

**HARBURY PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Thursday, 27 November 2025 at 7.30pm**  
**Tom Hauley Room, All Saints Church, Harbury**

**Present**

Cllr Tim Lockley (Chair)  
Cllr Keith Thompson  
Cllr Edward Mulley  
Cllr Kate Gard  
Cllr Michael Goodman

Cllr Samantha Allen  
Cllr Alan Knowles  
Cllr Julie Balch  
Cllr Ashley Sylvester

**Absent**

Cllr Robert Stockdale

**In Attendance**

Alison Biddle, Clerk to the Council

**Public**

County Cllr Chris Kettle  
Nicola Thompson (Harbury & Ladbroke News)  
Amanda Randall (Harbury Swifts)

**25/166 Apologies**

Apologies were received and accepted from Cllr Robert Stockdale. District Cllr Susan Ostrander had also sent apologies.

**25/167 Declarations of Interest**

Cllr Sylvester advised that he has been appointed to the board of Harbury Future Energy.

**25/168 Dispensations**

- 1 It was **RESOLVED** to approve Cllr Goodman's request for dispensation in any matters relating to Harbury Village Hall from today, 27 November 2025, until the expiry of the current term of office following the next ordinary election in May 2027.
- 2 There were no other dispensation requests to consider.

**25/169 Minutes**

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

**25/170 Public Participation**

Amanda Randall gave a short presentation on the swift project and explained that she had received a generous donation from the WI for the purchase of some swift attraction callers for installing alongside the swift boxes. These would help to guide younger birds breeding for the first time and looking for suitable nesting sites. She demonstrated one so that councillors could hear the sound they make and the level of noise which is no louder than a normal bird call. She

asked the parish council if they would continue to support the project by allowing the council's maintenance person to install the callers. If the council agrees to this, she will consult with the relevant householders and their neighbours to ensure their agreement and support before any callers are installed.

## **25/171 Other Organisations**

### **1 Harbury Library**

Jill Credland, who has run Biblio's for many years, is retiring from the committee.

### **2 Harbury School**

No report.

### **3 Southam College**

No report.

### **4 Twinning Association**

No report.

### **5 Harbury Village Hall**

It is now pantomime season.

### **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. SDC is supporting a proposal for a 2 council unitary in Warwickshire.

#### **WCC**

- Cllr Kettle has agreed to use his discretionary budget to repair the eroded footpath in South Parade (near Rose Cottage).
- There has been no further progress regarding the streetlights at Henry's. Cllr Kettle is pursuing this.
- Cllr Kettle will talk to the area surveyor re the flooding at the corner of Church Terrace and Hall Lane and in Mill Street.
- WCC is currently carrying out a public survey re poor mobile signal in some areas. This has been circulated to the parish clerks for dissemination via social media.
- There is currently a consultation re changes to the home to school transport programme.
- WCC's budget process is now underway. The SEND overspend continues to cause concern.

- Concerns have been raised with Severn Trent re the recent closure of the B4451 on Gaydon Road in Bishop's Itchington and the unsuitable diversion via Knightcote Bottom.
- Cllr Kettle has received two complaints about the stretch of road between Harbury and the Great Western. One relates to the width of the footpath. It is actually a metre wide but vegetation has encroached making it narrower. It was last cleared in December 2022. To clear it again would cost £100k, to widen it to 1.5 metres would cost £195k. WCC does not have the budget to cover this level of expenditure at the current time. The second complaint relates to a ditch adjacent to a farm drive. The complainant had unfortunately driven into the ditch while trying to turn round and had asked for it to be fenced off. However, this would restrict visibility for vehicles leaving the farm drive so WCC cannot comply with the request.
- There will be HS2 closures on both the B4451 and A423 during next year which could result in more traffic coming through Harbury.

## 25/172 Planning Matters

### 1 [Planning ref 25/02653/FUL - 33 Mill Street](#)

Replacement of the existing mono-pitched roof on the rear side extension with a flat roof. Rendering to all elevations. Installation of three panel door systems to the front and rear. Addition of a new window and door to the rear. Replacement of all existing windows and door with dark grey units. Relocation of the chimney. It was **RESOLVED** to make no representation.

