

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

Present

Cllr Julie Balch (chair in Cllr Lockley's absence)	Cllr Robert Stockdale
Cllr Keith Thompson	Cllr Alan Knowles
Cllr Edward Mulley	Cllr Kate Gard
Cllr Ashley Sylvester	

Absent

Cllr Samantha Allen; Cllr Lockley, Cllr Potter

In Attendance

Alison Biddle, Clerk to the Council

Public

County Cllr Chris Kettle (from 8.43pm)
John Holden (HL News)

25/112 Apologies

Cllr Allen; Cllr Lockley; Cllr Potter; District Cllr Ostrander; County Cllr Kettle sent word to say he would be late arriving.

25/113 Declarations of Interest

None declared.

25/114 Dispensations

None.

25/115 Minutes

It was **RESOLVED** to approve the minutes of the ordinary meeting of the parish council held on 26 June 2025 as a true and complete record of that meeting.

25/116 Public Participation

There were no representations from the public.

25/117 SDC & WCC

1 SDC

District Cllr Ostrander had sent her apologies. As she is on holiday, she has not sent a report.

2 WCC

County Cllr Kettle's written report had been circulated to members prior to the PC meeting.
Cllr Kettle arrived towards the end of the meeting and gave the following updates:

- The new elected leader of the council has been confirmed as George Finch of the Reform party. Councillors are now waiting to see what direction the council will take.
- The drain outside the Co-op in High Street has now been jetted and the problem seems to have been resolved.
- The longstanding leak at the corner of Mill Street and Farm Street seems to have been fixed.
- Regarding the forthcoming drainage works near the surgery in Mill Street, Cllr Kettle will support the PC's request for 2 trees to replace the chestnut which is marked for felling. He also agreed to ask if the parish could have the wood from the felled tree to make a new bench to place on the verge outside the surgery.
- The Harbury Lane/Fosse Way junction improvements have received a national award for their design.
- Parishes are invited to put forward suggestions for spending Cllr Kettle's delegated highways budget.
- The current county councillors discretionary grant scheme has now closed.
- Cllr Kettle is pushing for the village name sign in Bush Heath Road to be replaced as soon as possible.
- A new head of WCC Highways has been appointed and he is looking at how the minor works team can complete works more quickly.

25/118 Planning Matters

1 [Planning ref 25/01605/TREE - 41 Farm Street](#)

T1 -Poplar tree reduce by 3-4 metres to approx. 15-8 metres. The tree is very large, blocks out a lot of light and has potential for limbs to fail due to size and weight.

T2 – Ash – overhangs neighbour's garden on east side. Cut by up to 3 metres. No height reduction.

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

2 [Planning ref 25/01606/TREE - 13 - 15 Mill Street](#)

T1 – Maple – Reduce by 2.5 metres – 3.5 metres to approx 10 metres in height. The tree is large and creates a lot of shade to garden and pub garden next door.

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

3 **Appendix A – Delegated Responses**

Noted.

4 **Neighbourhood Development Plans**

It was **RESOLVED** to support the campaign for the reinstatement of grant funding towards the preparation of an NDP.

1 **Hall Lane Allotments**

a) Wall repairs & new access

A revised drawing is required as the original shows the proposed new access in the wrong place. Once this has been obtained, the full planning application can be submitted to SDC.

b) Current condition & maintenance

The clerk recently met with one of the four remaining plot holders. It was agreed to arrange for councillors to meet with the plot holders on site and discuss the marking out of regular sized plots in the area not currently being cultivated. Arrangements also need to be made for the clearance of rubbish and general tidying.

2 **Pineham Farm Allotments**

a) Maintenance of Community Allotment

AT the last PC meeting, the clerk was asked to obtain a quote for laying a membrane and gravel around the small raised beds. The clerk has not yet been able to obtain a quote for this work but it was now suggested that turfing this area may be a better option. It was **RESOLVED** to obtain a quote from a local gardening business for the initial weeding of this area with ongoing regular maintenance to prevent the community plot from becoming overgrown in future. This will ensure that it remains an attractive space in the hope that more people will want to make use of it. The clerk was also asked to approach a local gardener about leading some drop-in sessions during spring and summer. Cllrs Balch and Gard volunteered to lead on this. It was **RESOLVED** to try using a push along mower to cut the grass paths and if this works, to go ahead and purchase a push along mower.

b) Recommendations from Councillors' Recent Allotments Visit

It was **RESOLVED** to implement the following recommendations:

- An information guide is to be drawn up outlining what is involved in looking after an allotment and in particular, the time commitment. This will be sent out with the application form in response to an initial enquiry and should help to manage expectations.
- New allotment holders are to be given 12 months to make significant progress in clearing overgrown plots and start growing.
- Strip markers are to be purchased and installed at the head of each strip numbering 1 to 22. The clerk was asked to order these subject to a budget of £150.
- Inspections are to be carried out by the new inspection team 3 times per annum.

It was noted that the WC, which it is thought was installed by the allotments association, is reported as being well used and should remain in situ.

