigation, WCC will be planting a replacement tree on the verge in front of the old filling station. It was **RESOLVED** to ask WCC to plant 2 flowering cherries and that the PC would fund the second tree if WCC doesn't.

25/104 Climate Change

The group had a stand at the recent carnival which had gone well. They have a meeting next week and will be discussing ideas for spending money from the Climate & Nature Fund (£150k) set up by SDC.

25/105 Finance & General Purposes

1 Budget Report

Noted.

2 Bank Reconciliation Report 31 May 2025

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

3 Approval of Skate Park Repairs Quote

It was **RESOLVED** to approve the cost of repairs at £2240 plus VAT.

4 Renewal of Harbury HRI FC Contract 2025/26

It was **RESOLVED** to increase the fee from £230 per annum to £250 per annum for the 2025/26 season which starts on 1 August 2025. The clerk will write to the football club accordingly.

5 WCAG 2.2 & PC Website

The implications of the second phase of the accessibility guidelines were discussed. The PC's current website provider will look at this over the summer but he is not sure that he will be able to make the necessary technical adjustments. If he cannot, the PC may have to consider buying a new website unless the PC decides that the cost of this would place a disproportionate burden on the council. The clerk explained that this issue will form part of the criteria for a positive response from the council when completing the 2025/26 annual governance and accountability return. It was agreed to wait for a response from the PC's current website provider and discuss again at the September meeting.

25/106 Community Governance Review

It was **RESOLVED** to make no response as Harbury PC is not affected.

25/107 Accounts for Payment

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

25/108 Policies

1 IT Policy

It was **RESOLVED** to adopt the draft IT policy with no amendments.

2 Emergency Plan Review

Cllr Lockley and Cllr Allen will review the plan and update the contacts. It will be included for approval in the agenda for the September PC meeting.

25/109 Reports & Questions

None.

25/110 Exclusion of Public & Press

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972 in order to discuss the following confidential matter:

1 Termination of Allotment Tenancy

An inspection of this allotment had recently been carried out and there was no evidence of recent cultivation. It was **RESOLVED** that the new inspection team would carry out a further inspection within the next few days and if the original finding is confirmed, the tenancy will be terminated.

25/111 Date of Next Meeting

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

The meeting closed at 8.55pm.

Signed Chairman Date.....

DRAFT

APPENDIX B

Accounts for Payment

Accounts for approval 26 June 2025				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Payment ref	Net	Vat	Gross
WaterPlus (cemetery tap)	d/debit	20.67	-	20.67
GASS (grant)	250517	2,000.00	-	2,000.00
Harbury Carnival (grant)	250518	528.00	-	528.00
Harbury RFC (grant)	250519	640.00	-	640.00
Clear Councils Insurance (insurance renewal)	250520	1,574.44	-	1,574.44
Arbscape Ltd (tree maintenance)	250521	60.00	12.00	72.00
		-	-	-
		-	-	-
		-	-	-
	Sub-total	4,823.11	12.00	4,835.11
Accounts for payment on 26 June 25				
Payee	Payment ref	Net	Vat	Gross
Staff costs	250601 to 04	3,392.58		3,392.58
Frank Mann Farmers (field mowing May)	250605	142.00	28.40	170.40
WALC (t/course - A Sylvester)	250606	35.00	7.00	42.00
Clintplan Ltd (APM report printing)	250607	78.00	-	78.00
S Nicholson (expenses)	250608	14.75	-	14.75
H Drabble (memorial garden m'nance)	250609	54.00	-	54.00
A Biddle (expenses)	250610	26.80		26.80
Arbscape Ltd (tree works)	250611	120.00	24.00	144.00
Viking (ink)	250612	66.46	13.29	79.75
Edge IT Systems Ltd (annual licence fees)	250613	515.40	103.08	618.48
King Ramps Ltd (skate park repairs)	250614	2,240.00	448.00	2,688.00
T Bastin (bin & bus shelter cleaning)	250615	40.00		40.00
WALC (t/course x 3 cllrs)	250616	105.00	21.00	126.00
Valda Energy (streetlights electric)	d/debit	932.80	138.98	1,071.78
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	9,335.91	1,006.31	10,342.22
	TOTALS	14,159.02	1,018.31	15,177.33