### 2 **Appendix A – delegated responses.** Noted.

## 25/173 Properties

### 1 **Hall Lane Allotments**

#### a) Wall repairs & new access

The planning application has still not been determined although the planning officer had previously advised the clerk that a decision would be issued on 7 November 2025. The clerk has tried contacting the planning officer for an update without success. It was agreed to ask District Cllr Susan Ostrander to find out what is causing the delay.

#### b) Current condition & maintenance

The meeting with the plot holders had to be rearranged and is now taking place at the end of this week. Perhaps it might be possible to trim the unoccupied areas. The lack of water on site is also a problem. The access needs to be improved urgently and the unoccupied plots could be regularised. Cllr Sylvester will report back following his meeting with the plot holders.

## 2 Playing Field – Bonfire Night Review

### a) Current condition post-bonfire

There are hardly any marks on the field this year owing to dry ground conditions.

### b) Future pre-bonfire process

- It was agreed that in future the field would be inspected on the Friday.
- The decision whether or not the ground conditions are good enough to be able to proceed, will be made by the parish council.
- To prevent damage to the field and protect the run- off areas for the football pitches, more mats will be required, but it is the responsibility of GASS to provide these.
- Cllr Balch volunteered to organise a meeting with GASS to discuss this in the New Year.

## 25/174 Environment

### 1 Stile Replacements

Landowners had raised a couple of questions which meant the clerk had to obtain further clarification from the rights of way officer. This has now been done and she will now go back to the landowners to ask them to sign the legal agreements. The double stile will be replaced with a stock proof kissing gate which will be paid for by the parish council. Another stile is to be removed as it is now redundant and a new warmaker is to be installed in the field near the quarries to ensure people remain on the designated footpath.

### 2 Streetlighting Electricity Contract Renewal

It was **RESOLVED** to approve a new 3 year contract with SSE from May 2026.

### 3 Swift Bird Callers

It was **RESOLVED** to approve the request for the council's maintenance person to install the swift attraction callers subject to consultation with householders and neighbours as per the discussion during the public forum at minute ref 25/170 above.

## 25/175 Climate Change

Cllr Stockdale had circulated his report of the group's last meeting. The main focus is on helping Earthworms to secure a grant from SDC's climate fund to pay for the work on the pond. SDC has advised Cllr Sylvester that it would be in order for the PC to apply for the grant on behalf of Earthworms which doesn't meet the eligibility criteria as it is a school organisation. The clerk and the chair expressed some concerns about the legality of this. The clerk will carry out further research. It was suggested that perhaps the PTA might be able to make the application instead.

## 25/176 Finance & General Purposes

### 1 Budget Report

Noted.

## **2 Bank Reconciliation Report**

Cllr Allen has not yet checked the bank reconciliation.

## **3 Transfer from Cambridge BS to Current Account**

It was **RESOLVED** to transfer £2020 in respect of recent maintenance works on the tennis and netball courts.

## **4 Bank Mandate**

It was **RESOLVED** to add Cllr Goodman as a signatory to the bank account.

## **5 Edge IT Support**

Edge IT has announced that it will no longer provide antivirus software as a standalone service. When the current subscription ends next year, the council will either have to source its own antivirus subscription or sign up to one of the new IT support packages provided by Edge. The details had been circulated to members prior to the meeting. It was **RESOLVED** to subscribe to the enhanced support package. This will provide a much higher level of service with extra support for the clerk in maintaining the council's email and IT systems.

## **6 Domain Management**

It was **RESOLVED** to formally approve the transfer of the domain registration and management to Aubergine. The clerk reported that the recent problems have now been resolved.

## **7 Budget Meetings**

It was agreed to hold the budget meetings for the finance group on Monday, 15 December 2025 at 9.00am and on Tuesday, 13 January at 3.00pm. Both meetings will be held in the parish council office.

### **25/176 Christmas Lights**

The installation is all set to go ahead on Saturday morning, 29 November 2025 as planned.

### **25/177 Accounts for Payment**

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

### **25/178 Policies & Councillor Appointments**

#### **1 Review of Anti-bullying & Anti- harassment Policy**

The policy had been circulated. It was **RESOLVED** to make no amendments. All councillors are required to sign the last page in confirmation that they have read and agree to uphold the policy and return it to the clerk.

## **2 Appointment to Working Parties**

It was **RESOLVED** to appoint Cllr Goodman to the environment and properties working parties.

### **25/179 Reports & Questions**

None.