3 Skate Park

A quote of £35,138 for laying a concrete base on top of the tarmac has been received. Added to the quote of £75,600 for the new design, this makes a total of £110,738. It will be necessary to obtain alternative quotes and maybe even go out to tender. Councillors will explore sources of grant funding for discussion at the September PC meeting. Cllr Thompson agreed to draw up a funding strategy.

25/120 Environment

1 Stile Replacements

The clerk reported that regarding the stile at the very end of the footpath leading from Mill Lane, one written consent has now been obtained with a second expected to be received in the next few days. The Co-op has given its consent to replacing the stile into the Co-op field via email but the clerk is still waiting for their formal signed written consent which is required by WCC. Once all the signed consents have been received, the footpaths group will be able to go ahead and install the new gates. The clerk will start work on obtaining consents for the stiles on the footpath between Bush Heath Road and Bishops' Itchington over the next few weeks.

2 Litter Pickers

It was **RESOLVED** to fund the replacement of litter pickers for use by the community group subject to a budget of £200. Hi vis vests and gloves are also to be included. The council asked the clerk to pass on their thanks to the community group for their hard work in helping to keep the village litter free.

3 Annual Tree Inspection

It was noted that the order for this was placed recently and the inspection has now been completed.

25/121 Climate Change

1 Items Raised at Recent Group Meeting

A report of the meeting had been circulated to members prior to the PC meeting. The following points were noted:

- The draft letter to village organisations was approved for circulation.
- Ideas for obtaining grants from SDC's funding pot include solar panels for the village club and library. There are some concerns about whether the club roof would be strong enough to support these. Cllr Stockdale and the clerk will look at the terms of the lease for the library building to find out if permission from the diocese would be necessary. As the library is within the conservation area, planning permission would also be required.
- School pond – the children are keen to show parish councillors round and some potential dates for this visit have been circulated. This will be an opportunity to find out more about the project, and what is required regarding ongoing maintenance.

2 BT Land & Community Orchard

The BT exchange building has, or will soon, become redundant. This piece of land might be suitable for a community orchard. The clerk was asked to approach BT to find out if there is any possibility of the PC acquiring it.

3 School Pond Project.

Please see 25/121.1 above.

25/122 Finance & General Purposes

1 Budget Report

Noted.

2 Bank Reconciliation Report 30 June 2025

This is still waiting to be checked by Cllr Allen. Deferred until the September PC meeting.

25/123 Accounts for Payment

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

25/124 Policies

1 Tree Risk Management Policy

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

25/125 Reports & Questions

None.

25/126 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

The tenant had written to the council on receipt of the termination notice outlining mitigating circumstances. These were considered by the council but it was decided that as they had held the tenancy since 2021 and had not managed to cultivate the plot during that time, the council's decision to terminate the tenancy should stand. It was agreed that they could re-apply in the future if their circumstances change.

25/127 Date of Next Meeting

The next ordinary meeting of the council will be held at 7.30pm on Thursday, 25 September 2025 at 7.30pm in Harbury Village Hall.

The meeting closed at 8.56pm.

Signed Chairman Date.....

APPENDIX A

Planning Applications – Delegated Responses 24 July 2025

- 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.
No representation
- 2 [Planning ref 25/01436/TREE – Dennys Close, Temple End](#)
T1 damson – reduce the crown by 2 metres
No representation
- 3 [Planning ref 25/01432/TREE – Juxta Pacem, Temple End](#)
T1 conifer – fell
No representation
- 4 [Planning ref 25/01341/TREE – Shakespeare Inn, Mill Street](#)
T1 willow – re-pollard back to previous pollard points.
H1 and H2 conifer – reduce hedges back to previous reduction heights,
approximately 4 – 5 metres and 5 -6 metres.
No representation
- 5 [Planning ref 25/01443/FUL – Land adjacent to Northfields, Mill Lane](#)
Proposed self-build 3 bedroom bungalow with associated parking and hardstanding.
No representation

APPENDIX B
Accounts for Payment

Accounts for approval 24 July 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	18.19	-	18.19
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Sub-total	18.19	-	18.19
Accounts for payment on 24 July 2025				
Payee	Payment ref	Net	Vat	Gross
Staff costs	250701	3,477.92		3,477.92
Frank Mann Farmers (field mowing May & ditch)	250706	182.00	36.40	218.40
Frank Mann Farmers (Hall Lane wall clearance)	250707	145.00	29.00	174.00
Viking (office equipment)	250708	24.94	4.99	29.93
A Biddle (postage & mileage)	250709	22.25	-	22.25
Moore (external audit)	250710	420.00	84.00	504.00
Arbscape (annual tree inspection)	250711	280.00	56.00	336.00
Harbury Village Hall (local market)	250712	312.00	-	312.00
Harbury Village Hall (room hire)	250713	114.00	-	114.00
SDC (replacement bin- playing field)	250714	400.00	80.00	480.00
T Bastin (bin & bus shelter cleaning)	250715	40.00		40.00
Valda Energy (streetlights electric)	d/debit	761.47	132.71	894.18
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	7,752.70	645.66	8,398.36
	TOTALS	7,770.89	645.66	8,416.55
		-	-	-