### **25/180 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 Quotes for Y3 Tree Works**

Three quotes had been obtained and circulated to members prior to the meeting. It was **RESOLVED** to approve the quote from AP Tree Services.

### **25/181 Date of Next Meeting**

The next ordinary meeting of the council will be held at 7.30pm on Thursday, 22 January 2026 at Harbury Village Hall.

The meeting closed at 8.55pm.

Signed ..... Chairman      Date.....

## APPENDIX A

### Planning Applications – Delegated Responses 27 November 2025

- 1 [Planning ref 25/02580/TREE - Church Paddock, Hall Lane](#)  
T001 sycamore - remove low laterals to give 5 metres clearance over highway -T003 field maple - remove low laterals to give 5 metres clearance over highway -T004 oak - remove low laterals to give 5 metres clearance over highway. Formative prune -T006 cherry - remove low laterals to give 5 metres clearance over highway. Sever ivy - T009 oak - remove deadwood over highway -T014 lime - remove basal growth. Sever and remove ivy up to 1 metre height. Remove all deadwood with potential to fall into the highway. -T015 lime - remove basal growth. Sever and remove ivy up to 1 metre height. Remove 2no. damaged stems -T019 yew - sever and remove ivy up to 1 metre height -G020 mixed species - sever ivy on leaning stems. Selective thinning out of stems which are going to lean out over boundary with church and/or road.  
**No representation**
- 2 [Planning ref 25/02455/TPO - Church Paddock, Hall Lane](#)  
T002 walnut (T6 on TPO) - remove remaining elder at base of tree -T008 lime (T5 on TPO) - remove all basal suckers -T011 oak (T4 on TPO) - remove deadwood over highway -T012 oak (T1 on TPO) - sever ivy and remove from stem up to 2 metre height -T013 lime (T2 on TPO) - remove basal growth. Sever and remove ivy up to 1 metre height. Remove all deadwood with potential to fall into the highway. -T017 copper beech (T3 on TPO) - sever ivy.  
**No representation**
- 3 [Planning ref 25/02654/FUL - 21 Bush Heath Lane](#)  
Demolition of existing single storey extension to the rear of the existing house.  
Construction of a two storey extension to the rear of the existing house. New window to the front of the house.  
**Object** on the grounds of over development of the site and significant impact on neighbouring properties.
- 4 [Planning ref 25/02727/AGNOT](#)  
Agricultural storage building.  
**No comments**

## APPENDIX B

### Accounts for Payment

Accounts for approval 27 November 2025				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Payment ref	Net	Vat	Gross
RBL Poppy Appeal (wreath)	chq. 300025	100.00	-	100.00
Fosse Contracts Ltd (courts cleaning)	251100	2,020.00	404.00	2,424.00
TLC Ltd (electrical sundries)	251101	178.18	35.64	213.82
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Sub-total	2,298.18	439.64	2,737.82
Accounts for payment on 27 November 2025				
Payee	Payment ref	Net	Vat	Gross
Staff costs	251102 to 05	3,539.12		3,539.12
S Nicholson (wood & paint)	251106	38.55	-	38.55
Npower (defib electricity)	251107	1.56	0.08	1.64
Fairways (junior pitch marking)	251108	630.00	-	630.00
Edge IT Systems Ltd (new cllr email)	251109	34.00	6.80	40.80
Frank Mann Farmers (field mowing - Oct)	251110	213.00	42.60	255.60
Adams & Munson (office electric)	251111	271.26	-	271.26
Lightstyle London Ltd (Xmas lights)	251112	898.20	179.64	1,077.84
Village Green Tree Surgeons (p'field tree works)	251113	500.00		500.00
Viking (office supplies)	251114	49.41	9.89	59.30
Frank Mann Farmers (bollards DB play area)	251115	1,063.04	212.61	1,275.65
T Bastin (bin & bus shelter cleaning)	251116	40.00		40.00
BT (phone & b'band)	d/debit	60.95	12.19	73.14
Valda Energy Ltd (s/lights electric)	d/debit	49.64	9.93	59.57
Valda Energy Ltd (s/lights electric)	d/debit	852.57	170.51	1,023.08
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	9,753.47	854.62	10,608.09
	<b>TOTALS</b>	<b>12,051.65</b>	<b>1,294.26</b>	<b>13,345.91</b>
		-	-	-